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

Present: Cllrs Sharp (Chairman), I Alexander, Bell, Trundle, S Alexander and Ballance.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/25/29 **APOLOGIES FOR ABSENCE**
29.1 Apologies were received from Cllrs Norcross, Foxwell and Johnson.

F&GP/25/30 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
30.1 Cllr Trundle declared an interest in Agenda item 6.8 as is a member of the Church Parochial Council, and Cllrs I Alexander and Sharp are members of the Steyning & District Community Partnership in consideration of agenda item 6.7.

F&GP/25/31 **QUESTIONS FROM THE FLOOR** **{in summary}**
31.1 None

F&GP/25/32 **MINUTES OF PREVIOUS MEETING**
32.1 Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th October 2025 be agreed as a true and fair record. **Agreed**

F&GP/25/33 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***
33.1 Communications to continue with Cricket Club concerning proposed club house development-**Item 35.2**

33.2 Continue informing members re. Ill Health payment skewing percentage figures **– See item 34.3**

33.3 Bring back F&GP first draft budget for final reckoning to this meeting **– See item 34.4**

33.4 Clerk to update Action Plan list, plus amend text and bring back to next F&GP meeting **– Actioned**

33.5 Cil reports to go onto SPC web site **– Actioned**

33.6 Place external audit notice on web site and update members on audit reports next F&GP **– Actioned**

33.7 Move forward with WSCC and their High St railings project and bring back to members **– Actioned**

33.8 Submit to HDC the '*SPC Expression of Interest*' listings re potential Asset transference **– Item 35.7**

33.9 Clerk's office to complete Steyning in Bloom grant transaction **– Actioned**

33.10 CCTV referendum text to be further discussed at Community Engagement Committee **– See item 35.6**

The Chair brought forward agenda item 6.8 as a member of the Public was appearing in support of it

F&GP/25/34 FINANCIAL GOVERNANCE.

34.1 **To consider a grant request from the Parochial Church Council of St Andrew and St Cuthman.** **CLERK**

There were briefing notes supporting this request and Father Mark was also in attendance to speak in support of the application. The £1,000 grant was to be part payment towards a £4,889 lighting improvement to the public pathway across the churchyard, and was to be installed for health and safety reasons. There were additional wiring improvements to ensure any later lighting installations would be future safe. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree this grant request (for £1,000). **Agreed 5 For, 1 Abstained**

34.2 **To approve the list of SPC payments for October 2025.**

Members posed questions to the Clerk in consideration of payments covering this period. Members requested the Canada Gardens skip which is now full, should be removed off site. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the October 2025 SPC Payments lists. **Agreed**

34.3 **F&GP Income and Expenditure reports for October 2025**.

The Ill Health insurance payment was skewing the percentage on the reports and the Clerk had manually amended the figures to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs as per previously agreed at this committee. Projected end of year income target was suggested to be 93 to 95% of target, due mainly to access to Neighbourhood plan funding opportunities being withdrawn by the government earlier in 2025. Expenditure was on track. Cllr Sharp **proposed, seconded** by Cllr Trundle that the F&GP Income and Expenditure report for October 2025 be accepted. **Agreed** **CLERK**

34.4 **To consider the F&GP budget paper for the 2026/27 financial year.**

Members fully considered this matter, and debated options for keeping the draft precept increase to a minimum without sacrificing future project expenditures. The draft precept increase was noted as being an 8.77% rise to the current 2025/26 figure, this being mainly due to the underlying 4% inflationary figure; increased utilities costs over and above 4 % over the last two to three years; the increased National Insurance Contributions and minimum wage figures; an increase to potential legal fees for 2026/27; and Neighborhood Plan Review funding requirements in the absence of government funding support. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the draft budget plan for SPC. **Agreed** **CLERK**

34.5 **Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan.**

Progress included:- the planting of 120 hedgerow species at Chandlers way pocket park by a determined group of volunteers: The continued and positive engagement with the Glebe Farm developers: Two memorial benches installed at the MPF, and two planters on order: Armistice day event completed successfully: Christmas lights have now been installed on the High Street: Devolution process proceeding with *'Expression of Interest'* document now submitted: The Cricket Club resubmission of amended plans progressing with a representative meeting convened on the 17th December: And reports concerning Railings, CCTV and Neighbourhood Plan projects to be further discussed at this meeting. **CLERK**

34.6 **To discuss the JPYC memorandum of understanding budget for the next financial year**

Members considered if the youth service was still on track and whether SPC was confident in its commitment to further and continued service in terms of value for money. Anecdotally it has been reported that session numbers were good, at least for the under 13s, and the holiday activity sessions had been a success. Members requested however, that key performance indicator reports should be implemented, including monthly attendance figures and to note which community attendees are coming from. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accept the Youth MOU / Budget for 2026/27, {with this proviso}. **Agreed** **CLERK**

34.7 **To agree payment of the Vintage Years grant request for this financial year** **CLERK**

Members considered the Vintage Years request as per supporting papers. Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accept the request {and pay the grant of £1,750}. **Agreed**

34.8 **To discuss a grant request from the Steyning and District Partnership** **CLERK**

Members considered the Partnership's request for support with their *'Six sleeps 'til Christmas'* event, as per detailed within supporting papers. Cllr S. Alexander **proposed, seconded** by Cllr Ballance that SPC accept the grant request from the Steyning and District Partnership and pay the £300. **Agreed 4 For, 2 Abstained**

34.9 **High Street Railings project being undertaken by WSCC**

The Clerk updated that a quote had been received from the Highways department at WSCC. A 50% match funding amount had been requested by WSCC to enable the project specification to be elevated beyond the functional and to include a finish more in keeping with previous installations and the historic conservation aesthetic. Members rejected the request as it stood and asked the Clerk to ensure a new quote/ request could be obtained which would include a more detailed and itemised scope of works, ensuring that for example the retaining wall and paving repairs were part of the planned works. Also, that there needed to be an understanding of what guarantees were in place if it had to be another source of wood rather than the reclaimed boards obtained by SPC for the project, and that there was no way SPC would want to be part funding the traffic management part of the quote as this was surely the remit and responsibility of WSCC. Members questioned whether restoring the railings to their prior state was in fact the entire responsibility of WSCC, to meet its own conservation rules. Members also requested that SPC should highlight via social media, the fact that this was not the responsibility of the Parish Council, and that the County Cllr and MP be contacted about the issue. **CLERK** **CLERK**

34.10 **First project payment associated with the interpretation board installation project**

Members were concerned as to whether the sign content, due to potential future asset transferences and possible emblem change was taken into account – in other words if agreed at this meeting, would the content potentially be immediately out of date. The answer was that the content was unlikely to change due to the consequences of devolution, but will be checked anyway, and if the emblem was amended subsequent to installation, it could be easily physically changed on site.

Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC pay the first 25% of the quote to the Partnership for this project, so that the order is confirmed, and that prior to the commencement of works via the next 25% payment, the content of the printing/ maps is future proofed. **Agreed** **CLERK**

F&GP/25/35 **GOVERNANCE AND COMMUNITY MATTERS**

35.1 **To consider recent Internal Audit Reports and agree any actions, and for the Clerk to notify re progress of the outstanding External Audit Report**

35.1.1 The Spring and Autumn Internal Audit reports were discussed as per supporting papers with only one recommendation noted regarding a new requirement following the recent *'Assertion 10 AGAR'* amendment. Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accepts the internal audit reports and the recommendation noted requiring that SPC publishes on the web site by 31st March 2026, an access and security statement and IT policy. **Agreed** **CLERK**

35.1.2 The Clerk notified regarding the external audit:- He has had many communications first with the three residents who have submitted objections to SPC's Annual Governance and Accountability Return, and then subsequently with the external auditors as a follow up to check on their objections, and then also to make their own more standard checks. There had been more questions raised this year than any of the previous 5 or so years when two of the three same residents have previously submitted their objections. The process of responding to questions has now ended, and a final report is expected imminently. **CLERK**

35.2 **Notification re the convening of Cricket Club working party and to update project progress** **CLERK**

35.2.1 Since SPC's objection to the initial plans that were submitted in the early summer, the Cricket Club have appointed a new architect, and they have been busy having discussions with local residents to collaboratively work through some of the issues raised. Next Wednesday the 17th

Dec., the Clerk and Cllr Norcross will be again convening with their representatives to check the newly drafted drawings to ensure appropriate mitigating adaptations are being considered. Subsequently the Architect will no doubt compile more detailed plans and drawings, for the scrutiny of a larger SPC working party prior to a final submission of the plans to HDC.

