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# MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
## HELD ON 14th OCTOBER 2025 AT 7.30PM

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

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

# DRAFT MINUTES

ACTIONS

**F &GP/25/20** **APOLOGIES FOR ABSENCE**
**20.1** Apologies were received from Cllrs Norcross and Foxwell.

**F&GP/25/21** **DECLARATIONS OF INTEREST AND DISPENSATIONS**
**21.1** None

**F&GP/25/22** **QUESTIONS FROM THE FLOOR {in summary}**
**22.1** None

**F&GP/25/23** **MINUTES OF PREVIOUS MEETING**
**23.1** Cllr Sharp **proposed**, **seconded** by Cllr Ballance that the draft minutes of the meeting held on the 9th September 2025 be agreed as a true and fair record. **Agreed 5 For, 2 abstained**

**F&GP/25/24** **MATTERS ARISING AND ACTIONS – *These items taken as read***

**24.1** Clerk to rectify percentage income & expenditure totals by manually adjusting on I&E reports**- Item 25.2**

**24.2** Clerk's office to place SPC Finance / Business Plan for 25.26 on web site **– Actioned**

**24.3** Allotment Association grant for AGM transaction completed **– Actioned**

**24.4** Clerk to communicate SPC's intension for future Wardens service protection **– Actioned**

**24.5** Budget papers for each SPC committee drafted by Clerk as per planned timeline **– Actioned/ Item 25.3**

**24.6** SPC Finance Risk Assessment amended **– Actioned**

**24.7** SPC Finance Regs updated and new version placed on Web Site **– Actioned**

**24.8** Clerk's office to pay the Festive lights invoice **– Actioned**

**24.9** Clerk's office to pay the Neighbourhood Plan consultants invoice **– Actioned**

**24.10** Asset Transference meetings to be entered into by Clerk and reported back **– See item 25.8**

**24.11** Clerk to work with external auditors to deal with resident objections **– Actioned**

**24.12** Clerk to inform Tyler Trust of their unsuccessful grant enquiry **– Actioned**

**24.13** WSCC to rectify issues with High St railings with support from SPC Clerk **- See item 25.7**

**24.14** Clerk to organise Community Engagement working party to consider CCTV referendum **- See item 25.10**

**F5GP/25/25 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.**

**25.1 To approve the list of SPC payments for August and September 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 August and September 2025 SPC Payments lists. **Agreed**

**25.2 F&GP Income and Expenditure reports for August and September 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. **CLERK**

Cllr Sharp **proposed, seconded** by Cllr S Alexander that the F&GP Income and Expenditure report for September 2025 be accepted. **Agreed**

**25.3 To consider the first draft of the F&GP budget paper for the financial year – 2026.27**

This was the members' first chance to discuss next year's budget, and an extensive discussion ensued covered many aspects of the considerations involved. A 4% rise for the youth service was not opposed. A suggested increase to the precept in line with the current inflation rate was proposed for the second draft, and then there will be a need to take on board the requested overspend from the other committees, so that a balanced and combined council budget can be presented at the December F&GP meeting, in preparation for a Full Council agreement in January. **CLERK**

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

All 22 projects for the current year were discussed in depth and varying amounts of progress had been made by this point which is effectively a third of the way through the *'Action Plan Year'* with headway being made as per schedule. Two small amendments to the text were noted by the Clerk.

**25.5 To agree the end of year SPC Cil Reports for 2024/25**

There were two reports discussed as per supporting papers – the general Cil report and the SDNP report, both of which needed to be published subsequently onto the SPC website. **CLERK**

Cllr Sharp **proposed, seconded** by Cllr S Alexander that these {Cil Report} documents are acceptable and are to put on the SPC website. **Agreed**

**25.6 Clerk to notify regards External Audit interim notice**

Due to ongoing resident objections, the External Auditors were not as yet in a position to complete their procedure for SPC's 24/25 year-end review. Therefore an interim report, as per supporting paper, had been sent to SPC which then needed to be published by the 30th September, and this had been actioned. **CLERK**

**25.7 Update from the Clerk regards High Street Railings project being undertaken by WSCC** **CLERK**

WSCC have been actively seeking quotes for reparations, but progress has been unreasonably slow. In the meantime, the Steyning Society have also chased WSCC for a speedier resolution, and have written a letter reiterating that there has been a WSCC commitment to these works in the past, as well as suggesting that they would be open to assisting with a part payment to ensure the job is completed to a standard in keeping with the railings historical value.

**25.8 Report on work undertaken so far on potential asset transference from HDC, and to agree the expression of interest correspondence before submission to HDC**

The Clerk had prepared a draft 'Expression of Interest' document and invited comments to ensure the concept, format, and content were appropriate. His report outlined recent meetings held over the past month with various stakeholders: parish council representatives regarding car park management; Father Mark regarding churchyard management; HDC representatives concerning the management of Bramber Brooks; and the School Foundation and Headteacher about swimming pool operations and broader school development matters. Following discussion, members reconsidered their earlier views on certain assets which had initially **CLERK**

seemed undesirable. On reflection, concerns arose about the implications of these assets being managed by organisations that may be less locally focused or community minded. Although no commitment to asset transfer was being made at this stage, it was agreed that submitting an expression of interest would allow SPC to better understand HDC's perspective and gain clarity on any associated costs or liabilities. It was noted that the format of the Expression of Interest document provided a useful framework for raising relevant questions.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that members were pleased with the concept and content of the *Expression of Interest* document and asked the clerk to include within the document all the other potential assets not already agreed for being of interest, so that a better understanding would be forthcoming in those instances. **Agreed**

**25.9 To receive notification of the Steyning in Bloom annual grant transaction.** **CLERK**
SPC had received a formal request from the Steyning in Bloom group for their annual grant. This grant had been previously agreed by Council as per its grant policy and via the annual SPC budgetary agreement. This therefore was to notify members that this £2,850 transaction had taken place on the 3rd October.

**25.10 To consider the work undertaken by the recent meeting of the Community Engagement Group, and to agree any recommendations** **CLERK**

**25.10.1** A meeting was held on the 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.

**25.10.2** Cllr Sharp **proposed, seconded** by Cllr Ballance that the following two recommendations be agreed by F&GP Committee. **Agreed**

1. That the Neighbourhood Plan referendum and the CCTV public consultation/referendum be carried out as two distinct exercises to maintain clarity and focus.
2. 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.

