
MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th SEPTEMBER 2025 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F &GP/25/11 APOLOGIES FOR ABSENCE

11.1 Apologies were received from Cllrs S Alexander, Foxwell, Norcross and Trundle.

F&GP/25/12 DECLARATIONS OF INTEREST AND DISPENSATIONS

12.1 None

F&GP/25/13 QUESTIONS FROM THE FLOOR {in summary}

13.1 None

F&GP/25/14 MINUTES OF PREVIOUS MEETING

14.1 The Chair reviewed the previous meeting in so far as it related to ongoing discussions with the SPC Action Plan, and reiterated that the Plan was about what SPC could achieve given a tighter budget restriction this year.

Cllr Sharp **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 8th July 2025 be agreed as a true and fair record. **Agreed 4 For, 1 abstained**

F&GP/25/15 MATTERS ARISING AND ACTIONS – *These items taken as read*

15.1 Clerk to help renegotiate wardens expenditure for 2025 due to the reduced service provision- **Item 16.5**

15.2 Clerk to bring back first part of SPC Business plan, to complete finance and action plan – **See Item 16.3**

15.3 Clerk to compile the 25/26 SPC Draft Action Plan – **See item 16.3**

15.4 Clerk's office to complete grant transaction with the Community Allotment Group – **Actioned**

15.5 Clerk to appoint internal auditor for the 25/26 period, following F&GP agreement – **Actioned**

15.6 Clerk to contact Steyping CC conveying SPC in principle not against a long lease agreement – **Actioned**

15.7 Clerk to confirm fee arrangement for the Cricket Club lease with the SPC Solicitor – **Actioned**

15.6 Clerk to take signed special motion to Full Council – **Actioned**

15.7 Clerk to complete & sign the Archway at Newmans gardens asset lease transference doc. – **Actioned**

F5GP/25/16 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.

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

Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. Cllr Sharp **proposed, seconded** by Cllr Bell that SPC accepts the June and July 2025 SPC Payments lists. **Agreed**

16.2	F&GP Income and Expenditure reports for June and July 2025.	
16.2.1	The Ill Health insurance payment was skewing the percentage on the reports and the Clerk agreed that he could change the figures (manually, not on the accounts system) to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs for future meetings.	CLERK
16.2.2	Cllr Sharp proposed, seconded by Cllr Johnson that the F&GP Income and Expenditure reports for June and July 2025 be accepted. Agreed	
16.3	To agree the second part of the SPC draft Business Plan & Finance Plan 2025/26 and to further consider project priorities and agree the 2025/26 SPC Action Plan.	
	The members looked at the details of the Action Plan at the same time as the Finance and Business Plan document as it all related to total finances and time available, and many questions arose, and were further explored. An important point was that as per the previous period, even though the plan is agreed for the year, there was still a need to be fairly flexible, depending on what other issues may arise. Cllr Sharp proposed, seconded by Cllr I Alexander that members resolve to approve the 2025/26 SPC Business, Finance and Action Plans. Agreed	CLERK
16.4	To consider a grant application for an allotment association AGM room hire cover grant.	CLERK
	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. Cllr Sharp proposed, seconded by Cllr Johnson that SPC pay the grant request for £87.15 to the Steyning Allotment Association. Agreed	
16.5	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 devolution.	
16.5.1	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 of reduced service cover (because only one Warden was available to Steyning following Michaels' departure), the Clerk has had it confirmed by HDC that indeed there will be a reduced charge.	
16.5.2	Members considered a motion outlining further support for the service to ease any staff concerns. Cllr Sharp proposed, seconded by Cllr I Alexander that the F&GP Committee expresses its intention to protect the continued employment of Wardens beyond the end of the current HDC contract. Agreed	CLERK
16.6	To agree this year's SPC budget planning timeline as per supporting papers	CLERK
	The timeline document 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. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accept this timeline {as per supporting papers}. Agreed	
16.7	F&GP to consider an amendment to the SPC Finance Risk Assessment and SPC Finance Regs as per supporting paper.	
16.7.1	Members considered an amendment to either SPC Finance Regs or to the SPC Risk Assessment in order for a procedural variation in SPC policies to be resolved. Two options were presented whereby one was changed to agree with the other or vice versa. Cllr Sharp proposed, seconded by Cllr I Alexander that Option 2 {SPC Risk Assessment be amended to agree with details contained within the SPC Finance Regs} be accepted {as per supporting papers}. Agreed	CLERK
16.7.2	Members also considered changing SPC 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. Cllr Johnson proposed, seconded by Cllr Sharp that the following amendment be adopted as per supporting paper. Agreed	CLERK
	<i>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.</i>	

16.8	To agree payment of Christmas Lights invoice Cllr Sharp proposed, seconded by Cllr Johnson that SPC pay the invoice for £2,458.76 for Christmas Lighting. Agreed	CLERK
16.9	To agree payment of invoice to design code consultants for the first part of their work in assisting the SPC Neighbourhood Plan update works. Cllr Sharp proposed, seconded by Cllr Bell that SPC pay the invoice for £5,280.00 (inc VAT) for Neighbourhood Plan consultancy work undertaken. Agreed	CLERK
16.10	Report on work undertaken so far on potential asset transference, with a view to future Car Park management options	
16.10.1	The Office has been working on gaining information both from HDC officers, the Land Registry and other Parish Council Reps and via webinars information to help SPC move the process of potential asset transference forward. On 2 nd September '25 the Community Committee were asked to consider a number of potential assets such as Bramber Brooks, Fletchers Croft and other Car Parks and certain other parcels of land in terms of whether they were interested enough to ask the Clerk to write to HDC in order to ' <i>express an interest</i> ' in these assets. HDC will by following their new asset transference policy, complete an internal review to see if the expression of interest submission meets certain criteria, and will decide whether SPC can then submit a formal application – and this would involve much more detail from SPC in terms of its ability to maintain that asset.	
16.10.2	The Car Parks are obviously a very important part of this discussion for SPC – they provide an income generation, but also a fair cost liability. In any discussion concerning the Car Parks and how the income might benefit SPC, members need to be mindful that any excess, or profit, likely ought to be put back into their maintenance or something to do with highways or something associated with better sustainable travel practice. Management of Car Parks could be undertaken by an experienced company rather than attempting to utilise existing staff from HDC – and all options are being explored and currently remain open. Members advocated for the benefits of 'Free Parking', and for the money that has been put to one side for HDC to complete a renewal of Newman Gardens Car Park to be used for that purpose in advance of the potential asset transference to SPC.	CLERK
16.11	Following the fact that two residents have raised objections to SPC's 2024/25 AGAR, and have sent these to the external auditor, for F&GP members to gain an understanding of the process and likely cost implications. The Clerk reported on the nature of the procedures and processes involved when residents raise objections regarding the annual AGAR submission and therefore the SPC finance and governance. The Clerk estimated the likely cost to SPC of these current enquiries to be in the region of between £1,000 and £3,000.	CLERK
16.12	To consider a grant application from the Tyler Trust organisation. Members agreed that it was a very worthy cause but that there was a strong argument to suggest the benefit to Steyning Residents was somewhat tenuous. Cllr Sharp proposed, seconded by Cllr I Alexander that SPC does not make a grant to the Tyler Trust. Agreed	CLERK
F&GP/25/17	PROGRESS REPORT	
17.1	<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
17.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
17.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
17.4	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK
17.5	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK

17.6	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
17.7	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
17.8	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
17.9	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
17.10	<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
17.11	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK
17.12	<i>F&GP/25/7.4 Clerk to organise Community Engagement working party to consider CCTV referendum</i>	CLERK

F&GP/25/18 INFORMATION/CORRESPONDENCE ITEMS

18.1 None

F&GP/24/19 DATE OF NEXT MEETING – 14th October 2025 @7.30pm.