35.2.2 Cllr Sharp had spoken to the Steyning Football Club Chairman; to ascertain how important it was for a local club to include an element of commercial enterprise, in order to run the club successfully. Indeed, his sense of how it works has changed somewhat, in that he suggested there will need be opportunities to make a reasonable financial surplus within the shorter Cricket season, in order to make the overall business plan work. The Clerk was asked to request from the Cricket club their proposed Business Plan in connection to the new development. **CLERK**

35.3 **To agree the extension of grass and street cleaning/bin contracts for one year as per Community Committee recommendation**

Contract renewals for *Grass cutting* and *Street cleaning* are due next year. However, the situation concerning HDC is unpredictable with the *Cleansing Grant* fund potentially being reduced, then certainly removed when HDC ceases to exist, and until favourable negotiations might reinstate it when the unitary authority is set up. Plus in the next two years it is very likely that the scope of the grass cutting contract could change dramatically due to potential asset transfers. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC extends both the contracts for Grass-Cutting and Street Cleaning by one year. **Agreed** **CLERK**

35.4 **Update on status of Neighbourhood Plan project**

The NP group have been very useful, and especially due to the combination of elected and voluntary members, with additional skill sets they bring. This has enabled the following:

- Prepared phase one of the Neighbourhood plan revision
- Generated robust feedback on the Glebe farm application with pushback on some matters and collaboration with our district councillors and developers.
- A comprehensive response to the reserved matter planning application.
- Effective insertion of planning requirements throughout the consultation.
- Considered and responded to a consultation initiated by SDNPA on the development opportunity opposite the school off the Horsham Road
- There are also many potential development sites, and SPC has little control over these as things stand but having an effective Neighbourhood Plan and Planning committee will certainly help, continuing with the development of the N.P. revision and working in collaboration with developers and district councillors, there is an effective voice.
- Going forward the pressure from central government and the uncertainty associated with devolution means local skill and resources are needed to guide the towns development

35.5 **Chair to update members in consideration of the Steyning Grammar Schools development, and agree any actions.** There have been two meetings convened with N. plan Steering Committee members and the Grammar School and their planning representatives as well as the Architects and reps from West Sussex Highways and the Department of Education to continue to inform and engage with SPC over the major redevelopment which is likely due to start Summer of next year. The Chair summarised the points raised at these meetings where members were given further details associated with the project. He reported that the plans are very good with clearly a lot of thought going into them. Due to the state of the current facilities, it was also very clear that the redevelopment was essential. Notably, aspirations from the Walking and Cycling plan, and the SPC Neighbourhood Plan had been taken into account by the Architects during this initial planning phase and had helped shape the concept/site layout. There is also a great deal of positive community use space potentially being made available. Members had challenged the developers on some matters during these meetings, including the need for an enhanced bus stop arrangement on the Horsham road on what would become the main entrance. The *'Green'* elements were of the highest possible specifications. Further **CLERK**

details will follow, and the Clerk has requested more meeting dates – and especially in relation to understanding more about the plans for their proposed Community Use Agreement.

35.6 **To agree the text for the CCTV installation referendum, and the publicity associated with it.** **CLERK**

{Cllr Trundle had to leave at this point in the meeting}

35.6.1 There were three supporting papers for this item. Their content and the nature of their being published and promoted had been worked on by members of the Community Engagement working party over a number of months, and it was hoped that they would receive support at this meeting. There was however some additional feedback which had been received in the run up to the meeting, and this led the members discussion. The documents being further considered were a draft two page CCTV public consultation explanation paper {item 7.6.1}, a google consultation form {Item 7.6.2}, and a one page publicity paper {Item 7.6.3} (to include links to the other Docs when all confirmed) .

35.6.2 Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree all three documents, and their subsequent publication/ publicity, but with Doc 7.6.1, there needed to be some amendments to content and format, and so members agreed that this could be done via email communications between them over a period of a week and via the Clerk's office, and subsequent to Cllr Johnson providing an improved first draft. **Agreed**

35.7 **Report on work undertaken so far on potential asset transference from HDC**

The 'Expression of interest' document has been sent into HDC. A response has been received now asking for a separate form to be completed for each asset, and the Clerk's office will compile and submit these forms based upon a reuse of the information presented within the supporting paper. There continues to be discussions with many third parties in association to most of these assets. **CLERK**

F&GP/25/36 **PROGRESS REPORT**

36.1	*F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed **– Ongoing –** details to be discussed with deputy clerk.*	**D. Clerk**
36.2	*F&GP/24/08.2 CCTV project to be further discussed with contractors on site*	**CLERK & CCTV W. Prty**
36.3	*F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*	**CLERK**
36.4	*F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*	**CLERK**
36.5	*F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*	**CLERK**
36.6	*F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*	**CLERK**
36.7	*F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal*	**CLERK**
36.8	*F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road*	**CLERK**
36.9	*F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register*	**CLERK**
36.10	*F&GP/24/25.12 SPC finance signatory amendments to take place in March 2026*	**CLERK**

F&GP/25/37 **INFORMATION/CORRESPONDENCE ITEMS**

37.1 Letter of thanks from the SPC Bowls Club in recognition of benefits associated with the receipt of the SPC grant earlier in the year.

37.2 Local Govt Consultation Request for an SPC response – Members decided that this could be dealt with by the Planning and Premises Committee on behalf of SPC **CLERK**

F&GP/25/38 **DATE OF NEXT MEETING – 13th January 2026 @7.30pm.**

The Chair closed the meeting at 10pm

Signed ……………………………………………………. Date 13th January 2026
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/hDwh561uRsk

Date: 12/12/2025 **Steyning Parish Council Current Year**

Time: 10:56 NOVEMBER User: JMF

Bank Reconciliation up to 30/11/2025 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
02/11/2025	CR		176.08	176.08		R	Receipt(s) Banked
02/11/2025	CR		739.34	739.34		R	Receipt(s) Banked - PART PAYMENT MEMORIAM BENCH
03/11/2025	DD	848.00		848.00		R	Horsham District Council S.CENTRE RATES
03/11/2025	VIS	250.00		250.00		R	Royal Brit Legion
03/11/2025	Cr		148.52	148.52		R	Receipt(s) Banked
03/11/2025	25/60		157.50	157.50		R	Receipt(s) Banked
03/11/2025	25/61		319.00	319.00		R	Receipt(s) Banked
03/11/2025	25/62		40.00	40.00		R	Receipt(s) Banked
04/11/2025	VIS	92.42		92.42		R	Ironmonger - nosings
04/11/2025	BP		123.00	123.00		R	Receipt(s) Banked
04/11/2025	CR		35.40	35.40		R	Receipt(s) Banked
04/11/2025	CR		129.38	129.38		R	Receipt(s) Banked
04/11/2025	CR		609.72	609.72		R	Receipt(s) Banked -
05/11/2025	VIS	38.79		38.79		R	SiteLock Websecurity
05/11/2025	DR	1.06		1.06		R	Sitelock transaction
05/11/2025	DD	240.00		240.00		R	Grenke - phone lease
05/11/2025	DR	25.00		25.00		R	Petty Cash
05/11/2025	BP		281.40	281.40		R	Receipt(s) Banked
06/11/2025	VIS	13.00		13.00		R	Canva art software
06/11/2025	CR		43.35	43.35		R	Receipt(s) Banked
06/11/2025	CR		290.40	290.40		R	Receipt(s) Banked
07/11/2025	VIS	34.00		34.00		R	Eventbrite training
07/11/2025	VIS	34.00		34.00		R	Eventbrite Training
10/11/2025	CR		278.25	278.25		R	Receipt(s) Banked
10/11/2025	CR		350.00	350.00		R	Receipt(s) Banked
11/11/2025	VIS	64.00		64.00		R	ukcrbs - Youth
11/11/2025	VIS	16.00		16.00		R	DBS service
11/11/2025	VIS	1,017.83		1,017.83		R	Glasdon - Memorial Bench - PURCHASE
11/11/2025	378/25.26	474.50		474.50		R	Clare Austin Garden
11/11/2025	379/25.26	2,643.25		2,643.25		R	Jack Lee Gardening - STREET CLEANING
11/11/2025	380/25.26	110.00		110.00		R	JD Windows
11/11/2025	381/25.26	350.64		350.64		R	Mulberry INt Audit
11/11/2025	382/25.26	400.40		400.40		R	OLP PLayground Maint
11/11/2025	383/25.26	278.40		278.40		R	Rabbit Skips
11/11/2025	384/25.26	375.00		375.00		R	TC Maintenance
11/11/2025	385/25.26	680.00		680.00		R	Ben Warner - MEMORIAL GARDENS WORKS.
11/11/2025	386/25.26	14.50		14.50		R	DBS Chaecks
11/11/2025	CR		35.00	35.00		R	Receipt(s) Banked
11/11/2025	Cr		62.00	62.00		R	Receipt(s) Banked
12/11/2025	168.94	168.94		168.94		R	Argos - New Fridge
12/11/2025	VIS	16.00		16.00		R	DBS Service
12/11/2025	VIS	118.65		118.65		R	Woodland Trust
13/11/2025	CR		121.51	121.51		R	Receipt(s) Banked
14/11/2025	387/25.26	470.00		470.00		R	C Austin - Memorial Garden
14/11/2025	388/25.26	14.49		14.49		R	S Cobb supplies
14/11/2025	389/25.26	25.05		25.05		R	T Eckert - film siupplies
14/11/2025	390/25.26	48.82		48.82		R	EDF Electri - High St
14/11/2025	391/25.26	339.50		339.50		R	Horsham District Council