**25.10.3** The Community Engagement Group will prepare a standard public statement to address questions, with Cllr S Alexander drafting the initial communication for review. Final wording and FAQs will be agreed upon by the committee before release. **C. E. Group**

**25.11 Notification re internal finance checks from Cllrs and Clerk**
Cllr Sharp and S Alexander had within the previous week completed internal financial governance checks separately and independently and in line with SPC Finance Risk Assessment guidelines. Both reported the process had been thorough, rigorous and had proved successful in showing the appropriate procedures had been followed.

**25.12 To agree potential additional SPC finance signatory**
Cllr Sharp **proposed, seconded** by Cllr I Alexander that Cllrs S Alexander and Sharp be designated as new signatories but as Chair and Vice chair in current roles will preclude themselves until such time as the regulations are changed in approximately 5 months' time. **Agreed** **CLERK**

**F&GP/25/26 PROGRESS REPORT**

**26.1** *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**

**26.2** *F&GP/24/08.2 CCTV project to be further discussed with contractors on site* **CLERK & CCTV W. Party**

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

**26.4** *F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development* **CLERK**

| | | |
|---|---|---|
| **26.5** | *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy* | **CLERK** |
| **26.6** | *F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56* | **CLERK** |
| **26.7** | *F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation* | **CLERK** |
| **26.8** | *F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal* | **CLERK** |
| **26.9** | *F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road* | **CLERK** |
| **26.10** | *F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register* | **CLERK** |

**F&GP/25/27 INFORMATION/CORRESPONDENCE ITEMS**
**27.1** None

**F&GP/24/28 DATE OF NEXT MEETING – 9th December 2025 @7.30pm.**

***The Chair closed the meeting at 9.32pm***

**Signed ………………………………………………… Date 9th December 2025**
**Chair**

**A video recording of this meeting can be found using this link:**
**https://youtu.be/TYmGpLY4fYA**

OCTOBER

## Steyning Parish Council Current Year

### Bank Reconciliation up to 31/10/2025 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 |
|---|---|---|---|---|---|---|---|
| 01/10/2025 | DD | 848.00 | | 848.00 | | R | Horsham District Council - RATES |
| 01/10/2025 | VIS | 14.00 | | 14.00 | | R | Title register doc |
| 01/10/2025 | VIS | 90.00 | | 90.00 | | R | NSPCC - safeguarding training |
| 02/10/2025 | VIS | 485.00 | | 485.00 | | R | TrainingLink - LEANNES COURSE |
| 02/10/2025 | CR | | 76.70 | 76.70 | | R | Receipt(s) Banked |
| 02/10/2025 | CR | | 58.76 | 58.76 | | R | Receipt(s) Banked |
| 02/10/2025 | CR | | 151.89 | 151.89 | | R | Receipt(s) Banked |
| 02/10/2025 | CR | | 788.27 | 788.27 | | R | Receipt(s) Banked - BOWLING CLUB LEASE |
| 02/10/2025 | 25/49 | | 159.80 | 159.80 | | R | Receipt(s) Banked |
| 02/10/2025 | 25/52 | | 292.00 | 292.00 | | R | Receipt(s) Banked |
| 02/10/2025 | 25/51 | | 71.30 | 71.30 | | R | Receipt(s) Banked |
| 03/10/2025 | DD | 240.00 | | 240.00 | | R | Grenke phones |
| 03/10/2025 | VIS | 22.50 | | 22.50 | | R | Solo press - leaflets -youth |
| 03/10/2025 | 336/25.26 | 320.00 | | 320.00 | | R | Clare Austin gardening |
| 03/10/2025 | 338/25.26 | 15.00 | | 15.00 | | R | N Denaro - youth expenses |
| 03/10/2025 | 339/25.26 | 54.05 | | 54.05 | | R | Stey Centre goods |
| 03/10/2025 | 340/25.26 | 2,850.00 | | 2,850.00 | | R | Stey in Bloom Grant - ANNUAL GRANT |
| 03/10/2025 | 341/25.26 | 2,803.25 | | 2,803.25 | | R | Jack Lee street & Bins - CONTRACT |
| 03/10/2025 | 342/25.26 | 1,113.60 | | 1,113.60 | | R | Rabbit skips - ALLOTMENT CLEARENCE |
| 04/10/2025 | CR | | 26.25 | 26.25 | | R | Receipt(s) Banked |
| 05/10/2025 | CR | | 21.00 | 21.00 | | R | Receipt(s) Banked |
| 05/10/2025 | Cr | | 176.08 | 176.08 | | R | Receipt(s) Banked |
| 05/10/2025 | BP | | 16.40 | 16.40 | | R | Receipt(s) Banked |
| 06/10/2025 | VIS | 13.00 | | 13.00 | | R | Canva - youth It |
| 06/10/2025 | VIS | 37.87 | | 37.87 | | R | SiteLock Websecurity |
| 06/10/2025 | DR | 1.04 | | 1.04 | | R | Sitelock transaction |
| 06/10/2025 | 343/25.26 | 81.36 | | 81.36 | | R | Tamzin Youth work |
| 06/10/2025 | 344/25.26 | 1,740.00 | | 1,740.00 | | R | Gale tree consult - CONDITIONING REPORTS |
| 06/10/2025 | 345/25.26 | 180.00 | | 180.00 | | R | Sowerby security |
| 06/10/2025 | 346/25.26 | 757.00 | | 757.00 | | R | Horsham District Council |
| 06/10/2025 | 347/25.26 | 1,420.44 | | 1,420.44 | | R | ADT Alarms - STEYNING CENTRE |
| 06/10/2025 | BP | | 26.55 | 26.55 | | R | Receipt(s) Banked |
| 06/10/2025 | CR | | 206.85 | 206.85 | | R | Receipt(s) Banked |
| 06/10/2025 | CR | | 1,847.04 | 1,847.04 | | R | Receipt(s) Banked - CRICKET CLUB WATER BILL |
| 06/10/2025 | CR | | 605.71 | 605.71 | | R | Receipt(s) Banked ↳ LEASE OF CHANG RMS. |
| 06/10/2025 | CR | | 91.88 | 91.88 | | R | Receipt(s) Banked |
| 06/10/2025 | 25/50 | | 35.00 | 35.00 | | R | Receipt(s) Banked |
| 08/10/2025 | BP | 2,458.76 | | 2,458.76 | | R | Festive lighting - HIGH ST LIGHTS |
| 09/10/2025 | CR | | 49.20 | 49.20 | | R | Receipt(s) Banked |
| 09/10/2025 | Cr | | 43.35 | 43.35 | | R | Receipt(s) Banked |
| 09/10/2025 | 25/53 | | 221.10 | 221.10 | | R | Receipt(s) Banked |
| 09/10/2025 | 25/54 | | 56.30 | 56.30 | | R | Receipt(s) Banked |
| 10/10/2025 | JF10.10.25 | 120,000.00 | | 120,000.00 | | R | Money Market Account - TRANSFER |
| 10/10/2025 | VIS | 26.09 | | 26.09 | | R | Amazon mop |
| 10/10/2025 | VIS | 59.00 | | 59.00 | | R | Amazon - Headset microphone |
| 10/10/2025 | CR | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 10/10/2025 | Cr | | 532.98 | 532.98 | | R | Receipt(s) Banked - HALL HIRE |
| 13/10/2025 | VIS | 19.88 | | 19.88 | | R | Amazon - Art & Crafts Youth |

**Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Account**

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 13/10/2025 | DD | 20.74 | | 20.74 | | R | Propel finance mobile phone |
| 13/10/2025 | CR | | 103.00 | 103.00 | | R | Receipt(s) Banked |
| 13/10/2025 | Cr | | 41.20 | 41.20 | | R | Receipt(s) Banked |
| 13/10/2025 | Cr | | 58.80 | 58.80 | | R | Receipt(s) Banked |
| 13/10/2025 | 25/55 | | 52.50 | 52.50 | | R | Receipt(s) Banked |
| 15/10/2025 | CR | | 91.88 | 91.88 | | R | Receipt(s) Banked |
| 15/10/2025 | BP | | 26.25 | 26.25 | | R | Receipt(s) Banked |
| 15/10/2025 | CR | | 116.50 | 116.50 | | R | Receipt(s) Banked |
| 15/10/2025 | CR | | 265.95 | 265.95 | | R | Receipt(s) Banked |
| 15/10/2025 | CR | | 171.00 | 171.00 | | R | Receipt(s) Banked |
| 15/10/2025 | BP | | 133.90 | 133.90 | | R | Receipt(s) Banked |
| 15/10/2025 | CR | | 455.47 | 455.47 | | R | Receipt(s) Banked - HALL HIRE |
| 15/10/2025 | Cr | | 70.00 | 70.00 | | R | Receipt(s) Banked |
| 16/10/2025 | VIS | 150.00 | | 150.00 | | R | KING & Stevens Tool Hire |
| 16/10/2025 | VIS | 31.18 | | 31.18 | | R | Zoom software |
| 16/10/2025 | DD | 29.60 | | 29.60 | | R | O2 office mobile |
| 16/10/2025 | 349/25.26 | 352.96 | | 352.96 | | R | Business stream - water @Allot |
| 16/10/2025 | 350/25.26 | 618.75 | | 618.75 | | R | Bus stream @ Stey Cen - WATER BILL |
| 16/10/2025 | 351/25.26 | 6.25 | | 6.25 | | R | Film supplies |
| 16/10/2025 | 352/25.26 | 52.10 | | 52.10 | | R | EDF elec @ High St |
| 16/10/2025 | 353/25.26 | 648.00 | | 648.00 | | R | Horsham District Council - PLAYGROUND INSPECTIONS |
| 16/10/2025 | 354/25.26 | 12.00 | | 12.00 | | R | Core web site |
| 16/10/2025 | 355/25.26 | 263.57 | | 263.57 | | R | PiP Services |
| 16/10/2025 | 356/25.26 | 345.60 | | 345.60 | | R | Southern Cinema Services |
| 16/10/2025 | 357/25.26 | 550.00 | | 550.00 | | R | TC Maintenance - BENCH INSTALL |
| 16/10/2025 | 358/25.26 | 386.34 | | 386.34 | | R | British Gas |
| 16/10/2025 | BP | | 123.60 | 123.60 | | R | Receipt(s) Banked |
| 16/10/2025 | CR | | 26.25 | 26.25 | | R | Receipt(s) Banked |
| 16/10/2025 | CR | | 26.80 | 26.80 | | R | Receipt(s) Banked |
| 16/10/2025 | CR | | 477.96 | 477.96 | | R | Receipt(s) Banked - HALL HIRE |
| 16/10/2025 | CR | | 82.40 | 82.40 | | R | Receipt(s) Banked |
| 17/10/2025 | DD | 47.00 | | 47.00 | | R | ICO renewal |
| 18/10/2025 | CR | | 337.75 | 337.75 | | R | Receipt(s) Banked |
| 18/10/2025 | CR | | 32.80 | 32.80 | | R | Receipt(s) Banked |
| 19/10/2025 | CR | | 108.15 | 108.15 | | R | Receipt(s) Banked |
| 19/10/2025 | CR | | 324.80 | 324.80 | | R | Receipt(s) Banked |
| 19/10/2025 | Cr | | 274.13 | 274.13 | | R | Receipt(s) Banked |
| 20/10/2025 | VIS | 215.22 | | 215.22 | | R | Amazon - urinal tablets |
| 20/10/2025 | CR | | 117.85 | 117.85 | | R | Receipt(s) Banked |
| 20/10/2025 | CR | | 183.75 | 183.75 | | R | Receipt(s) Banked |
| 20/10/2025 | CR | | 155.75 | 155.75 | | R | Receipt(s) Banked |
| 21/10/2025 | DR | 42.35 | | 42.35 | | R | Bank charges HSBC |
| 21/10/2025 | VIS | 19.59 | | 19.59 | | R | Amazon - drinks |
| 21/10/2025 | VIS | 39.28 | | 39.28 | | R | Amazon - Tuck for youth |
| 21/10/2025 | VIS | 19.39 | | 19.39 | | R | Amazon - youth tuck |
| 21/10/2025 | VIS | 215.22 | | 215.22 | | R | Costco - youth } MIS-CODED |
| 21/10/2025 | VIS | -215.22 | | -215.22 | | R | Costco Youth Tuck |
| 21/10/2025 | VIS | 147.00 | | 147.00 | | R | Costco - Youth Tuck |

## Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 21/10/2025 | CR | | 86.10 | 86.10 | | R | Receipt(s) Banked |
| 21/10/2025 | CR | | 29.88 | 29.88 | | R | Receipt(s) Banked |
| 21/10/2025 | Cr | | 82.40 | 82.40 | | R | Receipt(s) Banked |
| 21/10/2025 | 25/57 | | 144.90 | 144.90 | | R | Receipt(s) Banked |
| 21/10/2025 | 25/58 | | 85.40 | 85.40 | | R | Receipt(s) Banked |
| 21/10/2025 | CR | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 22/10/2025 | VIS | 21.44 | | 21.44 | | R | Amazon - Youth Crafts |
| 22/10/2025 | VIS | 33.71 | | 33.71 | | R | Amazon - Youth Tuck |
| 22/10/2025 | CR | | 88.65 | 88.65 | | R | Receipt(s) Banked |
| 22/10/2025 | CR | | 735.19 | 735.19 | | R | Receipt(s) Banked - HALL HIRE |
| 23/10/2025 | DD | 54.02 | | 54.02 | | R | Go Cardless CRE Coms |
| 23/10/2025 | 359/25.26 | 741.73 | | 741.73 | | R | ADT Alarms – STEYNING CENTRE |
| 23/10/2025 | 360/25.26 | 2,422.41 | | 2,422.41 | | R | PPL/PRS music licence – " |
| 23/10/2025 | 361/25.26 | 1,200.00 | | 1,200.00 | | R | TGO gym maintenance – OUTSIDE GYM INSPECTION. |
| 23/10/2025 | 362/25.26 | 160.00 | | 160.00 | | R | TSS legionella |
| 23/10/2025 | 363/25.26 | 58.78 | | 58.78 | | R | Youth Expenses |
| 23/10/2025 | 364/25.26 | 160.00 | | 160.00 | | R | Trev Vincent youth session |
| 23/10/2025 | 365/25.26 | 332.88 | | 332.88 | | R | Business stream MPF water |
| 23/10/2025 | CR | | 21.00 | 21.00 | | R | Receipt(s) Banked |
| 23/10/2025 | 25/39 | | 210.35 | 210.35 | | R | Receipt(s) Banked |
| 23/10/2025 | CR | | 88.65 | 88.65 | | R | Receipt(s) Banked |
| 23/10/2025 | Cr | | 43.35 | 43.35 | | R | Receipt(s) Banked |
| 23/10/2025 | CR | | 492.45 | 492.45 | | R | Receipt(s) Banked |
| 24/10/2025 | BP | 15,254.21 | | 15,254.21 | | R | Staff Salaries |
| 27/10/2025 | VIS | 11.04 | | 11.04 | | R | ZOHO software |
| 28/10/2025 | VIS | 26.88 | | 26.88 | | R | Amazon youth craft |
| 28/10/2025 | VIS | 12.98 | | 12.98 | | R | Amazon - youth craft |
| 28/10/2025 | CR | | 35.00 | 35.00 | | R | Receipt(s) Banked |
| 28/10/2025 | CR | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 28/10/2025 | CR | | 11.80 | 11.80 | | R | Receipt(s) Banked |
| 30/10/2025 | 366/25.26 | 189.00 | | 189.00 | | R | Barawood publicity |
| 30/10/2025 | 367/25.26 | 14.50 | | 14.50 | | R | DBS checks - youth |
| 30/10/2025 | 368/25.26 | 332.88 | | 332.88 | | R | Bus Stream @ Changing rooms |
| 30/10/2025 | 369/25.26 | 65.00 | | 65.00 | | R | Chichester Payroll Serv |
| 30/10/2025 | 370/25.26 | 309.60 | | 309.60 | | R | 1st Clearflow urinals |
| 30/10/2025 | 371/25.26 | 16.15 | | 16.15 | | R | Stey catering Supplies |
| 30/10/2025 | 372/25.26 | 175.00 | | 175.00 | | R | Safeguard training |
| 30/10/2025 | 373/25.26 | 1,442.57 | | 1,442.57 | | R | Sussex land services grass cutting |
| 30/10/2025 | 374/25.26 | 1,312.74 | | 1,312.74 | | R | TC Maintenance fence @ SteyCen - back fence replacement |
| 30/10/2025 | 375/25.26 | 2,845.18 | | 2,845.18 | | R | WSCC staff pensions |
| 30/10/2025 | 376/25.26 | 5,090.67 | | 5,090.67 | | R | PAYE & NIC staff |
| 30/10/2025 | 377/25.26 | 25.00 | | 25.00 | | R | Royal B Legion wreath |
| 30/10/2025 | VIS | | 103.20 | 103.20 | | R | Receipt(s) Banked |
| 31/10/2025 | VIS | 49.50 | | 49.50 | | R | ukcrbs |
| 31/10/2025 | FEE | 6.00 | | 6.00 | | R | Service charge |
| 31/10/2025 | FEE | -6.00 | | -6.00 | | R | Service charge |
| 31/10/2025 | Cr | | 88.60 | 88.60 | | R | Receipt(s) Banked |

**Steyning Parish Council Current Year**

**Detailed Income & Expenditure by Budget Heading 31/10/2025**

**Month No: 7** OCTOBER

**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 | 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 | 1,686 | 5,750 | 4,064 | | | 29.3% | |
| | Administration :- Income | **556,554** | **454,270** | **(102,284)** | | | **122.5%** | **0** |
| 4000 | Salaries | 123,403 | 208,000 | 84,597 | | 84,597 | 59.3% | |
| 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 | 1,638 | 3,200 | 1,562 | | 1,562 | 51.2% | |
| 4005 | Insurance | 8,238 | 8,200 | (38) | | (38) | 100.5% | |
| 4006 | Salaries Outsourcing | 437 | 520 | 83 | | 83 | 84.0% | |
| 4007 | Data Protection | 572 | 1,350 | 778 | | 778 | 42.4% | |
| 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 | 214 | 420 | 206 | | 206 | 50.8% | |
| 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 | 25 | 400 | 375 | | 375 | 6.3% | |
| 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 | 282 | 2,200 | 1,918 | | 1,918 | 12.8% | |
| 4040 | Town Clock | 0 | 450 | 450 | | 450 | 0.0% | |
| 4045 | Misc & Petty Cash | 128 | 150 | 22 | | 22 | 85.5% | |
| 4047 | Training | 562 | 800 | 238 | | 238 | 70.2% | |
| 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 | 933 | 2,440 | 1,507 | | 1,507 | 38.3% | |
| 4070 | Software support & Packages | 2,489 | 3,150 | 661 | | 661 | 79.0% | |
| 4071 | ICT Equipment | 404 | 2,400 | 1,996 | | 1,996 | 16.8% | |
| 4072 | Website Development | 304 | 480 | 176 | | 176 | 63.3% | |
| 4073 | Neighbourhood Plan Exp | 13,260 | 13,000 | (260) | | (260) | 102.0% | |