The Chair closed the meeting at 9.11pm

Signed Date 14th October 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/wGp7amMkt9M>

Bank Reconciliation up to 31/08/2025 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
01/08/2025	DD	848.00		848.00		R 	Horsham District Council - <i>steyping Ctr Rates</i>
01/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked
01/08/2025	CR		7.00	7.00		R 	Receipt(s) Banked
02/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
02/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
02/08/2025	CR		11.80	11.80		R 	Receipt(s) Banked
02/08/2025	BP		21.00	21.00		R 	Receipt(s) Banked
03/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
04/08/2025	DD	240.00		240.00		R 	Grenkephones
04/08/2025	262/25.26	16.95		16.95		R 	Youth Club Food
04/08/2025	263/25.26	98.32		98.32		R 	PiP Services
04/08/2025	264/25.26	118.02		118.02		R 	Admin support
04/08/2025	265/25.26	2,803.25		2,803.25		R 	Jack Lee Street clening
04/08/2025	266/25.26	16.30		16.30		R 	Stey centre supplies
04/08/2025	267/25.26	363.90		363.90		R 	HDC Waste
04/08/2025	VIS	207.00		207.00		R 	Indeed job ad
04/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
04/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
04/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
04/08/2025	CR		61.94	61.94		R 	Receipt(s) Banked
04/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
04/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
05/08/2025	VIS	46.41		46.41		R 	Amazon - Youth Beads
05/08/2025	VIS	6.99		6.99		R 	Amazon - Youth - Gliders
05/08/2025	VIS	37.74		37.74		R 	Amazon - Youth - Colouring
05/08/2025	VIS	37.74		37.74		R 	SiteLock Websecurity
05/08/2025	DR	1.02		1.02		R 	Sitelock TRans
05/08/2025	VIS	13.00		13.00		R 	Canva design
05/08/2025	VIS	-0.44		-0.44		R 	Site lock overpaid
05/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
05/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
05/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
05/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
05/08/2025	CR		156.32	156.32		R 	Receipt(s) Banked
06/08/2025	Cr		11.80	11.80		R 	Receipt(s) Banked
06/08/2025	25/34		302.60	302.60		R 	Receipt(s) Banked
07/08/2025	268/25.26	410.54		410.54		R 	HDC waste - <i>wheelley Bins</i>
07/08/2025	269/25.26	384.00		384.00		R 	South Coast elec
07/08/2025	270/25.26	390.00		390.00		R 	Clare Austin grounds
07/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
07/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
07/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
07/08/2025	CR		72.28	72.28		R 	Receipt(s) Banked
07/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
07/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
07/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked
07/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/08/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
07/08/2025	25/36		250.50	250.50		R 	Receipt(s) Banked
08/08/2025	25/33		117.65	117.65		R 	Receipt(s) Banked
08/08/2025	25/35		21.00	21.00		R 	Receipt(s) Banked
09/08/2025	CR		98.00	98.00		R 	Receipt(s) Banked
09/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
10/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
11/08/2025	VIS	23.10		23.10		R 	Amazon - Board game
11/08/2025	VIS	100.00		100.00		R 	Canva design software
11/08/2025	VIS	63.87		63.87		R 	Youth - trainexpenses
11/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
11/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
11/08/2025	Cr		21.00	21.00		R 	Receipt(s) Banked
11/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
11/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
11/08/2025	Cr		11.01	11.01		R 	Receipt(s) Banked
11/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
12/08/2025	VIS	38.98		38.98		R 	Amazon - Soccer pinnies
12/08/2025	VIS	4.38		4.38		R 	Amazon - First Aid
12/08/2025	VIS	68.98		68.98		R 	Amazon - Youth - Hol Act
12/08/2025	VIS	22.78		22.78		R 	Amazon - Youth - Hol Act
12/08/2025	VIS	51.06		51.06		R 	Amazon - Youth sport equip
12/08/2025	VIS	7.91		7.91		R 	Amazon - Diary
12/08/2025	VIS	9.99		9.99		R 	Amazon - Vax Carpets
12/08/2025	VIS	10.40		10.40		R 	Amazon - youth cards
12/08/2025	CR		11.80	11.80		R 	Receipt(s) Banked
12/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
14/08/2025	271/25.26	135.80		135.80		R 	British Gas Stey Centre
14/08/2025	272/25.26	305.87		305.87		R 	Digital procure copier
14/08/2025	273/25.26	50.52		50.52		R 	EDF - electric
14/08/2025	274/25.26	117.80		117.80		R 	PLaces Leis - youth
14/08/2025	275/25.26	1,442.57		1,442.57		R 	Sussex Land services - <i>Grass Cutting</i>
14/08/2025	276/25.26	60.00		60.00		R 	TC Minatenance
14/08/2025	CR		11.80	11.80		R 	Receipt(s) Banked
14/08/2025	CR		105.00	105.00		R 	Receipt(s) Banked
14/08/2025	CR		4,977.65	4,977.65		R 	Receipt(s) Banked - <i>VAT reimbursement</i>
14/08/2025	CR		88.65	88.65		R 	Receipt(s) Banked
15/08/2025	DD	20.74		20.74		R 	Phones for youth Propel
15/08/2025	CR		52.50	52.50		R 	Receipt(s) Banked
15/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
15/08/2025	CR		58.80	58.80		R 	Receipt(s) Banked
15/08/2025	CR		61.80	61.80		R 	Receipt(s) Banked
15/08/2025	BP		294.35	294.35		R 	Receipt(s) Banked
16/08/2025	CR		147.00	147.00		R 	Receipt(s) Banked
16/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
16/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
16/08/2025	BP		133.90	133.90		R 	Receipt(s) Banked
17/08/2025	CR		126.00	126.00		R 	Receipt(s) Banked
18/08/2025	DD	29.60		29.60		R 	O2 Mobile for SPC