Steyning Parish Council Current Year

Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/11/2025	392/25.26	1,360.00		1,360.00		R	B Warner hedge ciutting - BOWLING CLUB +
14/11/2025	393/25.26	75.00		75.00		R	RBLegion Wreaths
14/11/2025	394/25.26	121.74		121.74		R	SAdmin support
14/11/2025	395/25.26	460.00		460.00		R	Streeter Hedge cutting - RUBLEES ++
14/11/2025	396/25.26	780.72		780.72		R	TC Maintenance - PLAY AREA; + MEMORIAL B
14/11/2025	397/25.26	12.00		12.00		R	Core web site
14/11/2025	398/25.26	232.56		232.56		R	Procure Serv photocop
14/11/2025	399/25.26	13.50		13.50		R	Training milage
14/11/2025	400/25.26	1,800.00		1,800.00		R	Kiwa Lamp tests - HIGH STREET ANNUAL TEST
14/11/2025	401/25.26	292.59		292.59		R	PiP Services
14/11/2025	402/25.26	186.00		186.00		R	Sowerby locking
17/11/2025	VIS	31.18		31.18		R	Zoom
17/11/2025	DD	20.74		20.74		R	Propel finance - phones
17/11/2025	BP		1,145.73	1,145.73		R	Receipt(s) Banked - TENNIS CLUB GROUND RENT
18/11/2025	VIS	23.04		23.04		R	Amazon - battries
18/11/2025	DD	20.74		20.74		R	O2 phone
18/11/2025	DD	10.30		10.30		R	O2 Phone
18/11/2025	CR		65.60	65.60		R	Receipt(s) Banked
18/11/2025	CR		73.50	73.50		R	Receipt(s) Banked
18/11/2025	CR		155.28	155.28		R	Receipt(s) Banked
18/11/2025	CR		668.63	668.63		R	Receipt(s) Banked - CENTRE HALL HIRE
18/11/2025	CR		59.10	59.10		R	Receipt(s) Banked
19/11/2025	CR		91.88	91.88		R	Receipt(s) Banked
19/11/2025	CR		61.80	61.80		R	Receipt(s) Banked
19/11/2025	CR		274.13	274.13		R	Receipt(s) Banked
19/11/2025	CR		147.00	147.00		R	Receipt(s) Banked
19/11/2025	BP		84.00	84.00		R	Receipt(s) Banked
19/11/2025	CR		70.00	70.00		R	Receipt(s) Banked
20/11/2025	CR		43.35	43.35		R	Receipt(s) Banked
20/11/2025	CR		51.36	51.36		R	Receipt(s) Banked
21/11/2025	DR	34.46		34.46		R	HSBC charges
21/11/2025	403/25.26	967.29		967.29		R	B Gas - Stey. CENTRE.
21/11/2025	404/25.26	6.25		6.25		R	T Eckert supplies
21/11/2025	405/25.26	1,864.40		1,864.40		R	Lux planters - PROJECT @ THE MPF.
21/11/2025	406/25.26	513.00		513.00		R	TC Maintenance - PLAY AREAS
21/11/2025	407/25.26	160.00		160.00		R	TSS Legionella
21/11/2025	408/25.26	22.63		22.63		R	A Bill Youth expenses
21/11/2025	409/25.26	248.33		248.33		R	V Heales Youth expenses
21/11/2025	BP		92.70	92.70		R	Receipt(s) Banked
21/11/2025	CR		79.50	79.50		R	Receipt(s) Banked
21/11/2025	CR		2,537.31	2,537.31		R	Receipt(s) Banked - VAT REIMBURSEMENT.
24/11/2025	VIS	10.79		10.79		R	Amazon - HDMI cable
24/11/2025	VIS	12.74		12.74		R	Amazon - HDMI cable
24/11/2025	BP	15,734.77		15,734.77		R	Staff Salaries
24/11/2025	BP		513.45	513.45		R	Receipt(s) Banked - CENTRE HALL HIRE
24/11/2025	CR		88.65	88.65		R	Receipt(s) Banked
24/11/2025	CR		91.88	91.88		R	Receipt(s) Banked
25/11/2025	DD	54.02		54.02		R	CRE Coms phone equip

Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/11/2025	CR		58.76	58.76		R	Receipt(s) Banked
25/11/2025	BP		87.15	87.15		R	Receipt(s) Banked
25/11/2025	CR		36.25	36.25		R	Receipt(s) Banked
25/11/2025	CR		217.25	217.25		R	Receipt(s) Banked
26/11/2025	VIS	14.99		14.99		R	Amazon - Youth Tuck
26/11/2025	VIS	18.99		18.99		R	Amazon - Youth Tuck
26/11/2025	VIS	17.99		17.99		R	Amazon - Youth Tuck
26/11/2025	VIS	16.99		16.99		R	Amazon - Battery charger
26/11/2025	VIS	34.40		34.40		R	Amazon - Youth - Tuck
26/11/2025	VIS	30.98		30.98		R	Amazon - Youth Tuck
26/11/2025	VIS	11.04		11.04		R	Zohoh Software assist
26/11/2025	VIS	39.99		39.99		R	Costco - Youth Tuck
26/11/2025	VIS	34.07		34.07		R	Costco - Youth Tuck
26/11/2025	CR		36.25	36.25		R	Receipt(s) Banked
26/11/2025	25/63		103.85	103.85		R	Receipt(s) Banked
26/11/2025	25/64		404.80	404.80		R	Receipt(s) Banked - FILM RECEIPTS.
27/11/2025	CR	9.25		9.25		R	post Office postage
27/11/2025	410/25.26	146.00		146.00		R	Ferring Nurseries
27/11/2025	411/25.26	65.00		65.00		R	Chichester payroll
27/11/2025	412/25.26	5,715.75		5,715.75		R	HMRC tax & NIC } STAFF
27/11/2025	413/25.26	3,231.34		3,231.34		R	WSCC pensions } STAFF
27/11/2025	CR		202.12	202.12		R	Receipt(s) Banked
28/11/2025	VIS	84.99		84.99		R	AVG internet security
29/11/2025	BP		80.10	80.10		R	Receipt(s) Banked
30/11/2025	CR		132.06	132.06		R	Receipt(s) Banked
		43,742.80	11,693.29				

Clerk / RFO:

Name John Fullbrook Signed .... Date 12th Dec '25

Chair of F&GP:

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

DECEMBER

Bank Reconciliation up to 31/12/2025 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
01/12/2025	DD	848.00		848.00		R	Horsham District Council Rates - STEYNING CENTRE
01/12/2025	VIS	21.08		21.08		R	Amazon - Pic frames
01/12/2025	VIS	6.23		6.23		R	Amazon - Log book
01/12/2025	VIS	12.79		12.79		R	Amazon - microphones
01/12/2025	VIS	21.99		21.99		R	Amazon - Catering - youth
01/12/2025	VIS	10.43		10.43		R	Amazon - party bags youth
01/12/2025	VIS	9.49		9.49		R	Amazon - Youth Tuck
01/12/2025	VIS	11.29		11.29		R	Amazon - Youth Tuck
01/12/2025	VIS	23.06		23.06		R	Amazon - Xmas stationary-youth
01/12/2025	VIS	50.66		50.66		R	Amazon - Youth party stuff
01/12/2025	VIS	64.00		64.00		R	UKCRBS - Youth
01/12/2025	VIS	7.11		7.11		R	Amazon - Youth Xmas party
01/12/2025	25/62a		325.20	325.20		R	Receipt(s) Banked
02/12/2025	VIS	8.97		8.97		R	Amazon - Youth headbands
02/12/2025	VIS	21.99		21.99		R	Amazon - Youth Catering
02/12/2025	CR		63.60	63.60		R	Receipt(s) Banked
02/12/2025	CR		61.80	61.80		R	Receipt(s) Banked
03/12/2025	DD	240.00		240.00		R	Grenke - phones
03/12/2025	414/25.26	130.00		130.00		R	C Austin gardening
03/12/2025	415/25.26	763.29		763.29		R	Bus. stream water to High St
03/12/2025	4016/25.26	1,800.00		1,800.00		R	Cornerstone Barristers - LEGAL ASSISTANCE
03/12/2025	417/25.26	6.25		6.25		R	supplies for film
03/12/2025	418/25.26	2,643.25		2,643.25		R	Jack Lee street cleaning - {contract}
03/12/2025	419/25.26	121.74		121.74		R	Admin support
03/12/2025	420/25.26	1,080.00		1,080.00		R	Sussex Timber Co - HEDGE + TREE WORKS
03/12/2025	421/25.26	8.00		8.00		R	Youth activity expenses
03/12/2025	BP		219.25	219.25		R	Receipt(s) Banked
04/12/2025	VIS	7.49		7.49		R	Amazon - Christmas Dec
04/12/2025	VIS	6.98		6.98		R	Amazon - Chrstmas Decs
04/12/2025	VIS	118.18		118.18		R	Amazon - Table cloths
04/12/2025	VIS	14.25		14.25		R	Amazon - Xmas Decs Youth
04/12/2025	CR		134.48	134.48		R	Receipt(s) Banked
04/12/2025	VIS		595.97	595.97		R	Receipt(s) Banked - MICROSOFT ANNUAL CONTRACT, {TO BE REIMBURSED}
05/12/2025	VIS	38.53		38.53		R	SiteLock Websecurity
05/12/2025	DR	1.05		1.05		R	Transaction cost
05/12/2025	CR		86.20	86.20		R	Receipt(s) Banked
05/12/2025	CR		153.99	153.99		R	Receipt(s) Banked
08/12/2025	VIS	13.00		13.00		R	Canva - software Package
08/12/2025	CR		206.00	206.00		R	Receipt(s) Banked
09/12/2025	25/67		241.70	241.70		R	Receipt(s) Banked
09/12/2025	25/68		55.00	55.00		R	Receipt(s) Banked
09/12/2025	25/66		289.00	289.00		R	Receipt(s) Banked
09/12/2025	BP		15.75	15.75		R	Receipt(s) Banked
10/12/2025	VIS	12.50		12.50		R	Amazon - Hoover bags
10/12/2025	422/25.26	135.11		135.11		R	T Eckert - Xmas Decs
10/12/2025	423/25.26	47.25		47.25		R	EDF - High St Electric
10/12/2025	424/25.26	328.40		328.40		R	Horsham District - waste
10/12/2025	425/25.26	227.55		227.55		R	Norcross wine for Func. & Film