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 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| | Administration :- Indirect Expenditure | **291,647** | **275,810** | **(15,837)** | **0** | **(15,837)** | **105.7%** | **0** |
| | **Net Income over Expenditure** | **264,907** | **178,460** | **(86,447)** | | | | |
| 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 | 2,203 | 18,000 | 15,797 | | | 12.2% | |
| 1710 | Donations | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1715 | Bramber/UBeeding Contributions | 0 | 23,117 | 23,117 | | | 0.0% | |
| | Youth Provision :- Income | **2,203** | **42,117** | **39,914** | | | **5.2%** | **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 | 13,696 | 41,117 | 27,421 | | 27,421 | 33.3% | |
| | Youth Provision :- Indirect Expenditure | **46,452** | **74,867** | **28,415** | **0** | **28,415** | **62.0%** | **0** |
| | **Net Income over Expenditure** | **(44,249)** | **(32,750)** | **11,499** | | | | |
| | Finance & General Purposes Ctt :- Income | **558,756** | **496,387** | **(62,369)** | | | **112.6%** | |
| | Expenditure | **338,099** | **434,297** | **96,198** | **0** | **96,198** | **77.8%** | |
| | **Movement to/(from) Gen Reserve** | **220,658** | **62,090** | **(158,568)** | | | | |

Continued over page

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

**Version 3 Dec-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 | £ 3,250.00 | £ 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 | £ 3,300.00 | 500 |
| 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 | £ 2,500.00 | £ 4,000.00 | 1500 |
| 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 | 4% |
| 4024 | Youth Service - JPYC | | | | | | | | | | | | £ 29,000.00 | |
| 4025 | CCTV Maintenance | £ 83.00 | £ 145.00 | £ - | £ - | £ - | £ 650.00 | £ 446.00 | £ 1,000.00 | £ 85.00 | £ 1,000.00 | £ 90.00 | £ 550.00 | |
| 4030 | Steyning 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 Mayor'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 | £ 56,500.00 | £ 61,865.00 | 1,635 |
| 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 | £ 23,600.00 | 400 |
| 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 | £ 409,188.00 | £ 456,375.00 | |
| 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 | | | | | | | | | | | | £ 29,000.00 | |
| 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 | £ 465,705.00 | 8.77% |
| 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 | £ 516,105.00 | |
| | 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 | £ 51,590.00 | £ 35,688.00 | £ 59,730.00 | |

# Community Committee - Draft Budget 1st April 2026/ 31st March 2027

Dated 29th Nov 25. {V2}

## CONSOLIDATED P & L ACCOUNT

| CODE | EXPENDITURE | ACTUAL 18/19 | ACTUAL 19/20 | ACTUAL 20/21 | ACTUAL 21/22 | Budget 22/23 | ACTUAL 22/23 | Budget 23/24 | ACTUAL 23/24 | Budget 24/25 | ACTUAL 24/25 | Budget 25/26 | YEAR END Estimate | Draft Budget for 26/27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4200 | Street Light Energy | £ 640.00 | £ 773.00 | £ 796.00 | £815 | £900 | £889 | £975 | £1,697 | £1,800 | £1,612 | £ 1,800.00 | £ 1,303.00 | £ 1,800.00 |
| 4201 | Street Light Maintenance | £ 1,728.00 | £ 1,873.00 | £ 1,920.00 | £2,015 | £2,200 | £1,964 | £2,250 | £2,121 | £2,250 | £2,389 | £ 2,450.00 | £ 2,479.00 | £ 2,650.00 |
| 4202 | Lamppost testing | £ - | £ - | £ - | £ 1,290.00 | £ 850.00 | £ 1,305.00 | £ 1,550.00 | £ 1,320.00 | £ 1,600.00 | £ 1,360.00 | £ 1,500.00 | £ 1,500.00 | £ 1,750.00 |
| 4210 | Sweeping / Litter | £ 15,246.00 | £ 18,008.00 | £ 18,078.00 | £ 17,462.00 | £ 18,250.00 | £ 18,077.00 | £ 18,400.00 | £ 29,483.00 | £ 30,000.00 | £ 27,396.00 | £ 31,900.00 | £ 31,275.00 | £ 31,900.00 |
| 4211 | Town Improvements | £ - | £ 150.00 | £ - | £ 1,401.00 | £ 1,500.00 | £ - | £ 1,500.00 | *£ 1,840.00* | £ 1,500.00 | £ 220.00 | £ 1,500.00 | £ 1,500.00 | £ 1,500.00 |