Bank Reconciliation up to 31/08/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/08/2025	VIS	31.18		31.18		R 	Zoom - software
18/08/2025	CR		108.15	108.15		R 	Receipt(s) Banked
18/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
18/08/2025	CR		84.00	84.00		R 	Receipt(s) Banked
18/08/2025	CR		274.13	274.13		R 	Receipt(s) Banked
18/08/2025	BP		21.00	21.00		R 	Receipt(s) Banked
18/08/2025	BP		21.00	21.00		R 	Receipt(s) Banked
19/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked
19/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked
19/08/2025	BP		98.00	98.00		R 	Receipt(s) Banked
19/08/2025	CR		82.40	82.40		R 	Receipt(s) Banked
20/08/2025	CR		32.80	32.80		R 	Receipt(s) Banked
20/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
21/08/2025	DR	39.09		39.09		R 	HSBC Charges
21/08/2025	VIS	50.00		50.00		R 	Mindfulness training Youth
21/08/2025	CR		172.90	172.90		R 	Receipt(s) Banked
21/08/2025	CR		126.00	126.00		R 	Receipt(s) Banked
21/08/2025	CR		116.50	116.50		R 	Receipt(s) Banked
22/08/2025	DD	54.02		54.02		R 	CRE Comms Phones
22/08/2025	BP	14,178.65		14,178.65		R 	Staff salaries
22/08/2025	BP		173.80	173.80		R 	Receipt(s) Banked
22/08/2025	BP		154.50	154.50		R 	Receipt(s) Banked
22/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
22/08/2025	CR		264.21	264.21		R 	Receipt(s) Banked
23/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
25/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
26/08/2025	VIS	11.04		11.04		R 	Zoho software
26/08/2025	VIS	110.00		110.00		R 	Youth Active Hol Act
26/08/2025	VIS	110.00		110.00		R 	Youth Active Hol Act.
26/08/2025	277/25.26	7.45		7.45		R 	Stey Centre supplies
26/08/2025	278/25.26	186.00		186.00		R 	C Sowerby toilet security
26/08/2025	279/25.26	321.60		321.60		R 	Southern Cinema Services
26/08/2025	280/25.26	14.39		14.39		R 	Zen web site
26/08/2025	281/25.26	110.00		110.00		R 	Sussex plumber
26/08/2025	282/25.26	3,538.95		3,538.95		R 	Bus. Stream Allot - water <i>-Reimbursement</i>
26/08/2025	283/25.26	67.80		67.80		R 	Tamzin trial shift
26/08/2025	284/25.26	7.99		7.99		R 	Youth game purchase
26/08/2025	285/25.26	55.00		55.00		R 	Chichester payroll
26/08/2025	286/25.26	5,120.74		5,120.74		R 	HMRC Tax & NIC <i>} staff</i>
26/08/2025	287/25.26	3,169.87		3,169.87		R 	WSCC Pensions
26/08/2025	288/25.26	13.98		13.98		R 	Saunderson - Locks
26/08/2025	289/25.26	10.96		10.96		R 	Earnings order - Youth
26/08/2025	290/25.26	304.00		304.00		R 	TC Maintenance
26/08/2025	CR		82.40	82.40		R 	Receipt(s) Banked
26/08/2025	CR		42.00	42.00		R 	Receipt(s) Banked
26/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked
26/08/2025	CR		43.10	43.10		R 	Receipt(s) Banked
26/08/2025	BP		42.00	42.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/08/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/08/2025	CR		147.00	147.00		R 	Receipt(s) Banked
26/08/2025	CR		405.46	405.46		R 	Receipt(s) Banked
27/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
28/08/2025	VIS	7.00		7.00		R 	Land Registry Doc
28/08/2025	VIS	7.00		7.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	7.00		7.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS	7.00		7.00		R 	Land Registry Doc
28/08/2025	VIS	14.00		14.00		R 	Land Registry Doc
28/08/2025	VIS		110.00	110.00		R 	Receipt(s) Banked
28/08/2025	CR		244.60	244.60		R 	Receipt(s) Banked
28/08/2025	25/38		347.10	347.10		R 	Receipt(s) Banked
28/08/2025	25/39		21.00	21.00		R 	Receipt(s) Banked
29/08/2025	VIS	7.00		7.00		R 	Land Registry Doc
29/08/2025	BP		21.00	21.00		R 	Receipt(s) Banked
30/08/2025	CR		21.00	21.00		R 	Receipt(s) Banked
		36,276.80	12,337.20				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

19th Sept '25

Chair of F&GP:

Name

Signed

Date

Bank Reconciliation up to 30/09/2025 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
01/09/2025	DD	848.00		848.00		R 	Steyping Centre Rates
01/09/2025	291/25.26	101.25		101.25		R 	Beed. & Bramb. Hall Hire Youth
01/09/2025	292/25.26	10.85		10.85		R 	Film supplies
01/09/2025	293/25.26	57.09		57.09		R 	Fire Protection Services
01/09/2025	293/25..26	383.91		383.91		R 	Fire Protection Services - ALARMS
01/09/2025	294/25.26	170.98		170.98		R 	PHS Group
01/09/2025	296/25.26	179.39		179.39		R 	Heales expenses
01/09/2025	297/25.26	40.00		40.00		R 	Green Thumb
01/09/2025	298/25.26	110.00		110.00		R 	JD Windows
01/09/2025	299/25.26	450.00		450.00		R 	Tom Packer - IT - EQUIP & SERVICE
01/09/2025	299/25..26	252.00		252.00		R 	Tom Packer - Web site
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	BP		84.00	84.00		R 	Receipt(s) Banked
01/09/2025	CR		176.08	176.08		R 	Receipt(s) Banked
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	CR		21.00	21.00		R 	Receipt(s) Banked
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	BP		21.00	21.00		R 	Receipt(s) Banked
01/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	CR		63.00	63.00		R 	Receipt(s) Banked
01/09/2025	Cr		84.00	84.00		R 	Receipt(s) Banked
01/09/2025	BP		63.00	63.00		R 	Receipt(s) Banked
01/09/2025	25/37		105.00	105.00		R 	Receipt(s) Banked
01/09/2025	25/40		42.00	42.00		R 	Receipt(s) Banked
01/09/2025	25/41		239.70	239.70		R 	Receipt(s) Banked
02/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
02/09/2025	CR		51.36	51.36		R 	Receipt(s) Banked
02/09/2025	CR		82.58	82.58		R 	Receipt(s) Banked
02/09/2025	CR		21.00	21.00		R 	Receipt(s) Banked
02/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
02/09/2025	CR		88.65	88.65		R 	Receipt(s) Banked
03/09/2025	VIS	13.59		13.59		R 	Amazon - ext lead
03/09/2025	VIS	139.44		139.44		R 	Doorfit locks
03/09/2025	DD	240.00		240.00		R 	Grenke leasing phones
03/09/2025	300/25.26	325.00		325.00		R 	Clare Austin gardening
03/09/2025	301/25.26	531.38		531.38		R 	Bus. Stream Bus Shel water
03/09/2025	302/25.26	2,803.25		2,803.25		R 	Jack Lee Gardening - STREET CLEANING
03/09/2025	303/25.26	200.00		200.00		R 	Myles Meekums Hol Act.
03/09/2025	304/25.26	330.60		330.60		R 	PiP Services
03/09/2025	305/25.26	160.00		160.00		R 	Steyping downland scheme
03/09/2025	306/25.26	160.00		160.00		R 	TSS legionares
04/09/2025	CR		82.60	82.60		R 	Receipt(s) Banked
05/09/2025	VIS	36.76		36.76		R 	Sitelock security
05/09/2025	DR	1.01		1.01		R 	Sitelock transaction fee
05/09/2025	BP		450.00	450.00		R 	Receipt(s) Banked PARTNERSHIP..
05/09/2025	CR		84.00	84.00		R 	Receipt(s) Banked PLANTER CONTRIBUTION