Bank Reconciliation up to 31/12/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/12/2025	426/25.26	5,136.00		5,136.00		R	Sussex Timber Co – HEDGE & TREE WORKS
10/12/2025	4322/25.26	650.00		650.00		R	TC Maintenance – BENCH INSTALL.
10/12/2025	25/65		260.28	260.28		R	Receipt(s) Banked
11/12/2025	VIS	41.76		41.76		R	Amazon - Christmas Decs
11/12/2025	428/25.26	211.30		211.30		R	Bus Stream Water Allot
11/12/2025	429/25.26	10.45		10.45		R	T Eckert Film supplies
11/12/2025	430/25.26	1,229.38		1,229.38		R	Festivelighting – XMAS HIGH ST
11/12/2025	431/25.26	1,442.57		1,442.57		R	Sussex Land Services – GRASS CUTTING
11/12/2025	432/25.26	93.00		93.00		R	Youth expenses
11/12/2025	433/25.26	67.50		67.50		R	Squires planning
11/12/2025	434/25.26	180.00		180.00		R	Sowerby toilets security
11/12/2025	CR		17.70	17.70		R	Receipt(s) Banked
12/12/2025	VIS	25.13		25.13		R	Barcare - plumbing part
12/12/2025	CR		86.20	86.20		R	Receipt(s) Banked
12/12/2025	CR		47.70	47.70		R	Receipt(s) Banked
12/12/2025	CR		189.90	189.90		R	Receipt(s) Banked
13/12/2025	DD	20.74		20.74		R	Propel finance - Youth phone
15/12/2025	VIS	68.97		68.97		R	Youth - Party Food
15/12/2025	435/25.26	63.92		63.92		R	BSG Stationary supplies
15/12/2025	436/25.26	182.15		182.15		R	Bus Stream Water MPF
15/12/2025	437/25.26	12.00		12.00		R	Core - Web site maint.
15/12/2025	438/25.26	300.00		300.00		R	S & D Partnership - Grant } AGREED @ DEC. MEETING
15/12/2025	439/25.26	1,750.00		1,750.00		R	Vintage Years Grant
15/12/2025	440/25.26	1,000.00		1,000.00		R	PCC Steyning Grant
15/12/2025	441/25.26	90.00		90.00		R	Colwell - piano tune
16/12/2025	VIS	28.98		28.98		R	Amazon - Archive Boxes
16/12/2025	VIS	28.98		28.98		R	Amazon - Archive Boxes
16/12/2025	VIS	31.18		31.18		R	Zoom - software
16/12/2025	DD	29.60		29.60		R	Mobile phone
16/12/2025	CR		119.23	119.23		R	Receipt(s) Banked
16/12/2025	CR		116.50	116.50		R	Receipt(s) Banked
16/12/2025	CR		147.00	147.00		R	Receipt(s) Banked
16/12/2025	CR		26.25	26.25		R	Receipt(s) Banked
16/12/2025	CR		244.13	244.13		R	Receipt(s) Banked
17/12/2025	BP		104.50	104.50		R	Receipt(s) Banked
17/12/2025	Cr		70.00	70.00		R	Receipt(s) Banked
17/12/2025	CR		82.00	82.00		R	Receipt(s) Banked
19/12/2025	VIS	993.60		993.60		R	Microsoft annual charge – SOFTWARE PACKAGE
19/12/2025	442/25.26	604.80		604.80		R	Auctioneers Kitchen – CHAIRMAN'S FUNC. FOOD
19/12/2025	443/25.26	1,145.41		1,145.41		R	British Gas – STEYNING CENTRE
19/12/2025	444/25.26	40.00		40.00		R	Green Thumb
19/12/2025	445/25.26	1,470.00		1,470.00		R	Positive Lighting Xmas High St – {PREVIOUSLY AGREED}
19/12/2025	446/25.26	70.00		70.00		R	TC Maintenance
19/12/2025	447/25.26	365.90		365.90		R	PiP Services
19/12/2025	T448/25.26	160.00		160.00		R	TSS facilities - Legionella
19/12/2025	449/25.26	65.00		65.00		R	Chichester payroll
19/12/2025	450/25.26	2,984.86		2,984.86		R	WSCC - pensions } FOR STAFF SALARIES.
19/12/2025	451/25.26	5,329.67		5,329.67		R	HMRC

Steyning Parish Council Current Year

Bank Reconciliation up to 31/12/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/12/2025	445/25.26	-1,470.00		-1,470.00		R	Positive lighting Xmas High St } £1,225 PAID £245 STILL OWED.
19/12/2025	445A/25.26	1,225.00		1,225.00		R	Positive lighting xmas High St
19/12/2025	CR		41.20	41.20		R	Receipt(s) Banked
21/12/2025	DR	24.76		24.76		R	HSBC Charges
22/12/2025	BACS	15,882.80		15,882.80		R	Staff Salaries - Various
22/12/2025	DD	96.02		96.02		R	Gocardless
22/12/2025	CR		103.42	103.42		R	Receipt(s) Banked
22/12/2025	CR		609.72	609.72		R	Receipt(s) Banked – HALL HIRE
23/12/2025	CR		278.25	278.25		R	Receipt(s) Banked
23/12/2025	CR		124.99	124.99		R	Receipt(s) Banked
23/12/2025	CR		88.65	88.65		R	Receipt(s) Banked
23/12/2025	BP		73.80	73.80		R	Receipt(s) Banked
24/12/2025	VIS	197.00		197.00		R	Tree posts
27/12/2025	CR		88.65	88.65		R	Receipt(s) Banked
29/12/2025	VIS	11.04		11.04		R	Zoho - software
29/12/2025	452/25.26	145.00		145.00		R	Sussex Plumber
29/12/2025	453/25.26	2,347.50		2,347.50		R	S&D Partnership project Cil – INTERPRETATION BOARDS
29/12/2025	454/25.26	24.22		24.22		R	Stebbing - Lettering
29/12/2025	455/25.26	2,643.25		2,643.25		R	Jack Lee - street cleaning { HIGH ST & BINS
30/12/2025	CR		484.75	484.75		R	Receipt(s) Banked
31/12/2025	CR		91.88	91.88		R	Receipt(s) Banked ROOM HIRE.
		55,909.35	5,944.64				

Clerk / RFO:

Name John Fullbrook .... Signed .... Date 7th January '26

Chair of F&GP:

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

Steyning Parish Council Current Year

Bank Reconciliation up to 31/12/2025 for Cashbook No 4 - Unity Emergency Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/12/2025	Credit Int		660.04	660.04		R	Receipt(s) Banked – ANNUAL INTEREST PAYMENT OF EMERGENCY ACCOUNT.
		0.00	660.04				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Committee Report

Finance & General Purposes Ctt

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1000	Donations Received	350	18,000	17,650			1.9%	
1004	Reimbursed Charges & donations	242	200	(42)			121.0%	
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	1,876	5,750	3,874			32.6%	
	Administration :- Income	**557,336**	**454,270**	**(103,066)**			**122.7%**	**0**
4000	Salaries	143,371	208,000	64,629		64,629	68.9%	
4001	Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002	Printing, stationery, postage	1,160	3,150	1,990		1,990	36.8%	
4003	Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004	Telephones and Alarm	1,909	3,200	1,291		1,291	59.7%	
4005	Insurance	8,238	8,200	(38)		(38)	100.5%	
4006	Salaries Outsourcing	502	520	18		18	96.5%	
4007	Data Protection	676	1,350	674		674	50.1%	
4010	Audit Fees	1,352	2,300	948		948	58.8%	
4016	Legal Fees/Elections	245	850	605		605	28.8%	
4017	Bank Charges	248	420	172		172	59.1%	
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	2,850	2,850	0		0	100.0%	
4032	Memorial Gardens - upkeep	1,175	400	(775)		(775)	293.8%	
4033	Christmas Lights Grant	4,098	6,200	2,102		2,102	66.1%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,129	2,450	321		321	86.9%	
4039	Publicity and Advertising	367	2,200	1,833		1,833	16.7%	
4040	Town Clock	0	450	450		450	0.0%	
4045	Misc & Petty Cash	158	150	(8)		(8)	105.6%	
4047	Training	585	800	215		215	73.1%	
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	1,067	2,440	1,373		1,373	43.7%	
4070	Software support & Packages	2,515	3,150	635		635	79.8%	
4071	ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072	Website Development	314	480	166		166	65.3%	
4073	Neighbourhood Plan Exp	13,260	13,000	(260)		(260)	102.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

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	**314,042**	**275,810**	**(38,232)**	**0**	**(38,232)**	**113.9%**	**0**
	Net Income over Expenditure	**243,294**	**178,460**	**(64,834)**				
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	60,420	60,420		60,420	0.0%	
4101	Swimming Pool	0	23,200	23,200		23,200	0.0%	
	Finance & Community Appendix :- Indirect Expenditure	**0**	**83,620**	**83,620**	**0**	**83,620**	**0.0%**	**0**
	Net Expenditure	**0**	**(83,620)**	**(83,620)**				
103	Youth Provision							
1700	JPYC Service	2,438	18,000	15,562			13.5%	
1710	Donations	0	1,000	1,000			0.0%	
1715	Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
	Youth Provision :- Income	**2,438**	**42,117**	**39,679**			**5.8%**	**0**
4017	Bank Charges	6	1,000	994		994	0.6%	
4023	SPC Cont. to salary	32,750	32,750	(0)		(0)	100.0%	
4024	JPYC General	19,126	41,117	21,991		21,991	46.5%	
	Youth Provision :- Indirect Expenditure	**51,882**	**74,867**	**22,985**	**0**	**22,985**	**69.3%**	**0**
	Net Income over Expenditure	**(49,444)**	**(32,750)**	**16,694**				
	Finance & General Purposes Ctt :- Income	**559,773**	**496,387**	**(63,386)**			**112.8%**	
	Expenditure	**365,924**	**434,297**	**68,373**	**0**	**68,373**	**84.3%**	
	Movement to/(from) Gen Reserve	**193,850**	**62,090**	**(131,760)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Ear Marked Reserves							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	3,631	13,500	9,869		9,869	26.9%	
Earmarked Res F & C :- Indirect Expenditure	**3,631**	**18,500**	**14,869**	**0**	**14,869**	**19.6%**	**0**
Net Expenditure	**(3,631)**	**(18,500)**	**(14,869)**				
550 Joint Parishes Cemetery Ctre							
1600 JPCC income	5,816	3,000	(2,816)			193.9%	
Joint Parishes Cemetery Ctre :- Income	**5,816**	**3,000**	**(2,816)**			**193.9%**	**0**
Net Income	**5,816**	**3,000**	**(2,816)**				
Ear Marked Reserves :- Income	**5,816**	**3,000**	**(2,816)**			**193.9%**	
Expenditure	**3,631**	**18,500**	**14,869**	**0**	**14,869**	**19.6%**	
Movement to/(from) Gen Reserve	**2,185**	**(15,500)**	**(17,685)**				
Grand Totals:- Income	**653,596**	**609,437**	**(44,159)**			**107.2%**	
Expenditure	**468,755**	**609,437**	**140,682**	**0**	**140,682**	**76.9%**	
Net Income over Expenditure	**184,841**	**0**	**(184,841)**				
plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	**185,174**	**0**	**(185,174)**				