| 4253 | Water - Allotments | £ 625.00 | £ 1,437.00 | £ 1,888.00 | £ 585.00 | £ 1,200.00 | £ 1,117.00 | £ 1,300.00 | £ 121.00 | £ 1,350.00 | -£ 696.00 | £ 1,350.00 | £ 4,650.00 | £ 1,650.00 |
| 4259 | Grit | £ - | £ - | £ - | £ 113.00 | £ 200.00 | £ 200.00 | £ 200.00 | £ - | £ 200.00 | £ - | £ 200.00 | £ 200.00 | £ 200.00 |
| 4260 | Pressure wash High Street | £ 684.00 | £ - | £ - | £ - | £ 400.00 | £ 76.00 | £ 250.00 | £ - | £ 250.00 | £ 250.00 | £ 120.00 | £ 180.00 | £ 180.00 |
| 4276 | Tree and hedge cutting | £ - | £ 2,480.00 | £ 3,125.00 | £ 4,630.00 | £ 5,000.00 | £ 5,758.00 | £ 5,000.00 | £ 4,814.00 | £ 5,000.00 | £ 1,497.00 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 |
| 4300 | Grass cutting | £ - | £ 4,497.00 | £ 5,363.00 | £ 5,000.00 | £ 5,200.00 | £ 5,362.00 | £ 6,800.00 | *£ 5,634.00* | £ 8,250.00 | £ 7,071.00 | £ 8,250.00 | £ 7,900.00 | £ 8,250.00 |
| 4309 | Tree Reports & Essential Works | £ - | £ - | £ - | £ 725.00 | £ 6,000.00 | £ 5,440.00 | £ 2,903.00 | £ 2,586.00 | £ 2,000.00 | £ 1,868.00 | £ 2,000.00 | £ 2,950.00 | £ 2,000.00 |
| 4310 | Grounds Maintenance | £ 9,877.00 | £ 5,526.00 | £ 6,230.00 | £ 3,424.00 | £ 3,500.00 | £ 2,453.00 | £ 3,500.00 | £ 5,060.00 | £ 4,200.00 | £ 3,588.00 | £ 4,400.00 | £ 4,300.00 | £ 4,400.00 |
| 4312 | Waste removal PF | £ - | £ 981.00 | £ 1,610.00 | £ 1,591.00 | £ 1,450.00 | £ 1,930.00 | £ 1,850.00 | £ 1,884.00 | £ 2,250.00 | £ 2,080.00 | £ 2,250.00 | £ 2,150.00 | £ 2,250.00 |
| 4320 | Play & Exercise Equip Inspections | £ 799.00 | £ 883.00 | £ 702.00 | £ 2,090.00 | £ 1,800.00 | £ 2,982.00 | £ 2,000.00 | £ 2,237.00 | £ 2,450.00 | £ 2,575.00 | £ 2,550.00 | £ 2,550.00 | £ 2,650.00 |
| 4321 | Play Equip & Maintenance | £ - | £ - | £ - | £ 7,275.00 | £ 2,100.00 | £ 3,237.00 | £ 2,500.00 | £ 6,329.00 | £ 4,600.00 | £ 4,048.00 | £ 4,900.00 | £ 5,000.00 | £ 5,250.00 |
| 4322 | Memorial Tributes | | | | | | | | | £ 1,000.00 | £ - | £ 1,000.00 | £ 1,500.00 | £ 1,400.00 |
| 4352 | Litter and bins | £ 3,719.00 | £ 2,731.00 | £ 2,936.00 | £ 3,108.00 | £ 3,200.00 | £ 3,396.00 | £ 3,250.00 | £ 3,842.00 | £ 4,200.00 | £ 4,223.00 | £ 4,250.00 | £ 4,250.00 | £ 4,250.00 |
| 4360 | Allotments maintenance | £ 1,723.00 | £ 1,863.00 | £ 3,016.00 | £ 2,160.00 | £ 3,800.00 | £ 9,445.00 | £ 3,200.00 | £ 1,764.00 | £ 3,250.00 | £ 3,200.00 | £ 3,250.00 | £ 3,200.00 | £ 3,250.00 |
| | **TOTAL EXPENDITURE** | £ 35,041.00 | £ 41,202.00 | £ 45,664.00 | £ 53,684.00 | £ 57,550.00 | £ 63,631.00 | £ 57,428.00 | £ 70,732.00 | £ 76,150.00 | £ 62,681.00 | £ 78,670.00 | £ 81,887.00 | £ 80,330.00 |
| **CODE** | **INCOME** | | | | | | | | | | | | | |
| 1001 | HDC Cleansing Grant | £ 23,384.00 | £ 23,735.00 | £ 24,328.00 | £ 24,620.00 | £ 24,800.00 | £ 25,384.00 | £ 25,700.00 | £ 27,962.00 | £ 29,500.00 | £ 29,178.00 | £ 30,500.00 | £ 30,491.00 | £ 32,000.00 |
| 1004 | Reimbursed charges / Donations | £ 95,892.00 | £ 1,804.00 | £ 494.00 | £ 440.00 | £ 500.00 | £ 583.00 | £ 500.00 | £ 540.00 | £ 500.00 | £ 204.00 | £ 500.00 | £ 475.00 | £ 500.00 |
| 1005 | Allotment Rents | £ 4,040.00 | £ 4,266.00 | £ 4,384.00 | £ 4,193.00 | £ 4,600.00 | £ 4,706.00 | £ 4,700.00 | £ 5,247.00 | £ 5,400.00 | £ 4,918.00 | £ 5,550.00 | £ 5,950.00 | £ 6,450.00 |
| 1006 | Memorial Donations | | | | | | | | | £ 1,000.00 | £ - | £ 1,000.00 | £ 1,500.00 | £ 1,400.00 |
| | **TOTAL INCOME** | £ 123,316.00 | £ 29,805.00 | £ 29,206.00 | £ 29,253.00 | £ 29,900.00 | £ 30,673.00 | £ 30,900.00 | £ 33,749.00 | £ 36,400.00 | £ 34,300.00 | £ 37,550.00 | £ 38,416.00 | £ 40,350.00 |
| | **TOTAL INCOME OVER EXPENDITURE** | £ 88,275.00 | -£ 11,397.00 | -£ 16,458.00 | -£24,431.00 | -£27,650.00 | -£32,958.00 | -£26,528.00 | -£36,983.00 | -£39,750.00 | -£28,381.00 | -£41,120.00 | -£43,471.00 | -39,980.00 |