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/09/2025	Cr		42.00	42.00		R 	Receipt(s) Banked
05/09/2025	25/44		267.00	267.00		R 	Receipt(s) Banked
08/09/2025	VIS	13.00		13.00		R 	Canva software
08/09/2025	CR		15,245.72	15,245.72		R 	Receipt(s) Banked <i>CLEANING GRANT</i>
08/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
08/09/2025	CR		97.35	97.35		R 	Receipt(s) Banked
09/09/2025	CR		395.75	395.75		R 	Receipt(s) Banked
09/09/2025	Cr		62.00	62.00		R 	Receipt(s) Banked
09/09/2025	CR		21.00	21.00		R 	Receipt(s) Banked
10/09/2025	312/25.26	245.00		245.00		R 	Mindfulness training
10/09/2025	313/25.26	80.00		80.00		R 	JT Piano tuning
10/09/2025	307/25.26	86.94		86.94		R 	BSG Stationary
10/09/2025	308/25.26	366.81		366.81		R 	Bus. Stream Canada water
10/09/2025	309/25.26	17.15		17.15		R 	Supplies - Stey Centre
10/09/2025	310/25.26	79.87		79.87		R 	EDF - Bus Shelter elec
10/09/2025	311/25.26	121.74		121.74		R 	Admin Assist
12/09/2025	Cr		132.52	132.52		R 	Receipt(s) Banked
13/09/2025	BP		17.50	17.50		R 	Receipt(s) Banked
13/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
15/09/2025	DD	20.74		20.74		R 	Youth Mobile
15/09/2025	CR		88.65	88.65		R 	Receipt(s) Banked
15/09/2025	CR		63.00	63.00		R 	Receipt(s) Banked
15/09/2025	25/48		582.80	582.80		R 	Receipt(s) Banked - <i>PLAN RECEIPTS</i>
16/09/2025	VIS	31.18		31.18		R 	Zoom Software
17/09/2025	314/25.26	184.24		184.24		R 	British Gas
17/09/2025	315/25.26	12.00		12.00		R 	Core synergy web site
17/09/2025	316/25.26	5,280.00		5,280.00		R 	Squires planning - <i>NEIGHBOURHOOD PLAN</i>
17/09/2025	317/25.26	186.00		186.00		R 	Sowerby Toilet security
17/09/2025	318/25.26	1,472.57		1,472.57		R 	Sussex Land services - <i>GRASS CUTTING</i>
17/09/2025	CR		21.00	21.00		R 	Receipt(s) Banked
17/09/2025	CR		194.80	194.80		R 	Receipt(s) Banked
17/09/2025	CR		70.00	70.00		R 	Receipt(s) Banked
17/09/2025	BP		73.85	73.85		R 	Receipt(s) Banked
17/09/2025	CR		117.85	117.85		R 	Receipt(s) Banked
17/09/2025	CR		116.50	116.50		R 	Receipt(s) Banked
17/09/2025	CR		65.60	65.60		R 	Receipt(s) Banked
17/09/2025	CR		68.55	68.55		R 	Receipt(s) Banked
17/09/2025	CR		274.13	274.13		R 	Receipt(s) Banked
18/09/2025	VIS	18.98		18.98		R 	Amazon - Youth Yoga mats
18/09/2025	VIS	179.00		179.00		R 	Amazon - Youth Speaker
18/09/2025	VIS	51.58		51.58		R 	Amazon - Youth badgemaker
18/09/2025	VIS	6.95		6.95		R 	Amazon - Youth Stickers
18/09/2025	VIS	12.99		12.99		R 	Amazon - Puzzle - Youth
18/09/2025	VIS	125.93		125.93		R 	Amazon - Youth T Shirts
18/09/2025	DD	29.60		29.60		R 	O2 office phone
18/09/2025	BP		21.00	21.00		R 	Receipt(s) Banked
18/09/2025	CR		20.00	20.00		R 	Receipt(s) Banked
18/09/2025	CR		61.80	61.80		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/09/2025	BP		133.90	133.90		R 	Receipt(s) Banked
18/09/2025	CR		91.88	91.88		R 	Receipt(s) Banked
19/09/2025	VIS	9.99		9.99		R 	Amazon - Youth Grab Sticks
19/09/2025	VIS	13.85		13.85		R 	Amazon - Youth Craft
19/09/2025	CR		82.58	82.58		R 	Receipt(s) Banked
20/09/2025	BP		51.45	51.45		R 	Receipt(s) Banked
21/09/2025	DR	23.82		23.82		R 	HSBC - interest charges
21/09/2025	CR		108.15	108.15		R 	Receipt(s) Banked
22/09/2025	319/25.26	290.40		290.40		R 	ADT Alarms
22/09/2025	320/25.26	832.37		832.37		R 	Bus. Stream Changing rms Water
22/09/2025	322/25.26	459.38		459.38		R 	HDC - waste
22/09/2025	323/25.26	338.52		338.52		R 	Laser Ch Rms elec
22/09/2025	324/25.26	1,269.67		1,269.67		R 	Laser - Stey Centre Elec
22/09/2025	325/25.26	219.64		219.64		R 	Laser - High St Toilets Elec
22/09/2025	326/25.26	180.00		180.00		R 	Treedom Emerg Tree work
22/09/2025	327/25.26	330.00		330.00		R 	TC Maintenace play areas
22/09/2025	321/25.26	8,237.97		8,237.97		R 	Gallagher insurance - FOR SPC
22/09/2025	323/25.26A	50.00		50.00		R 	Laser - Ch Rms Elec ANNUAL INSURANCE
22/09/2025	VIS	120.00		120.00		R 	NSPCC - Youth training
22/09/2025	VIS	43.16		43.16		R 	AGA printing invites
22/09/2025	VIS	5.99		5.99		R 	Costco Youth delivery
22/09/2025	CR		91.88	91.88		R 	Receipt(s) Banked
22/09/2025	CR		14.70	14.70		R 	Receipt(s) Banked
22/09/2025	CR		78.65	78.65		R 	Receipt(s) Banked
23/09/2025	VIS	23.94		23.94		R 	Amazon - Youth Sellotape
23/09/2025	VIS	190.27		190.27		R 	Costco youth tuck
23/09/2025	BP		107.90	107.90		R 	Receipt(s) Banked
23/09/2025	BP		202.85	202.85		R 	Receipt(s) Banked
23/09/2025	BP		49.20	49.20		R 	Receipt(s) Banked
23/09/2025	CR		66.05	66.05		R 	Receipt(s) Banked
23/09/2025	CR		88.65	88.65		R 	Receipt(s) Banked
23/09/2025	BP		79.97	79.97		R 	Receipt(s) Banked
23/09/2025	Cr		11.80	11.80		R 	Receipt(s) Banked
23/09/2025	BP		35.00	35.00		R 	Receipt(s) Banked
24/09/2025	DD	54.80		54.80		R 	Go Cardless phone
24/09/2025	VIS	18.74		18.74		R 	Amazon - Youth Beverage
24/09/2025	VIS	34.98		34.98		R 	Amazon - USB Hub
24/09/2025	VIS	5.24		5.24		R 	Amazon - Youth Blue tech
24/09/2025	25/47		52.00	52.00		R 	Receipt(s) Banked
24/09/2025	25/46		42.00	42.00		R 	Receipt(s) Banked
24/09/2025	25/45		30.00	30.00		R 	Receipt(s) Banked
24/09/2025	25/43		449.30	449.30		R 	Receipt(s) Banked
24/09/2025	CR		609.72	609.72		R 	Receipt(s) Banked - HALL HIRE
24/09/2025	CR		147.55	147.55		R 	Receipt(s) Banked
25/09/2025	VIS	9.92		9.92		R 	Amazon - Youth planner
25/09/2025	CR		88.65	88.65		R 	Receipt(s) Banked
25/09/2025	CR		42.00	42.00		R 	Receipt(s) Banked
25/09/2025	CR		128.62	128.62		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