		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	350	18,000	17,650			1.9%	
1004	Reimbursed Charges & donations	739	200	(539)			369.3%	
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	2,716	5,750	3,034			47.2%	
	Administration :- Income £431,492	**558,672**	**454,270**	**(104,402)**			~~**123.0%**~~	**0**
4000	Salaries	161,641	208,000	46,359		46,359	77.7%	SHOULD BE
4001	Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	95.1%
4002	Printing, stationery, postage	1,304	3,150	1,846		1,846	41.4%	
4003	Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004	Telephones and Alarm	2,214	3,200	986		986	69.2%	
4005	Insurance	8,238	8,200	(38)		(38)	100.5%	
4006	Salaries Outsourcing	567	520	(47)		(47)	109.0%	
4007	Data Protection	709	1,350	641		641	52.5%	
4010	Audit Fees	1,352	2,300	948		948	58.8%	
4016	Legal Fees/Elections	1,745	850	(895)		(895)	205.3%	
4017	Bank Charges	269	420	151		151	64.0%	
4021	General Grants	1,637	2,500	863		863	65.5%	
4025	CCTV Maintenance	90	1,000	910		910	9.0%	
4030	Steyning in Bloom	2,850	2,850	0		0	100.0%	
4032	Memorial Gardens - upkeep	1,175	400	(775)		(775)	293.8%	
4033	Christmas Lights Grant	6,143	6,200	57		57	99.1%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,129	2,450	321		321	86.9%	
4039	Publicity and Advertising	480	2,200	1,720		1,720	21.8%	
4040	Town Clock	0	450	450		450	0.0%	
4045	Misc & Petty Cash	158	150	(8)		(8)	105.6%	
4047	Training	585	800	215		215	73.1%	
4055	HR Support	207	500	293		293	41.4%	
4060	Chairman's Function	837	900	63		63	93.0%	
4061	Councillors' Allowances	0	100	100		100	0.0%	
4063	Legionnaires	1,200	2,440	1,240		1,240	49.2%	
4070	Software support & Packages	2,561	3,150	589		589	81.3%	
4071	ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072	Website Development	324	480	156		156	67.4%	
4073	Neighbourhood Plan Exp	13,317	13,000	(317)		(317)	102.4%	

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075 Isolation and Loneliness	1,750	3,000	1,250		1,250	58.3%	
Administration :- Indirect Expenditure	~~340,567~~ £ 213,886	**275,810**	**(64,757)**	**0**	**(64,757)**	~~123.5%~~ SHOULD BE 77.6%	**0**
Net Income over Expenditure	**218,106**	**178,460**	**(39,646)**				
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	60,420	60,420		60,420	0.0%	
4101 Swimming Pool	0	23,200	23,200		23,200	0.0%	
Finance & Community Appendix :- Indirect Expenditure	**0**	**83,620**	**83,620**	**0**	**83,620**	**0.0%**	**0**
Net Expenditure	**0**	**(83,620)**	**(83,620)**				
103 Youth Provision							
1700 JPYC Service	2,679	18,000	15,321			14.9%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	**2,679**	**42,117**	**39,438**			**6.4%**	**0**
4017 Bank Charges	12	1,000	988		988	1.2%	
4023 SPC Cont. to salary	32,750	32,750	(0)		(0)	100.0%	
4024 JPYC General	25,576	41,117	15,541		15,541	62.2%	
Youth Provision :- Indirect Expenditure	**58,338**	**74,867**	**16,529**	**0**	**16,529**	**77.9%**	**0**
Net Income over Expenditure	**(55,659)**	**(32,750)**	**22,909**				
Finance & General Purposes Ctt :- Income	**561,352**	**496,387**	**(64,965)**			**113.1%**	
Expenditure	**398,905**	**434,297**	**35,392**	**0**	**35,392**	**91.9%**	
Movement to/(from) Gen Reserve	**162,447**	**62,090**	**(100,357)**				

Continued over page

Annual Budget - By Centre (Actual YTD Month 9)

DRAFT - CONSOLIDATED SPC BUDGET FOR 2026/27.

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Administration**									
1000	Donations Received	4,500	10,000	18,000	350	0	0	10,000	0	0
1004	Reimbursed Charges & donations	200	34	200	739	0	0	80	0	0
1010	Misc Income	250	25	150	17	0	0	120	0	0
1075	CIL Receipts	3,500	0	2,000	0	0	0	2,000	0	0
1076	Precept Received	404,325	404,325	428,170	428,170	0	0	465,705	0	0
1077	Ill Health Insurance Payment	0	0	0	126,681	0	0	0	0	0
1090	Bank Interest Received	7,200	4,942	5,750	2,716	0	0	6,200	0	0
	Total Income	419,975	419,326	454,270	558,672	0	0	484,105	0	0
4000	Salaries	194,500	193,299	208,000	161,641	0	0	219,500	0	0
4001	Ill Health Insurance Payment	0	0	0	126,681	0	0	0	0	0
4002	Printing, stationery, postage	2,750	3,051	3,150	1,304	0	0	3,150	0	0
4003	Staff Ill Health Insurance	2,750	3,039	2,850	0	0	0	3,250	0	0
4004	Telephones and Alarm	3,050	3,057	3,200	2,214	0	0	3,350	0	0
4005	Insurance	7,800	7,962	8,200	8,238	0	0	8,450	0	0
4006	Salaries Outsourcing	465	455	520	567	0	0	540	0	0
4007	Data Protection	1,320	853	1,350	709	0	0	1,450	0	0
4010	Audit Fees	2,075	3,808	2,300	1,352	0	0	3,300	0	0
4016	Legal Fees/Elections	500	686	850	1,745	0	0	4,000	0	0
4017	Bank Charges	550	368	420	269	0	0	500	0	0
4021	General Grants	2,500	2,483	2,500	1,637	0	0	2,500	0	0
4025	CCTV Maintenance	1,000	85	1,000	90	0	0	550	0	0
4030	Steyning in Bloom	2,750	2,750	2,850	2,850	0	0	3,050	0	0

Continued on next page

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	Memorial Gardens - upkeep	260	420	400	1,175	0	0	850	0	0
4033	Christmas Lights Grant	6,200	5,122	6,200	6,143	0	0	5,800	0	0
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,550	2,712	2,450	2,129	0	0	2,900	0	0
4039	Publicity and Advertising	900	1,287	2,200	480	0	0	2,400	0	0
4040	Town Clock	450	4,508	450	0	0	0	480	0	0
4045	Misc & Petty Cash	250	231	150	158	0	0	200	0	0
4047	Training	800	311	800	585	0	0	800	0	0
4055	HR Support	1,000	58	500	207	0	0	650	0	0
4060	Chairman's Function	750	1,256	900	837	0	0	1,400	0	0
4061	Councillors' Allowances	100	7	100	0	0	0	100	0	0
4063	Legionnaires	2,440	1,600	2,440	1,200	0	0	1,950	0	0
4070	Software support & Packages	2,600	2,742	3,150	2,561	0	0	3,400	0	0
4071	ICT Equipment	2,250	3,362	2,400	404	0	0	2,600	0	0
4072	Website Development	450	271	480	324	0	0	480	0	0
4073	Neighbourhood Plan Exp	1,000	4,292	13,000	13,317	0	0	13,000	0	0
4075	Isolation and Loneliness	3,000	1,500	3,000	1,750	0	0	2,250	0	0
	Overhead Expenditure	247,010	251,576	275,810	340,567	0	0	292,850	0	0
	101 Net Income over Expenditure	172,965	167,750	178,460	218,106	0	0	191,255	0	0
6000	plus Transfer from EMR	0	8,644	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	172,965	176,394	178,460	218,106	0		191,255		
102	**Finance & Community Appendix**									
4100	Neighbourhood Wardens	56,000	55,338	60,420	0	0	0	61,865	0	0
4101	Swimming Pool	21,500	19,757	23,200	0	0	0	23,600	0	0

Continued on next page

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	77,500	75,095	83,620	0	0	0	85,465	0	0
	Movement to/(from) Gen Reserve	(77,500)	(75,095)	(83,620)	0	0		(85,465)		
103	**Youth Provision**									
1010	Misc Income	0	0	0	0	0	0	0	0	0
1700	JPYC Service	0	24,559	18,000	2,679	0	0	4,034	0	0
1705	Upper Beeding PC	0	13,030	0	0	0	0	0	0	0
1710	Donations	0	0	1,000	0	0	0	1,000	0	0
1715	Bramber/UBeeding Contributions	0	0	23,117	0	0	0	23,966	0	0
	Total Income	0	37,588	42,117	2,679	0	0	29,000	0	0
4017	Bank Charges	0	0	1,000	12	0	0	500	0	0
4023	SPC Cont. to salary	31,000	26,642	32,750	32,750	0	0	34,060	0	0
4024	JPYC General	0	0	41,117	25,576	0	0	28,500	0	0
	Overhead Expenditure	31,000	26,642	74,867	58,338	0	0	63,060	0	0
	Movement to/(from) Gen Reserve	(31,000)	10,947	(32,750)	(55,659)	0		(34,060)		
201	**Highways & Lighting**									
1001	HDC Cleaning Grant	29,500	29,178	30,500	30,491	0	0	32,000	0	0
	Total Income	29,500	29,178	30,500	30,491	0	0	32,000	0	0
4200	Street Light Energy	1,800	1,612	1,800	1,303	0	0	1,800	0	0
4201	Street Light Maintenance	2,250	2,389	2,450	2,479	0	0	2,650	0	0
4202	Lamp Post Testing	1,600	1,360	1,500	1,500	0	0	1,750	0	0