# Steyning Parish Council - Draft Budget 1st April 2026 / 31st March 2027

Version 2 - November 25

## PREMISES P & L ACCOUNT

| CODE | EXPENDITURE | ACTUAL 19/20 | ACTUAL 20/21 | ACTUAL 21/22 | Budget 22/23 | ACTUAL 22/23 | Budget 23/24 | ACTUAL 23/24 | Budget 24/25 | ACTUAL 24/25 | Budget 25/26 | Year End expected | Draft Budget for 26/27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4053 | Entertainment Licence | £ 3,059.00 | £ 334.00 | £ 832.00 | £ 2,750.00 | £ 309.00 | £ 2,000.00 | £ 3,649.00 | £ 2,350.00 | £ 2,250.00 | £ 2,450.00 | £ 2,350.00 | £ 2,450.00 |
| | Staff Uniforms | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ 1,800.00 |
| 4005 | Insurance | £105 | £92 | £80 | £ 150.00 | £ - | £ 150.00 | £ 150.00 | £ 150.00 | £ 88.00 | £ 150.00 | £ 150.00 | £ 150.00 |
| 4250 | Public Toilets (Open/close) | £ 1,216.00 | £ 1,810.00 | £ 2,172.00 | £ 1,800.00 | £ 2,184.00 | £ 2,000.00 | £ 1,980.00 | £ 2,100.00 | £ 2,190.00 | £ 2,200.00 | £ 2,200.00 | £ 2,250.00 |
| 4252 | Electriclty - Playing Field | £ 1,206.00 | £ 485.00 | £ 1,332.00 | £ 620.00 | £ 1,022.00 | £ 1,500.00 | £ 2,997.00 | £ 1,950.00 | £ 2,300.00 | £ 2,350.00 | £ 2,450.00 | £ 2,600.00 |
| | Electric Public Toilets | £ 727.00 | £ 1,199.00 | £ 981.00 | £ 800.00 | £ 1,137.00 | £ 1,200.00 | £ 1,907.00 | £ 1,350.00 | £ 1,907.00 | £ 1,550.00 | £ 2,200.00 | £ 2,250.00 |
| | Electric Steyning Cen. | £ 4,457.00 | £ 2,363.00 | £ 3,397.00 | £ 4,550.00 | £ 5,192.00 | £ 5,000.00 | £ 6,269.00 | £ 5,850.00 | £ 6,321.00 | £ 6,400.00 | £ 6,550.00 | £ 6,800.00 |
| 4253 | Water - Playing Fields | £ 1,726.00 | £ 621.00 | £ 1,911.00 | £ 1,200.00 | £ 1,482.00 | £ 1,350.00 | £ 2,211.00 | £ 1,850.00 | £ 501.00 | £ 1,950.00 | £ 2,450.00 | £ 2,350.00 |
| | Water - Public Toilets | £ 539.00 | £ 2,579.00 | £ 1,592.00 | £ 1,250.00 | £ 1,118.00 | £ 1,400.00 | £ 1,135.00 | £ 1,500.00 | £ 1,574.00 | £ 1,600.00 | £ 1,850.00 | £ 2,100.00 |
| | Water - Steyning Cen. | £ 2,248.00 | £ 1,217.00 | £ 2,030.00 | £ 1,800.00 | £ 1,509.00 | £ 1,900.00 | £ 1,557.00 | £ 2,000.00 | £ 1,432.00 | £ 2,100.00 | £ 2,400.00 | £ 2,500.00 |
| 4254 | Rates - Toilets | £ 330.00 | £ 354.00 | £ - | £ 380.00 | £ 334.00 | £ - | £ - | £ - | £ - | £ - | £ - | £ - |
| | Rates - Steyning Cen. | £ 9,828.00 | £ 9,778.00 | £ 8,814.00 | £ 10,650.00 | £ 9,731.00 | £ 10,650.00 | £ 8,483.00 | £ 10,650.00 | £ 7,850.00 | £ 10,200.00 | £ 8,483.00 | £ 9,650.00 |
| 4256 | Repairs and consumables - toilets | £ 1,288.00 | £ 461.00 | £ 1,681.00 | £ 1,200.00 | £ 1,084.00 | £ 1,200.00 | £ 1,284.00 | £ 1,300.00 | £ 1,233.00 | £ 1,350.00 | £ 1,350.00 | £ 1,450.00 |
| 4257 | Gas (Steyning Centre) | £ 2,931.00 | £ 6,521.00 | £ 6,105.00 | £ 4,500.00 | £ 8,057.00 | £ 6,500.00 | £ 8,771.00 | £ 6,750.00 | £ 10,805.00 | £ 8,750.00 | £ 12,000.00 | £ 13,500.00 |
| 4310 | Grounds Maintenance | £ 3,114.00 | £ 3,967.00 | £ 3,368.00 | £ 3,500.00 | £ 3,951.00 | £ 3,500.00 | £ 3,880.00 | £ 3,700.00 | £ 3,308.00 | £ 3,900.00 | £ 3,850.00 | £ 3,950.00 |
| 4341 | Repairs | £ 672.00 | £ 954.00 | £ 365.00 | £ 750.00 | £ 753.00 | £ 650.00 | £ 643.00 | £ 750.00 | £ 694.00 | £ 780.00 | £ 740.00 | £ 780.00 |
| 4342 | Maintenance & renewals SC | £ 20,629.00 | £ 4,731.00 | £ 10,131.00 | £ 9,000.00 | £ 9,184.00 | £ 12,000.00 | £ 12,891.00 | £ 12,750.00 | £ 13,333.00 | £ 12,900.00 | £ 12,700.00 | £ 12,900.00 |
| 4401 | Trade Waste SC | £ 1,576.00 | £ 1,890.00 | £ 2,454.00 | £ 2,200.00 | £ 2,623.00 | £ 2,500.00 | £ 2,293.00 | £ 2,700.00 | £ 2,231.00 | £ 2,750.00 | £ 2,850.00 | £ 2,900.00 |
| 4402 | Annual Maint. Contracts | £ 8,010.00 | £ 5,559.00 | £ 7,519.00 | £ 8,200.00 | £ 7,457.00 | £ 9,000.00 | £ 8,848.00 | £ 9,000.00 | £ 9,417.00 | £ 9,100.00 | £ 9,200.00 | £ 9,350.00 |
| 4404 | Alarm System SC | £ 446.00 | £ 418.00 | £ 482.00 | £ 500.00 | £ 497.00 | £ 500.00 | £ 551.00 | £ 575.00 | £ 578.00 | £ 590.00 | £ 590.00 | £ 620.00 |
| 4406 | Cleaning & Consumables | £ 2,995.00 | £ 2,504.00 | £ 2,543.00 | £ 3,000.00 | £ 2,097.00 | £ 2,850.00 | £ 2,593.00 | £ 2,450.00 | £ 2,301.00 | £ 2,550.00 | £ 2,450.00 | £ 2,650.00 |
| 4407 | Coffee machine supplies | £ 267.00 | £ 7.00 | £ - | £ 40.00 | £ 43.00 | £ 40.00 | £ 64.00 | £ 40.00 | £ 105.00 | £ 250.00 | £ 240.00 | £ 250.00 |
| 4408 | Film night | £ 4,592.00 | £ 1,042.00 | £ 2,581.00 | £ 4,250.00 | £ 3,081.00 | £ 4,250.00 | £ 3,479.00 | £ 4,250.00 | £ 3,258.00 | £ 4,100.00 | £ 4,000.00 | £ 4,100.00 |
| 4971 | Prem. Earmarked Res. - Depreciation cover | £ - | £ - | £ - | £ 5,000.00 | £ 5,000.00 | £ - | £ - | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 |
| | TOTAL EXPENDITURE | £ 71,961.00 | £ 48,886.00 | £ 60,370.00 | £ 68,090.00 | £ 67,845.00 | £ 70,140.00 | £ 75,635.00 | £ 79,015.00 | £ 78,676.00 | £ 82,970.00 | £ 86,053.00 | £ 92,350.00 |
| | | | | | | | | | | * | | | |
| CODE | INCOME | | | | | | | | | | | | |
| 1003 | Club Lease Rentals | £ 2,605.00 | £ 1,789.00 | £ 2,629.00 | £ 2,500.00 | £ 2,295.00 | £ 2,675.00 | £ 4,205.00 | £ 4,400.00 | £ 3,611.00 | £ 4,400.00 | £ 4,150.00 | £ 4,400.00 |
| 1007 | Room Hire | £ 57,679.00 | £ 19,035.00 | £ 49,916.00 | £ 60,000.00 | £ 57,368.00 | £ 60,000.00 | £ 54,694.00 | £ 61,500.00 | £ 56,875.00 | £ 61,500.00 | £ 58,500.00 | £ 61,500.00 |
| 1010 | Misc Income | £ 836.00 | £ 4.00 | £ 441.00 | £ 650.00 | £ 286.00 | £ 650.00 | £ 766.00 | £ 650.00 | £ 174.00 | £ 650.00 | £ 550.00 | £ 650.00 |
| 1015 | Coffee machine income | £ 752.00 | £ 30.00 | £ 127.00 | £ 550.00 | £ 193.00 | £ 250.00 | £ 301.00 | £ 250.00 | £ 254.00 | £ 250.00 | £ 220.00 | £ 250.00 |
| 1017 | Income Film night | £ 8,414.00 | £ 1,003.00 | £ 2,606.00 | £ 5,750.00 | £ 4,724.00 | £ 4,200.00 | £ 4,509.00 | £ 4,200.00 | £ 3,894.00 | £ 4,400.00 | £ 4,600.00 | £ 4,500.00 |
| 1020 | Feed in Tariff | £ 787.00 | £ 1,121.00 | £ 934.00 | £ 1,200.00 | £ 1,096.00 | £ 1,200.00 | £ 984.00 | £ 1,300.00 | £ 873.00 | £ 1,300.00 | £ 1,200.00 | £ 1,300.00 |
| | TOTAL INCOME | £ 71,073.00 | £ 22,982.00 | £ 56,653.00 | £ 70,650.00 | £ 65,962.00 | £ 68,975.00 | £ 65,459.00 | £ 72,300.00 | £ 65,681.00 | £ 72,500.00 | £ 69,220.00 | £ 72,600.00 |
| | | | | | | | | | | * | | | |
| | TOTAL INCOME OVER EXPENDITURE | -£ 888.00 | -£ 25,904.00 | -£ 3,717.00 | £ 2,560.00 | -£ 1,893.00 | -£ 1,165.00 | -£ 10,176.00 | -£ 6,715.00 | -£ 12,995.00 | -£ 10,470.00 | -£ 16,833.00 | -£ 19,750.00 |