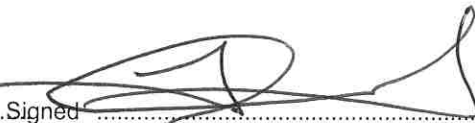
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/09/2025	BP		92.70	92.70		R ☒	Receipt(s) Banked
26/09/2025	BP	14,882.01		14,882.01		R ☒	Salary payments
26/09/2025	VIS	11.04		11.04		R ☒	Zoho - Software
26/09/2025	25/49		272.15	272.15		R ☒	Receipt(s) Banked
26/09/2025	25/42		63.00	63.00		R ☒	Receipt(s) Banked
26/09/2025	CR		5.90	5.90		R ☒	Receipt(s) Banked
26/09/2025	CR		2.00	2.00		R ☒	Receipt(s) Banked
29/09/2025	VIS	552.96		552.96		R ☒	Microsoft subs - ANNUAL PAYMENT
29/09/2025	VIS	5.29		5.29		R ☒	Amazon - Youth stickers IT SOFTWARE
29/09/2025	328/25.26	290.40		290.40		R ☒	ADT - Alarms
29/09/2025	329/25.26	65.00		65.00		R ☒	Chichester Payroll
29/09/2025	330/25.26	4,985.00		4,985.00		R ☒	HMRC - NIC / PAYE
29/09/2025	331/25.26	2,868.94		2,868.94		R ☒	WSSC Pensions
29/09/2025	332/25.26	121.74		121.74		R ☒	Admin support
29/09/2025	333/25.26	324.60		324.60		R ☒	Southern Cinema Services
29/09/2025	334/25.26	14.43		14.43		R ☒	Heales expenses
29/09/2025	335/25.26	160.00		160.00		R ☒	TSS legionaires
29/09/2025	330/25..26	0.55		0.55		R ☒	HMRC
29/09/2025	CR		214,085.00	214,085.00		R ☒	Receipt(s) Banked - PRECEPT
30/09/2025	TRANS	87.15		87.15		R ☒	Grant for Allot Association
30/09/2025	CR		238.83	238.83		R ☒	Receipt(s) Banked
30/09/2025	CR		484.75	484.75		R ☒	Receipt(s) Banked - HALL HIRE
30/09/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
30/09/2025	CR		87.15	87.15		R ☒	Receipt(s) Banked
		53,298.53	238,527.07				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

13TH OCT 2025

Chair of F&GP:

Name

Signed

Date

Date: 13/10/2025

Steyning Parish Council Current Year

Page 1

Time: 14:25

User: JMF

Bank Reconciliation up to 30/09/2025 for Cashbook No 4 - Unity Emergency Account

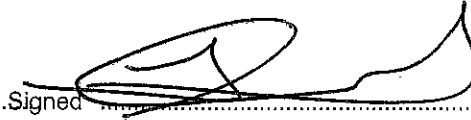
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/09/2025	Cr int		675.41	675.41		R ■	Recelpt(s) Banked - BANK INTEREST.
		0.00	675.41				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

13 Oct 2025

Chair of F&GP:

Name

Signed

Date

AUGUST**Finance & General Purposes Ctt**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1000 Donations Received	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	922	5,750	4,828			16.0%	
Administration :- Income	341,689	454,270	112,581			75.2%	0
4000 Salaries	88,352	208,000	119,648		119,648	42.5%	
4001 Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002 Printing, stationery, postage	886	3,150	2,264		2,264	28.1%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	1,098	3,200	2,102		2,102	34.3%	
4005 Insurance	0	8,200	8,200		8,200	0.0%	
4006 Salaries Outsourcing	307	520	213		213	59.0%	
4007 Data Protection	508	1,350	842		842	37.6%	
4010 Audit Fees	1,060	2,300	1,240		1,240	46.1%	
4016 Legal Fees/Elections	245	850	605		605	28.8%	
4017 Bank Charges	148	420	272		272	35.3%	
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	88	150	62		62	58.4%	
4047 Training	77	800	723		723	9.6%	
4055 HR Support	207	500	293		293	41.4%	
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	1,947	3,150	1,203		1,203	61.8%	
4071 ICT Equipment	0	2,400	2,400		2,400	0.0%	
4072 Website Development	74	480	406		406	15.3%	
4073 Neighbourhood Plan Exp	8,860	13,000	4,140		4,140	68.2%	

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 5

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	<u>235,741</u>	<u>275,810</u>	<u>40,069</u>	<u>0</u>	<u>40,069</u>	<u>85.5%</u>	<u>0</u>
Net Income over Expenditure	<u>105,948</u>	<u>178,460</u>	<u>72,512</u>				
<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	<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>				
<u>103 Youth Provision</u>							
1700 JPYC Service	1,442	18,000	16,558			8.0%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	<u>1,442</u>	<u>42,117</u>	<u>40,675</u>			<u>3.4%</u>	<u>0</u>
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	21,795	32,750	10,955		10,955	66.5%	
4024 JPYC General	11,042	41,117	30,075		30,075	26.9%	
Youth Provision :- Indirect Expenditure	<u>32,843</u>	<u>74,867</u>	<u>42,024</u>	<u>0</u>	<u>42,024</u>	<u>43.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(31,401)</u>	<u>(32,750)</u>	<u>(1,349)</u>				
Finance & General Purposes Ctt :- Income	<u>343,131</u>	<u>496,387</u>	<u>153,256</u>			<u>69.1%</u>	
Expenditure	<u>268,584</u>	<u>434,297</u>	<u>165,713</u>	<u>0</u>	<u>165,713</u>	<u>61.8%</u>	
Movement to/(from) Gen Reserve	<u>74,547</u>	<u>62,090</u>	<u>(12,457)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 5

Committee Report

	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 <u>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	<u>1,967</u>	<u>18,500</u>	<u>16,533</u>	<u>0</u>	<u>16,533</u>	<u>10.6%</u>	<u>0</u>
Net Expenditure	<u>(1,967)</u>	<u>(18,500)</u>	<u>(16,533)</u>				
550 <u>Joint Parishes Cemetery Ctre</u>							
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>				
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	<u>3,850</u>	<u>(15,500)</u>	<u>(19,350)</u>				
Grand Totals:- Income	397,472	609,437	211,965			65.2%	
Expenditure	326,079	609,437	283,358	0	283,358	53.5%	
Net Income over Expenditure	<u>71,394</u>	<u>0</u>	<u>(71,394)</u>				
plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	<u>71,727</u>	<u>0</u>	<u>(71,727)</u>				