Continued on next page

		Last Year Budget	Last Year Actual	Current Year Total	Current Year Actual YTD	Current Year Projected	Current Year Committed	Next Year Agreed	Next Year EMR	Next Year Carried Forward
4210	Road Sweeping	30,000	27,396	31,900	21,273	0	0	31,900	0	0
4211	Town Improvements	1,500	220	1,500	663	0	0	1,500	0	0
4259	Grit	200	0	200	0	0	0	200	0	0
4260	Pressure wash High St	250	250	120	0	0	0	180	0	0
	Overhead Expenditure	37,600	33,226	39,470	27,219	0	0	39,980	0	0
	201 Net Income over Expenditure	-8,100	-4,048	-8,970	3,273	0	0	-7,980	0	0
6000	plus Transfer from EMR	0	220	0	333	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,100)	(3,828)	(8,970)	3,606	0		(7,980)		
202	**Public Toilets**									
4005	Insurance	150	88	150	0	0	0	150	0	0
4250	Public Toilets - opening/clsng	2,100	2,190	2,200	1,620	0	0	2,250	0	0
4252	Electricity	1,350	1,907	1,550	897	0	0	2,250	0	0
4253	Water Charges	1,500	1,574	1,600	2,362	0	0	2,100	0	0
4256	Repairs, pdh, consumables	1,300	1,233	1,350	636	0	0	1,450	0	0
	Overhead Expenditure	6,400	6,992	6,850	5,515	0	0	8,200	0	0
	Movement to/(from) Gen Reserve	(6,400)	(6,992)	(6,850)	(5,515)	0		(8,200)		
301	**Playing Fields**									
1004	Reimbursed Charges & donations	500	204	500	578	0	0	500	0	0
1014	Memorial Donations	1,000	0	1,000	616	0	0	1,400	0	0
	Total Income	1,500	204	1,500	1,194	0	0	1,900	0	0
4276	Tree and Hedge Cutting	5,000	1,497	5,000	7,430	0	0	5,000	0	0

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		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	Grass Cutting	8,250	7,071	8,250	8,440	0	0	8,250	0	0
4309	Tree Reports & Essential works	2,000	1,868	2,000	1,450	0	0	2,000	0	0
4310	Grounds Maintenance	4,200	3,588	4,400	1,457	0	0	4,400	0	0
4312	Waste Removal	2,250	2,080	2,250	1,367	0	0	2,250	0	0
4320	Play & Gym Equip Inspections	2,450	2,575	2,550	2,378	0	0	2,650	0	0
4321	Play Equipment & Maintenance	4,600	4,048	4,900	4,333	0	0	5,250	0	0
4322	Memorial Tributes	1,000	0	1,000	1,498	0	0	1,400	0	0
4352	Litter and Bins	4,200	4,223	4,250	3,285	0	0	4,250	0	0
4360	Allotment Maintenance	3,250	3,200	3,250	1,264	0	0	3,250	0	0
	Overhead Expenditure	37,200	30,151	37,850	32,902	0	0	38,700	0	0
	301 Net Income over Expenditure	-35,700	-29,947	-36,350	-31,708	0	0	-36,800	0	0
6000	plus Transfer from EMR	0	0	0	2,740	0	0	0	0	0
	Movement to/(from) Gen Reserve	(35,700)	(29,947)	(36,350)	(28,968)	0		(36,800)		
302	**Allotments**									
1005	Allotment Rents	5,400	4,918	5,550	6,115	0	0	6,450	0	0
	Total Income	5,400	4,918	5,550	6,115	0	0	6,450	0	0
4253	Water Charges	1,350	-696	1,350	4,646	0	0	1,650	0	0
	Overhead Expenditure	1,350	-696	1,350	4,646	0	0	1,650	0	0
	Movement to/(from) Gen Reserve	4,050	5,614	4,200	1,469	0		4,800		
303	**Playing Field Costs**									
4252	Electricity	1,950	2,582	2,350	370	0	0	2,600	0	0

Continued on next page

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4253	Water Charges	1,850	501	1,950	2,465	0	0	2,350	0	0
	Overhead Expenditure	3,800	3,083	4,300	2,835	0	0	4,950	0	0
	Movement to/(from) Gen Reserve	(3,800)	(3,083)	(4,300)	(2,835)	0		(4,950)		
401	**Steyning Centre**									
1003	Clubs Lease Rentals	4,400	3,611	4,400	3,774	0	0	4,400	0	0
1007	Room Hire	61,500	56,875	61,500	46,440	0	0	61,500	0	0
1010	Misc Income	650	174	650	293	0	0	650	0	0
1015	Coffee Machine Income	250	254	250	175	0	0	250	0	0
1017	Income Film Night	4,200	3,894	4,400	2,812	0	0	4,500	0	0
1020	FITS Receipts	1,300	873	1,300	1,001	0	0	1,300	0	0
	Total Income	72,300	65,682	72,500	54,496	0	0	72,600	0	0
4045	Misc & Petty Cash	0	0	0	0	0	0	1,800	0	0
4053	Entertainment Licence	2,350	2,250	2,450	2,199	0	0	2,450	0	0
4252	Electricity	5,850	6,321	6,400	2,634	0	0	6,800	0	0
4253	Water Charges	2,000	1,432	2,100	1,758	0	0	2,500	0	0
4254	Rates	10,650	7,850	10,200	7,635	0	0	9,650	0	0
4257	Gas	6,750	10,805	8,750	6,437	0	0	13,500	0	0
4310	Grounds Maintenance	3,700	3,308	3,900	2,535	0	0	3,950	0	0
4341	Repairs	750	694	780	269	0	0	780	0	0
4342	Repairs/Mtce/Renewals	12,750	13,333	12,900	6,607	0	0	12,900	0	0
4401	Trade Waste	2,700	2,231	2,750	1,959	0	0	2,900	0	0
4402	Annual Maintenance Contracts	9,000	9,417	9,100	6,840	0	0	9,350	0	0

Continued on next page

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4404	Alarm System	575	578	590	618	0	0	620	0	0
4406	Cleaning and Consumables	2,450	2,301	2,550	1,762	0	0	2,650	0	0
4407	Coffee Machine Expenditure	40	105	250	82	0	0	250	0	0
4408	Film Night	4,250	3,258	4,100	2,349	0	0	4,100	0	0
	Overhead Expenditure	63,815	63,884	66,820	43,682	0	0	74,200	0	0
	401 Net Income over Expenditure	8,485	1,798	5,680	10,814	0	0	-1,600	0	0
6000	plus Transfer from EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,485	2,298	5,680	10,814	0		(1,600)		
503	**Earmarked Res F & C**									
4971	General Balance Reserve	5,000	0	5,000	0	0	0	5,000	0	0
4977	Special Projects	18,000	45,544	13,500	5,978	0	0	15,000	0	0
	Overhead Expenditure	23,000	45,544	18,500	5,978	0	0	20,000	0	0
6000	plus Transfer from EMR	0	7,302	0	2,348	0	0	0	0	0
	Movement to/(from) Gen Reserve	(23,000)	(38,242)	(18,500)	(3,631)	0		(20,000)		
550	**Joint Parishes Cemetery Ctre**									
1600	JPCC income	0	4,950	3,000	5,816	0	0	3,000	0	0
	Total Income	0	4,950	3,000	5,816	0	0	3,000	0	0
6001	less Transfer to EMR	0	4,950	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	3,000	5,816	0		3,000		

Continued on next page

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	528,675	561,847	609,437	659,465	0	0	629,055	0	0
Expenditure	528,675	535,497	609,437	521,682	0	0	629,055	0	0
Net Income over Expenditure	0	26,350	0	137,783	0	0	0	0	0
plus Transfer from EMR	0	16,666	0	5,421	0	0	0	0	0
less Transfer to EMR	0	4,950	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	38,066	0	143,204	0		0		

Item 6.3.2

Additional information - Concerning Precept Agreement

Briefing Notes

There was a request for further information concerning the soon to be Precept agreement, and that members could benefit from additional background data in advance of our deliberations on Tuesday evening, 13th January.

This is related to our need to relay reasons for the suggested above inflation rise of 8.8% to the Precept.

In summary therefore, I think we could suggest these are the main reasons for our probable decision.

- Utility prices have continued to rise at a rate significantly above inflation over the last 4 years. SPC needs to still catch up with our expenditure budgets in this area.
- Council considers the need for an enhanced/ Reviewed Neighbourhood Plan Document to be hugely important for the protection of our Communities future wellbeing. It therefore needs to continue to spend consultation monies next year, and with the benefit of Governmental funding rescinded last year – it does unfortunately represent a significant cost for the forthcoming year.
- As the majority of SPC Play area resources continue to age beyond their initially perceived lifespan, and despite SPC's programme of renewal in the last 7 years, there is a need to spend comparatively more and more on maintaining these facilities.
- SPC has agreed to put money towards Legal fees in order to cover important discussions concerning Asset transference and to conclude a long-standing internal disruption issue
- Higher National Insurance contributions and an ever-increasing minimum wage rate has increased the annual Salary cost for the Council above inflationary levels
- SPC has a progressive and full programme of project goals to benefit our community, and the Precept rise includes funding to cover these costs

In terms of the figures associated with the potential 8.8% rise in Precept, we can add that given the new Tax base data for Band D properties for Steyning for the Year 2026/27 which is given as 2599.3.

The proposed increase therefore, in Precept will mean in comparison to last year, the amount paid by a Band D owner should rise from £166.42 to £179.17 – an increase of £12.75 per annum or 25pence per week.

SPC Action Plan for 2025/26

Updated 5th January '26

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.	Comtinue 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 recommedations 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	COMPLETED
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 avialble 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	COMPLETED
Armistice 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	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 undertstanding 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 expectations
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

STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September '25 - 31st August '26

Purchase date (if known) Before 2015 unless specified	Asset	Location	Condition	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Insured values
	Buildings					Updated March 2023	As at October 2025
	Steyning Centre	Fletcher's Croft	Very Good	Daily /Annually	Maintained	£ 1,852,811.12	£ 2,874,987.00
	Marley Shed Recreation Ground	MPF	Very Good	Annually	Maintained	£ 8,358.26	{Insured by C. Club}
	Cricket Clubhouse {confirmation of ownership pending}	MPF	Poor	By C. Club daily	Maintained	{£350,000}	{Insured by C. Club}
	Changing Rooms	MPF	Good	Weekly	Maintained	£ 192,757.04	£ 242,550.00
	Clock {Clock Faces and mechanism within Clock Tower}	High Street	Good	Annually	Maintained	£ 17,823.12	£ 30,430.00
	St. Cuthman's statue	Fletcher's Croft	Good	In 2021	Maintained	£ 23,420.91	£ 39,986.00
	Total - Building Costs					**£ 2,095,170.45**	**£ 3,187,953.00**
	Play and Recreation						
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	Fortnightly and annually	Some Due	£ 107,250.00	£ 180,420.00
Various	Safety Surfacing various locations	Various	Good / Poor	Fortnightly and annually	Some Due	£ 80,379.23	£ 130,536.00
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	Fortnightly and annually	Replaced 2019	£ 28,850.00	£ -
	Contents - Steyning Centre:						
	Outsite Steyning Centre 3 x Memorial benches	Steyning Centre	Good	Annually	Maintained	£ 1,200.00	£ -
	Office Contents*	Steyning Centre	Good	Annually	Maintained	£ 10,573.91	£ -
	General contents**	Steyning Centre	Good	Annually	Maintained	£ 115,130.00	£ 256,596.00
	Contents - Outside equipment:						
	Street furniture***	Various	Good / Fair	Annually	Maintained	£ 97,973.00	£ 60,410.00
	Gates & Fences	Various	Good	Monthly	Maintained	£ 1,350.00	£ 2,282.00
	Mowers & Machinery****	Various	Fair	Annually	Maintained	£ 2,436.10	£ 2,925.00
Year 2019	Sports Equip Basketball Stands	MPF	Excellent	Monthly	Replaced 2019	£ 750.00	£ 1,265.00
	Steyning Town Pump & Trough/ Fixed outside equip	High Street	Poor	Unknown	Maintained	£ -	£ 10,533.00
21.05.15	War Memorial gardens	MPF	Excellent	Monthly	Maintained	£ 30,000.00	£ 55,834.00
	Total - Contents + Play & Recreation					**£ 475,892.24**	**£ 700,801.00**
	***OFFICE CONTENTS INCLUDE**						
Year 2024	CRE Office Telephones	Steyning Centre	Excellent	Annually	Maintained	£ 250.00	£ -
Year 2020	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 960.00	£ -
Year 2021	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 750.00	£ -
Various	New network computers / monitors / Wi-Fi	Steyning Centre	Good	Annually	Maintained	£ 4,600.00	£ -
	Photocopier	Steyning Centre	Good	Annually	Maint' Agreement	£ 4,013.91	£ -
					Total	£ 10,573.91	{See General Contents}
	****GENERAL CONTENTS INCLUDES**						
	Steyning Centre - General	Steyning Centre	N/A	N/A	N/A	£ 25,080.00	£ -
Added 2019	Piano & Stool	Steyning Centre	Excellent	Annually	Maintained	£ 800.00	£ -
Upgraded 2023	Audio system	Steyning Centre	Excellent	Annually	Maintained	£ 571.00	£ -
	Various Kitchen equipment	Steyning Centre	Good/Fair	Annually	Maintained	£ 35,000.00	£ -
Added 2023	inc. New Fridge/Freezer CHIQ	Steyning Centre	Excellent	Annually	Maintained	£ 289.00	£ -
Added 2023	inc. New Cooker - Falcon 6	Steyning Centre	Excellent	Annually	Maintained	£ 2,371.00	£ -
	Sound system main hall	Steyning Centre	Good	Annually	Maintained	£ 9,450.00	£ -
	Film screens main hall & Saxon room	Steyning Centre	Fair	Annually	Maintained	£ 3,287.00	£ -
Upgraded 2023	Sound equip speakers and amplifyer	Steyning Centre	Excellent	Annually	Maintained	£ 2,450.00	£ -
Upgraded 2023	Cinema equip.screen,DVD & amplifyer	Steyning Centre	Excellent	Annually	Maintained	£ 10,525.00	£ -
	Television trolley	Steyning Centre	Fair	N/A	N/A	£ 140.00	£ -
2021	Epson Projector	Steyning Centre	Good	N/A	N/A	£ 550.00	£ -
2022	2 x Large TV Monitors	Steyning Centre	Excellent	Annually	Maintained	£ 1,311.00	£ -
2022	2 x Camera / Audio visual enhancement	Steyning Centre	Excellent	Annually	Maintained	£ 2,640.00	£ -
2022	16 x Microphones	Steyning Centre	Excellent	Annually	Maintained	£ 3,661.00	£ -
2019	Chairs x 250	Steyning Centre	Good	Annually	Maintained	£ 16,755.00	£ -
	Chairmans Badge of office	Steyning Centre	Fair	N/A	N/A	£ 800.00	£ -
Nov-15	Water colour painting by J Binns (Gift to PC)	Steyning Centre	Good	N/A	N/A	£ 450.00	£ -
					Total	£ 115,130.00	£ 256,596.00
	*****STREET FURNITURE INCLUDES**						
Various	Street lights (49 lamps) - See separate sheet	Various	Fair		N/A	£ 26,793.00	£ -
Year 2000	Poem on the stone	Mouse Lane	Good	Bi - Annually	Maintained	£ 2,924.00	£ -
Various	Seats / Benches	Various	Varies	Annually	Maintained	£ 10,000.00	£ -
2 x Added '20	Notice Board	Allotments/High St	Good	Annually	Maintained	£ 2,000.00	£ -
	CCTV	Various	Poor	N/A	N/A	£ 8,000.00	£ -
Added May19	Steyning Welcome Sign	Bramber Road	Excellent	Annually	N/A	£ 3,528.00	£ -
Added April 20	St Cuthman silhouette	Bramber Road	Excellent	Annually	N/A	£ 400.00	£ -
2025	Corten Steel Archway	Newmans Car Park	Excellent	Annually	N/A	£ 22,650.00	£ -
2025	Visitor info. Notice board	Church Lane	Good	Annually	Maintained	£ 4,178.00	£ -
2025	Display Panel	Fletchers Croft	Good	Annually	Maintained	£ 1,000.00	£ -
2025	11 x Finger post signs and post	Various	Good	Annually	Maintained	£ 12,500.00	
2025	Tourism Brown Sign {WSCC spec metal sign on poles}	A283	Good	Annually	Maintained	£ 4,000.00	£ -
					Total	£ 97,973.00	£ 60,410.00
	******MOWERS & MACHINERY INCLUDES**						
	Maint. tools	Steyning Centre	Fair	Annually	Maintained	£ 575.00	£ -
	4 x goal mouth irons & large roller	Cricket Club Shed	Unknown	Annually	Maintained	£ 389.10	£ -
2018 /2019	Strimmers	Steyning Centre	Good	Annually	Maintained	£ 350.00	£ -
2020	Dust Cart	Cricket Club Shed	Good	N/A	N/A	£ 1,122.00	£ -
					Total	£ 2,436.10	£ 2,925.00
Total						**£ 2,571,062.69**	**£ 3,888,754.00**

Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation - This is termed the Poxy Cost in the table above. The total value of fixed assets will only change therefore when an item is purchased or disposed of.

For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values.

As per disposed asset details noted previously, it has been established in 2020 & 2022, that The Bowls Club Pavillion and the Clock Tower are not owned by the Parish Council

Disposed assets updated:

Mar-23	Fridge	£ 250.00	Jan-24	Overline Office phones	£ 180.25
May-23	Cooker	£ 2,000.00	Dec-25	Zoostorm comp & equip	£ 2,128.98
Sep-23	Curtains which were replaced	£ 1,625.00			£ -
Dec-25	Lenova B5400 Lap Top	£ 1,200.00			£ -

Please also note that Steyning Parish Council owns land at the Memorial playing field , Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments & Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register. It also leases the Bus Shelter from HDC

Item 6.7 / 6.8

Ukrainian Refuge & HDOP Forum Grant Requests

Briefing Note

6.7 – Ukrainian Refuge Group

At the last Full Council meeting, it was suggested that SPC might consider a grant request from the Ukrainian Refuge group. Below is their request for members to consider a grant to cover Hall Hire costs at the Steyning Centre to help enable the event specified.