	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	17	150	133			11.1%	
1075 CIL Receipts	0	2,000	2,000			0.0%	
1076 Precept Received	428,170	428,170	0			100.0%	
1077 Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090 Bank Interest Received	1,639	5,750	4,111			28.5%	
Administration :- Income	556,507 *	454,270	(102,237)			122.5% *	0
4000 Salaries	106,134	208,000	101,866		101,866	51.0%	
4001 Ill Health Insurance Payment	126,681 *	0	(126,681)		(126,681)	0.0%	
4002 Printing, stationery, postage	958	3,150	2,192		2,192	30.4%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	1,369	3,200	1,831		1,831	42.8%	
4005 Insurance	8,238	8,200	(38)		(38)	100.5%	
4006 Salaries Outsourcing	372	520	148		148	71.5%	
4007 Data Protection	539	1,350	811		811	40.0%	
4010 Audit Fees	1,060	2,300	1,240		1,240	46.1%	
4016 Legal Fees/Elections	245	850	605		605	28.8%	
4017 Bank Charges	173	420	247		247	41.2%	
4021 General Grants	337	2,500	2,163		2,163	13.5%	
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	91	150	59		59	60.7%	
4047 Training	77	800	723		723	9.6%	
4055 HR Support	207	500	293		293	41.4%	
4060 Chairman's Function	103	900	797		797	11.4%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	800	2,440	1,640		1,640	32.8%	
4070 Software support & Packages	2,454	3,150	696		696	77.9%	
4071 ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072 Website Development	294	480	186		186	61.2%	
4073 Neighbourhood Plan Exp	13,260	13,000	(260)		(260)	102.0%	

Removal of ill health payments to more accurately represent

* £556,507 - £126,681 = £429,826 or 94.6% of annual budget for income.

* £268,149 - £126,681 = £141,468 or 51.3% of annual budget for expenditure.

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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	268,149 *	275,810	7,661	0	7,661	97.2% *	0
Net Income over Expenditure	288,358	178,460	(109,898)				
<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	2,025	18,000	15,975			11.3%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	2,025	42,117	40,092			4.8%	0
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	27,205	32,750	5,545		5,545	83.1%	
4024 JPYC General	12,402	41,117	28,715		28,715	30.2%	
Youth Provision :- Indirect Expenditure	39,613	74,867	35,254	0	35,254	52.9%	0
Net Income over Expenditure	(37,588)	(32,750)	4,838				
Finance & General Purposes Ctt :- Income	558,532	496,387	(62,145)			112.5%	
Expenditure	307,762	434,297	126,535	0	126,535	70.9%	
Movement to/(from) Gen Reserve	250,770	62,090	(188,680)				

Steypning Parish Council - F&GP Draft Budget 1st April 2026 / 31st March 2027

Version 1 Oct-25

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	ACTUAL 20/21	ACTUAL 21/22	ACTUAL 22/23	BUDGET 23/24	ACTUAL 22/23	BUDGET 24/25	ACTUAL 24/25	BUDGET 25/26	Year End Expected	BUDGET 26/27
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 123,153.00	£ 131,850.00	£ 173,546.00	£ 168,500.00	£ 191,706.00	£ 194,500.00	£ 193,299.00	£ 208,000.00	£ 212,000.00	£ 219,500.00
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 2,098.00	£ 3,356.00	£ 3,178.00	£ 2,650.00	£ 1,544.00	£ 2,750.00	£ 3,051.00	£ 3,150.00	£ 2,900.00	£ 3,150.00
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ -	£ 2,173.00	£ 1,108.00	£ 1,450.00	£ 2,351.00	£ 2,750.00	£ 3,039.00	£ 2,850.00	£ 3,250.00	£ 3,250.00
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 2,316.00	£ 2,788.00	£ 2,865.00	£ 3,050.00	£ 2,828.00	£ 3,050.00	£ 3,057.00	£ 3,200.00	£ 3,200.00	£ 3,350.00
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 4,337.00	£ 5,027.00	£ 6,650.00	£ 6,500.00	£ 7,485.00	£ 7,800.00	£ 7,962.00	£ 8,200.00	£ 8,238.00	£ 8,450.00
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 528.00	£ 237.00	£ 395.00	£ 440.00	£ 413.00	£ 465.00	£ 455.00	£ 520.00	£ 500.00	£ 540.00
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 970.00	£ 772.00	£ 1,076.00	£ 1,250.00	£ 1,067.00	£ 1,320.00	£ 853.00	£ 1,350.00	£ 1,400.00	£ 1,450.00
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 2,987.00	£ 1,584.00	£ 2,567.00	£ 2,000.00	£ 5,416.00	£ 2,075.00	£ 3,808.00	£ 2,300.00	£ 3,800.00	£ 2,500.00
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 1,409.00	£ 4.00	£ 15.00	£ 850.00	£ 7,750.00	£ 500.00	£ 686.00	£ 850.00	£ 2,000.00	£ 2,500.00
4017	Bank Charges	£ -	£ 556.00	£ 278.00	£ 422.00	£ 445.00	£ 550.00	£ 408.00	£ 550.00	£ 368.00	£ 420.00	£ 420.00	£ 500.00
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 1,136.00	£ 2,000.00	£ 1,927.00	£ 2,500.00	£ 4,500.00	£ 2,500.00	£ 2,483.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
4023	Youth Service SPC Expenditure	£ 24,037.00	£ 18,392.00	£ 25,996.00	£ 27,400.00	£ 28,016.00	£ 29,500.00	£ 17,564.00	£ 31,000.00	£ 26,642.00	£ 32,750.00	£ 32,750.00	£ 34,060.00
4024	Youth Service - JPYC												
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ -	£ -	£ -	£ 650.00	£ 446.00	£ 1,000.00	£ 85.00	£ 1,000.00	£ 90.00	£ 550.00
4030	Steypning in Bloom	£ 3,734.00	£ 3,835.00	£ 4,964.00	£ 4,600.00	£ 2,200.00	£ 2,400.00	£ 2,400.00	£ 2,750.00	£ 2,750.00	£ 2,850.00	£ 2,850.00	£ 3,050.00
4032	Memorial Garden upkeep	£ 91.00	£ 283.00	£ -	£ 150.00	£ -	£ 450.00	£ 442.00	£ 260.00	£ 420.00	£ 400.00	£ 650.00	£ 850.00
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 4,019.00	£ 5,925.00	£ 4,438.00	£ 6,200.00	£ 5,122.00	£ 6,200.00	£ 5,400.00	£ 5,800.00
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,888.00	£ 1,815.00	£ 2,351.00	£ 2,450.00	£ 2,000.00	£ 2,550.00	£ 2,712.00	£ 2,450.00	£ 2,750.00	£ 2,900.00
4039	Publicity & Advertising	£ -	£ -	£ 80.00	£ -	£ 175.00	£ 500.00	£ 567.00	£ 900.00	£ 1,287.00	£ 2,200.00	£ 2,200.00	£ 2,400.00
4040	Town Clock	£ 384.00	£ 241.00	£ 398.00	£ 255.00	£ 150.00	£ 400.00	£ 375.00	£ 450.00	£ 4,508.00	£ 450.00	£ 350.00	£ 480.00
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 25.00	£ 175.00	£ 125.00	£ 250.00	£ 111.00	£ 250.00	£ 231.00	£ 150.00	£ 180.00	£ 200.00
4047	Training	£ 1,293.00	£ 1,545.00	£ 426.00	£ 385.00	£ 1,876.00	£ 1,500.00	£ 2,027.00	£ 800.00	£ 311.00	£ 800.00	£ 650.00	£ 800.00
4049	Showcase	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -
4055	HR Support	£ -	£ 2,182.00	£ 4,075.00	£ 825.00	£ -	£ 1,000.00	£ 475.00	£ 1,000.00	£ 58.00	£ 500.00	£ 500.00	£ 650.00
4060	Chairman's Function	£ 456.00	£ 511.00	£ 12.00	£ -	£ 701.00	£ 500.00	£ 769.00	£ 750.00	£ 1,256.00	£ 900.00	£ 1,200.00	£ 1,400.00
4061	Councillors' Allowances	£ -	£ 49.00	£ -	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 7.00	£ 100.00	£ 40.00	£ 100.00
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,200.00	£ 1,600.00	£ 2,440.00	£ 2,500.00	£ 933.00	£ 2,440.00	£ 1,600.00	£ 2,440.00	£ 1,750.00	£ 1,950.00
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,490.00	£ 1,560.00	£ 2,223.00	£ 2,600.00	£ 2,485.00	£ 2,600.00	£ 2,742.00	£ 3,150.00	£ 3,250.00	£ 3,400.00
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,775.00	£ 2,595.00	£ 427.00	£ 2,250.00	£ 4,665.00	£ 2,250.00	£ 3,362.00	£ 2,400.00	£ 2,200.00	£ 2,600.00
4072	Website development	£ 93.00	£ 472.00	£ 1,117.00	£ 287.00	£ 350.00	£ 450.00	£ 256.00	£ 450.00	£ 271.00	£ 480.00	£ 420.00	£ 480.00
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ -	£ -	£ 2,726.00	£ 1,700.00	£ 145.00	£ 1,000.00	£ 4,292.00	£ 13,000.00	£ 16,000.00	£ 13,000.00
4075	Isolation and Lonliness	£ -	£ -	£ 1,762.00	£ 2,512.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 2,000.00	£ 2,250.00
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 42,570.00	£ 47,112.00	£ 51,063.00	£ 52,989.00	£ 52,756.00	£ 56,000.00	£ 55,338.00	£ 60,420.00	£ 60,200.00	£ 63,500.00
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 20,550.00	£ 16,000.00	£ 19,175.00	£ 17,250.00	£ 19,070.00	£ 21,500.00	£ 19,757.00	£ 23,200.00	£ 23,200.00	£ 24,000.00
4977	Earmarked res. Special projects	£ -	£ -	£ 5,832.00	£ 11,462.00	£ 9,638.00	£ -	£ -	£ 18,000.00	£ 45,544.00	£ 13,500.00	£ 13,500.00	£ 15,000.00
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 256,872.00	£ 272,836.00	£ 322,927.00	£ 318,304.00	£ 338,892.00	£ 373,510.00	£ 398,856.00	£ 405,680.00	£ 412,338.00	£ 427,110.00
CODE	INCOME												
1000	Donations / Grants received	£ 3,313.00	£ 8,652.00	£ 30,040.00	£ 15,000.00	£ 2,244.00	£ 3,500.00	£ 3,300.00	£ 4,500.00	£ 10,000.00	£ 18,000.00	£ 5,000.00	£ 10,000.00
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 5,167.00	£ 2,500.00	£ 267.00	£ 3,500.00	£ -	£ 2,000.00	£ -	£ 2,000.00
	Youth Service income												
1004	Reimbursed charges	£ -	£ 13.00	£ 155.00	£ 48.00	£ 63.00	£ 200.00	£ 3.00	£ 200.00	£ 34.00	£ 200.00	£ 40.00	£ 80.00
1010	Misc Income	£ -	£ -	£ -	£ 173.00	£ 59.00	£ 250.00	£ 30.00	£ 250.00	£ 25.00	£ 150.00	£ 50.00	£ 120.00
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 338,997.00	£ 338,997.00	£ 404,325.00	£ 404,325.00	£ 428,170.00	£ 428,170.00	£ 428,170.00
1090	Bank Interest	£ 227.00	£ 216.00	£ 22.00	£ 19.00	£ 1,515.00	£ 550.00	£ 5,812.00	£ 7,200.00	£ 4,942.00	£ 5,750.00	£ 5,800.00	£ 6,200.00
1600	JPCC income									£ 4,950.00	£ 3,000.00	£ 5,816.00	£ 3,000.00
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 352,522.00	£ 337,545.00	£ 341,405.00	£ 345,997.00	£ 348,409.00	£ 419,975.00	£ 424,276.00	£ 457,270.00	£ 444,876.00	£ 449,570.00
TOTAL INCOME OVER		£ 3,551.00	£ 2,841.00	£ 95,650.00	£ 64,709.00	£ 18,478.00	£ 27,743.00	£ 9,517.00	£ 46,465.00	£ 25,420.00	£ 46,465.00	£ 32,538.00	£ 22,460.00