{We have £843 currently left in this grant giving budget line for the year – 2025/26}

We need to deliberate and agree upon a decision please

The Request is as follows

We wish to apply for a grant of £276.35 in order that we can hire your

Combe Court Hall on 21st February for an evening event to commemorate the start of the war against Ukraine. We will be inviting 2 main groups of people to our event on the 21st February.

Firstly, all of our Ukrainian guests who live within the Steyning area, either in their own rented accommodation or with Home Hosts, as defined by the Government. This totals 44 people. Since the start of the war against Ukraine, during the 3rd week of February we commemorate, and commiserate together, we remember loved ones who have died, or been injured, we have a short service, we sing together, we cry together and then we party together.
Our building where we have done this for the past 3 years is no longer available so hence our request to use the Steyning Centre.
Secondly, and in conjunction with this, we wanted to thank all of the local people who have given their time in abundance and most generously all of the local, Steyning, people who have volunteered, since the start of Russia's invasion of Ukraine, teachers; wellbeing helpers; drivers of the Steyning community bus. The local keep fit group & their partners who have helped to rebuild our guests shattered lives by moving them into their own homes; collecting and distributing clothing, bedroom furniture; total household equipment and belongings; accompanying them on holiday, at interviews, hand holding them, accompanying parents of the 17 Ukrainian students to parents evenings and advising them, taking parents to college to study specialised subjects in order that they might find employment and generally looking after and mentoring them all. There are about 100 such local people, all residents of Steyning.

6.8 – Horsham District Older Peoples Forum {HDOPF}

At the last Full Council meeting, it was suggested that SPC might consider a grant request from the HDOPF. Below is their request for members to consider a grant to cover hall hire costs at the Steyning Centre to help enable them to convene a meeting for their group. We do not yet have a clear indication of the details of the request and therefore cost, but it is likely to be approx. £80.

{We have £1,250 currently left in this grant giving budget line for the year (isolation and Loneliness) – 2025/26}

We need to deliberate and agree upon a decision please

Item 7.0

GOVERNANCE AND COMMUNITY MATTERS

Briefing Note

7.1 External Audit Report

Still no news as of 9th January following repeated objections to the SPC AGAR by three residents. Hopefully more positive news by the 13th January.

7.2 Cricket Club Pavillion project

The Clerk will update members on progress, and there is another working party meeting planned for the 16th January at 3pm with Andrew, the Clerk and one other member (yet to be confirmed) in attendance, together with C. Club representatives – this hopefully will be resolved at the F&GP meeting when members will be asked for their involvement.

7.3 Working Practices Group

This is a notification from the Clerk concerning the soon-to-be-convened Working Practices Group meeting draft agenda, and to confirm date of said meeting with its members.

7.4 CCTV Installation information

We now have two of the three documents agreed, and this meeting will hopefully confirm the content and details associated with Document 7.4.1, so that the consultation can begin. Members will also be asked to confirm the start and end date for consultation and to agree the process associated with collating results.

7.5 Street Cleaning Contractor request

At the last F&GP meeting, it was agreed to extend this contract for a year. The contractor has subsequently agreed to this SPC condition but has also requested a 10% rise in the annual fee. In the first instance this may seem like a lot, but first to remind members that the contractor has not put up their fee for the last three years, and secondly, because an increase was anticipated – we have already covered this increase off with out budget calculations for next year.

7.6 Devolution Update

The Clerk will update in particular concerning ***Expression of Interest*** form submissions, some Steyning Car Park management draft proposals and the ongoing discussions with the Grammar school potentially concerning Swimming pool / School / Council – Community Use agreement amendments

In response to concerns raised by residents, local businesses, and Sussex Police regarding anti-social behaviour, vandalism, and crime within the parish, Steyning Parish Council are consulting on the introduction of a new CCTV system to help improve safety in key public areas of the town. Residents are invited to share their views on the proposal via the Parish Office or the online consultation form.

- The proposed locations for the initial cameras are Fletcher's Croft, the Memorial Playing Fields and parts of the High Street. There would also be the option to use small mobile units in specific problem areas, such as fly-tipping hotspots.
- The aim of the scheme is to help deter anti-social behaviour, support police investigations, protect public facilities and provide reassurance to residents and visitors.
- Cameras would only monitor public spaces such as pedestrian routes, car parks and access points, and would not be aimed at private homes. All footage would be handled lawfully and in line with data protection rules, with strict controls on who can view recordings.
- The system would be managed by trained council staff and neighbourhood wardens, working in partnership with Sussex Police where necessary. Independent oversight, a clear complaints process and regular transparency reporting would also be in place.

This is a proportionate, community-focused proposal to enhance safety, protect facilities, and improve quality of life in Steyning.

Crime statistics clearly demonstrate that anti-social behaviour, criminal damage, and violence occur in public areas — particularly around playgrounds, car parks, and High Street public spaces. CCTV will provide a **visible deterrent**, support investigations, and reassure residents and visitors.

Have your say: Please respond via the Parish Office or online consultation form

Why CCTV?

CCTV can help to:

- Deter anti-social behaviour and criminal activity.
- Provide evidence to support prosecutions.
- Protect public assets and facilities.
- Reassure residents and visitors.
- Enhance quality of life and community confidence.

This is a proportionate, community-focused proposal to enhance safety, protect facilities, and improve quality of life in Steyning.

The CCTV proposal is guided by three objectives: **Making public spaces safe; Supporting policing and enforcement**; **Protecting community assets**

Cameras will be located to focus on public areas, pedestrian routes, car parks and entry/exit points and not private homes.

Standards applied to any installed system:

- **Lawful, fair, transparent processing:** images will be processed only for the purposes set out in this consultation.
- **Limited retention:** recordings will be deleted after a defined retention period unless required for an ongoing investigation or legitimate purpose.
- **Access control:** only named officers and authorised policing staff may view footage; all access will be logged and audited.
- **Independent oversight:** an independent review mechanism (eg. independent visitors or an advisory panel) will be established to review compliance, mirroring good practice elsewhere.
- **Community complaints:** clear complaints and redress route will be provided and published.

Operational management & partnership with Sussex Police

- **Primary monitoring responsibility:** Steyning Parish Clerk / Deputy Clerk and Neighbourhood Wardens.
- **Limited access and auditability:** Any viewings or footage disclosures for investigations will be recorded and justified in accordance with the published Code of Practice.
- **Sharing with Sussex Police:** A formal, auditable route will share footage with Sussex Police where required for policing purposes (investigation, evidence or emergency response).
- **Requests, subject access and complaints:** individuals seeking access to footage of themselves should make a request to SPC in writing.
- **Independent oversight & transparency:** the Council will publish a DPIA summary, a CCTV Code of Practice and annual transparency reports showing the number of times footage was accessed, disclosed to police and subject to complaint. An independent reviewer or advisory panel will carry out dip-checks on compliance and publish findings as appropriate.
- **Training & competency:** named monitoring officers will receive formal training on privacy, data protection, secure evidence handling and the Council's obligations under this Code of Practice. Training will be refreshed periodically and recorded.
- **Professional monitoring (optional):** the Council may review options for professional monitoring or video-verification services at a later date; any such change would require separate approval, a DPIA update and publication of the change.

Data Protection Impact Assessment (DPIA)

In order to comply with legislation, there will need to be a DPIA undertaken by the Parish Council.

This will address: purpose and necessity; location/privacy mapping; retention; storage and security; access controls; impacts on / mitigations of privacy and clear operational rules for mobile deployments.

Steyning Parish Council - CCTV Consultation

Sign in to Google to save your progress. Learn more

* Indicates required question

Full Name / Business Name? *

Your answer

Postcode *

Your answer

House Number/Name *

Your answer

Steyning Parish Council - CCTV Consultation

Sign in to Google to save your progress. Learn more

* Indicates required question

Fixed CCTV to cover council assets

Do you support Steyning Parish Council's proposal to install CCTV at Fletchers Croft, the Memorial Playing Fields, and at the High Street bus shelter? *

- ○ Yes
- ○ No

Please share any comments or reasoning that support your response.

Your answer

Back | Next | Page 2 of 4 | Clear form

Steyning Parish Council - CCTV Consultation

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* Indicates required question

Future Mobile CCTV

Do you support Steyning Parish Council's proposal to use mobile CCTV units that can be deployed to hotspot areas, such as those affected by fly-tipping or anti-social behaviour? *

- ○ Yes
- ○ No

Please share any comments or reasoning that support your response.

Your answer

Back | Next | Page 3 of 4 | Clear form

Steyning Parish Council - CCTV Consultation

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* Indicates required question

Future CCTV

Do you support the installation of additional fixed CCTV in other areas of the parish, if evidence supports it and subject to the agreement of the Council? *

- ○ Yes
- ○ No

Please share any comments or reasoning that support your response. If you are in support, which areas would you suggest for consideration?

Your answer

Back | Submit | Page 4 of 4 | Clear form

CCTV Consultation

Steyning PARISH COUNCIL

Steyning Parish Council is consulting on the introduction of a new community-led CCTV system to help improve safety in key public areas of the town.

- The proposed locations for the initial cameras are Fletcher's Croft, the Memorial Playing Fields and parts of the High Street. There would also be the option to use small mobile units in specific problem areas, such as fly-tipping hotspots.

- The aim of the scheme is to help deter anti-social behaviour, support police investigations, protect public facilities and provide reassurance to residents and visitors.

- Cameras would only monitor public spaces such as pedestrian routes, car parks and access points, and would not be aimed at private homes. All footage would be handled lawfully and in line with data protection rules, with strict controls on who can view recordings.

- The system would be managed by trained council staff and neighbourhood wardens, working in partnership with Sussex Police where necessary. Independent oversight, a clear complaints process and regular transparency reporting would also be in place.

Residents are invited to share their views on the proposal via the Parish Office or the online consultation form.