4%

5.28%

0.00%

SPC Action Plan for 2025/26

Updated 7th October '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	Risk Mitigations
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	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
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.	Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers motivated
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.	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.
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	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
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 speacialist 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.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	Use resident/ volunteer skillsets
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	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
Remembreance 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.	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 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 engagement, 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	Cricket Club are determined to veer towards a more commercial orientation - negoitiating a resolution will take good coms	Good and regular communications
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 & OART 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.	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.
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	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
Steyning Centre Front doors renew	Steyning Centre front doors are broken & in need of swift renewal- but not like for like. ^ 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.	The Doors are not an easy fix, as the design needs particular parameters dealt with	company need good references
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 prefered 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	Working productively with appropriate companies takes time inc. site meetings. Consultation / Publicity important	Com engagement to ensure scheme understood
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	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
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.	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
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	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
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	In WSCC hands - can merely lobby for works completion, and keep pressure on to get done ASAP	Keep positive and regular Coms
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.	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
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.	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

Community Infrastructure Levy

Parish / Town Council Payments (Regulation 62A)



Annual Monitoring Return 2024-25

What should this form be used for?

Your Parish / Town Council has received a payment from the Community Infrastructure Levy (CIL). The Community Infrastructure Levy Regulations 2010 (as amended) require us to monitor if that money has been spent and if so, what has been provided. Therefore, please complete the tables below.



Please note that payments made by 30th April correspond to amounts received by SDNPA within the preceding 6 months, and are therefore to be accounted for within the previous financial year.

E.g. A payment received in April 2025 will be reported in the 2024-2025 financial year.

The money you have been paid must be used within 5 years of receipt or may have to be returned.

If you have any queries please do not hesitate to contact us on 01730 814810 or e-mail cil@southdowns.gov.uk

YOUR DETAILS

Parish / Town Council	Steyping Parish Council
Name & position	John Fullbrook – Clerk and RFO

Reporting Year: 2023-2024

CIL Receipts Received Summary		
i.	Total CIL receipts received (April 2017 – April 2024)	£3,317.73
ii.	CIL Receipt received in October 2023	£0
iii.	CIL Receipt received in April 2024	£0

CIL Receipts Retained	
What is the total amount of CIL received in 2023-24 (ii + iii) and retained at the end of the financial year (31 st March 2024)?	£0
What is the total amount of CIL received in previous years (i – (ii + iii) and retained at the end of the financial year (31 st March 2024)?	£3,317.73

Expenditure			
Please provide us with a summary of what you have spent from the CIL grant during the reporting year 1 st April 2024 – 31 st March 2025:			
Infrastructure item <i>E.g. Playground equipment</i>	Total CIL spent on project	Date of expenditure <i>This is so we can ensure we report the spending of funds accurately.</i>	Notes or comments <i>E.g. Total cost of infrastructure project if part funded by another source.</i>
Total expenditure for reported year:	£0		
Details of any receipts that the SDNPA have asked you to return (in accordance with regulation 59E): <i>If your project is under way or complete, please provide us with photographs, publicity, notes or other interesting materials where available so that we can use these as case studies for other groups.</i>			
Total value of CIL receipts returned during the reporting year (2024 – 2025).			£0
The total value of CIL receipts due to be returned that has not been paid to the SDNPA.			£0

Publishing Your Report	
Please provide the parish council website link where you intend to publicise this report: <i>All Parish and Town Councils are required to display this form, or an equivalent, on their own websites no later than the 31st December after each financial year.</i> If you are unable to publish this information on your own website, the SDNPA can act as a substitute, but you must inform us that this is the case.	https://www.steyningpc.gov.uk/parishcouncil/finance

Signed:
 Date:

The Community Infrastructure Levy

Steyning Parish Council Report for 2024 - 2025

Guidance on Parish Council's responsibilities include the following.

- (i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt.
- (iii) Producing and publishing an annual report on any CIL received in a financial year

Balance from 2018/19	£6,246.28
Balance from 2019/20	£2,694.86
Balance from 2020/21	£2,339.12
Balance from 2021/22	0
Balance from 2022/23	£5,167.48

Projects this Year using HDC CIL funding – Chandlers Way Play Park {Agreed with HDC on 30 th September 2024}	- £13,130.01
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Total balance remaining from previous years	£3,317.74
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BALANCE SHEET FOR YEAR 2024/25 - To March '25

Income in this period from HDC	£0
Income in this period from SDNP	£0
TOTAL CIL MONIES AVAILABLE - INCOME	£0

End of Year Balance	£0
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Remaining Cil Funds {SDNP} – currently allocated but not spent	£3,317.74
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Section 3 - External Auditor Report and Certificate 2024/25 - INTERIM

In respect of

Steyping Parish Council

130 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

131 External auditor limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

132 External auditor certificate 2024/25

We **do not certify** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "Moore", written over a horizontal line.

Date

24/09/2025

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Steyning in Bloom – Notification of Payment of grant

Briefing Note

On the 4th September there was a meeting convened by the Chair of the Community Committee, Cllr I Alexander, to discuss the work of the Steyning in Bloom Group with a number of their representatives in attendance, as well as the Chair of the District Partnership and the SPC Clerk. The idea being that all parties could be updated on the planting programme and other project progress, and to ensure an appropriate level of support could be offered by the Council if needs be. With any requests being relayed back to the Community Committee for their discussion, if necessary.

One item raised was to understand the Steyning in Bloom accounts and future financial requirements in respect of their commitment to continue to provide the wonderful service for the benefit of the community. The discussion led to a short report being written to the Clerk and this included a formal request for the annual grant, a commitment which was agreed by SPC to be £2,850 for this current financial year.

This item is a notification that this commitment has been fulfilled, and the letter of thanks from the Steyning in Bloom Group is noted for members' attention below.

STEYNING IN BLOOM

Steyning
West Sussex
BN44 3LN

5th October 2025

Via email john.fullbrook@steyningpc.gov.uk

For the Attention: John Fullbrook
Clerk to Steyning Parish Council
The Steyning Centre
Fletcher's Croft
Steyning
West Sussex, BN44 3XZ

Received with grateful thanks, the sum of £2,850 via BACS transfer on 3rd October 2025.

Representing Steyning Parish Council's grant towards the costs incurred by Steyning in Bloom in providing floral displays for three separate plantings in the Spring, Summer and Autumn of 2025.

For and on behalf of Steyning in Bloom
Sue (Treasurer)
Email:

Community Engagement Group Notes from Meeting

Briefing note:

A meeting was held on 9 October 2025 to discuss upcoming community engagement and consultations. It was agreed that the CCTV consultation and Neighbourhood Plan referendum will be carried out separately. No referendum is required for the transition to a Town Council or for potential asset transfers, though information on these will be included for transparency. The CCTV consultation will focus on community safety and asset protection, with a public vote required before installation. The Neighbourhood Plan referendum will proceed as part of the statutory review, with materials distributed via *Your Mag* and online.

Present:

Simon Alexander, Andrew Sharp, Robin Ballance, Sarah Linfield, Ian Alexander, Chris Young, John Fullbrook, Leanne Poole.

1. Purpose of Meeting

To discuss upcoming community engagement and public consultations relating to:

- CCTV installation and public referendum
- Neighbourhood Plan review and referendum
- Transition to Town Council
- Potential asset transfers (e.g. Bramber Brooks, car parks)

2. Consultation Approach

Members discussed the most effective way to engage residents without causing “consultation fatigue”.

Concerns were raised about combining consultations, which could confuse the purpose or bias responses.

Recommendation to F&GP Committee:

That the Neighbourhood Plan referendum and the CCTV public consultation/referendum be carried out as two distinct exercises to maintain clarity and focus.

- Proposed by: Cllr S Alexander
- Seconded by: Cllr Sharp

Decision: Unanimously agreed

3. Town Council Status

- Considered whether a referendum should be held on changing from a Parish to a Town Council.
- Agreed that this can be done by Council resolution without public vote.
- The community will be **informed** via the Neighbourhood Plan consultation, explaining benefits such as improved standing for negotiations and reflecting Steyning's size.

Decision:

No referendum required; information to be provided for awareness only.

4. Asset Transfers

- Discussed community input on potential transfers (e.g. Bramber Brooks, car parks).
- Agreed these are technical matters not requiring public vote.

Decision:

No referendum required; include **information and explanation only** for transparency.

5. CCTV Public Consultation

- Public vote required before installation proceeds.
- Purpose: to protect **public assets**, reduce **antisocial behaviour**, and improve **safety** around the High Street and public spaces.
- Agreed to frame communication positively, focusing on safety and protection.
- No exact camera numbers or locations to be published for security reasons.
- Committee to prepare a standard public statement to respond to questions.

Actions:

- **Simon Alexander** to draft the CCTV communication and circulate for review.
 - **Committee** to agree final wording and FAQs before public release.
-

6. Neighbourhood Plan Referendum

- Legally required as part of the plan review and inclusion of design codes.
 - Consultation materials to be distributed through *Your Mag*, with QR codes and an online Google Form.
 - Support to be available at **The Steyning Centre** for residents who require assistance.
 - Results to be verified and checked for duplication.
-

7. Communication and Distribution

- *Your mag* confirmed as the main distribution route.
 - Use of online submission to reduce office workload.
 - Estimated cost: a few hundred pounds (printing/distribution).
 - Shared document folder to be created for drafts and editable materials.
-

8. That information regarding the Town Council transition and asset transfers be included as an informational section within the Neighbourhood Plan consultation.

Recommendation to F&GP Committee:

That information regarding the Town Council transition and potential asset transfers be included as an informational section within the Neighbourhood Plan consultation, to ensure transparency and public awareness.

- Proposed by: Cllr Sharp
 - Seconded by: Cllr Ballance
 - Decision: Unanimously agreed
-