# SPC Action Plan for 2025/26

**Updated 30th November '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. | 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 | 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 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 | Keeping up with schedule all important |
| 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 |

**Item 6.6**

# Vintage Years Grant Request

## Briefing Note

The Vintage Years Group continue to do our community a tremendous service. Below is their request for the annual grant which we have set aside and expect to receive at this time of year so that we can help the group's administrative service function successfully.

{We have £3,000 currently covering this budget line – 2025/26}

We need to deliberate and agree upon a decision please

*Please find attached our current audited accounts As you will see we have just about managed to break even. One of our largest expenditures was the cost of First Aid training for the committee and volunteers which we deemed to be essential.*

*We have had an excellent year with regular outings and our monthly meetings with afternoon tea and entertainment. Our membership is at maximum with 110 members and a short waiting list.*

*In view of the current financial climate and the narrow margin we are working with I was wondering if the Council might consider increasing the support they currently provide from £1500 per annum to £1750 to relieve the pressure slightly.*

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD
The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Please contact us via email: steyninganddistrict@gmail.com

## 6 Sleeps 'til Christmas 19th December 2025 - Overview and Funding Request

- **Funding Request**
  We are asking for a grant of £300 from Steyning Parish Council's 2025/26 Grants Fund to enable us to publicise and the general running costs for the forthcoming 6 Sleeps 'til Christmas which will showcase participating High Street Businesses.

- **Background**
  The Visitor and Tourism Committee of the Steyning & District Community Partnership and the Cobblestones Walk are currently planning our first 6 Sleeps 'til Christmas on the 19th of December 2025.

  This event will take place on the last Friday before Christmas and will seek to showcase the High Street and the individual businesses that take part. We are working with the Cobblestone Walk to create a Christmasy atmosphere with the lights and trees already up as well as shop fronts decorated with a Christmas theme. We are seeking to have a trail and some actors to animate the High Street as well as encouraging carol singers to support the campaign. We are hopeful that traders will also seek to enhance the event with ideas of their own. Note this is not an alternative to Christmas Shopping, more a campaign to promote the High Street and its businesses to the wide community for some last minute, late night shopping and to promote the concept of shopping local.

- **Overview of the Steyning and District Community Partnership**
  Steyning & District Community Partnership was formed in 2001 and incorporated as a non-profit making limited company in May 2007. The "& District" consists of Ashurst, Wiston, Upper Beeding, Bramber, Edburton & Small Dole. Since its onset it has instigated and overseen a great many community projects and events, working with groups of hard working local volunteers. There are 5 sub-groups working within the Partnership and reporting to the Management Committee, one of these being the Visitor & Tourism Committee, who are responsible for organising and running numerous projects and event. The group take great pride in coming up with new events and pioneering fresh ideas one of which is the 6 Sleeps 'til Christmas, for which funding is now sought.

  The Partnership 5 recently increased to 5 directors with approximately 14 other management Committee members and a further 50-60 active volunteers across all Committees.

- **Aim of 6 Sleeps 'til Christmas**
  - To host an event that showcases the High Street
  - To create an awareness of the late-night opportunities to buy gifts and shop local.
  - To promote the local shops and the town in general
  - To build community cohesion
  - To attract visitors to Steyning from outside the immediate area using social media and wider platforms.

- **Purpose of the publicity campaign**
  - To publicise 6 Sleeps 'til Christmas in order to provide a good level of attendance to support the intiative and local business and to create a level of energy and excitement around the event.

- **Publicity**
  The publicity campaign has already started with traders and will ramp up at the start of December 2025 with the production of; A5, A4 and A3 fliers and posters, to be distributed in local shops, the library and museum etc.
  There will also be a social media publicity campaign and all publicity will link to more details about the event on our website (www.VisitSteyning.co.uk) as well as on Facebook at facebook.com/visitsteyning and Instagram too.

- **Total anticipated costs for this part of the project**
  Printing:
  A4 posters x 30 = £18 + VAT
  A3 posters x 10 = £9 +VAT
  A5 flyers (double sided) x 250 = £65 (no VAT)
  Actors and outfits = £650 + VAT Approx
  Total cost = £742.00

- **Match Funding from V&T Committee**
  Value of volunteer time to plan and execute event, including the time of volunteers outside the V&T Committee who will assist: circa 60 hours @ £15ph = £900.00

- **Amount of Grant to be requested**
  A contribution from the Parish Council of £300 from its Grants budget to go towards funding the publicity materials and the actors to support the event. *Note also this contribution assists with the overall running cost that we incur when delivering an event that is free access.*

- **Back account details - Internal Use Only**
  Bank: HSBC, Storrington
  Sort Code: 40 43 48
  Account No: 61253972
  Name of account: Steyning & District Community Partnership Ltd.

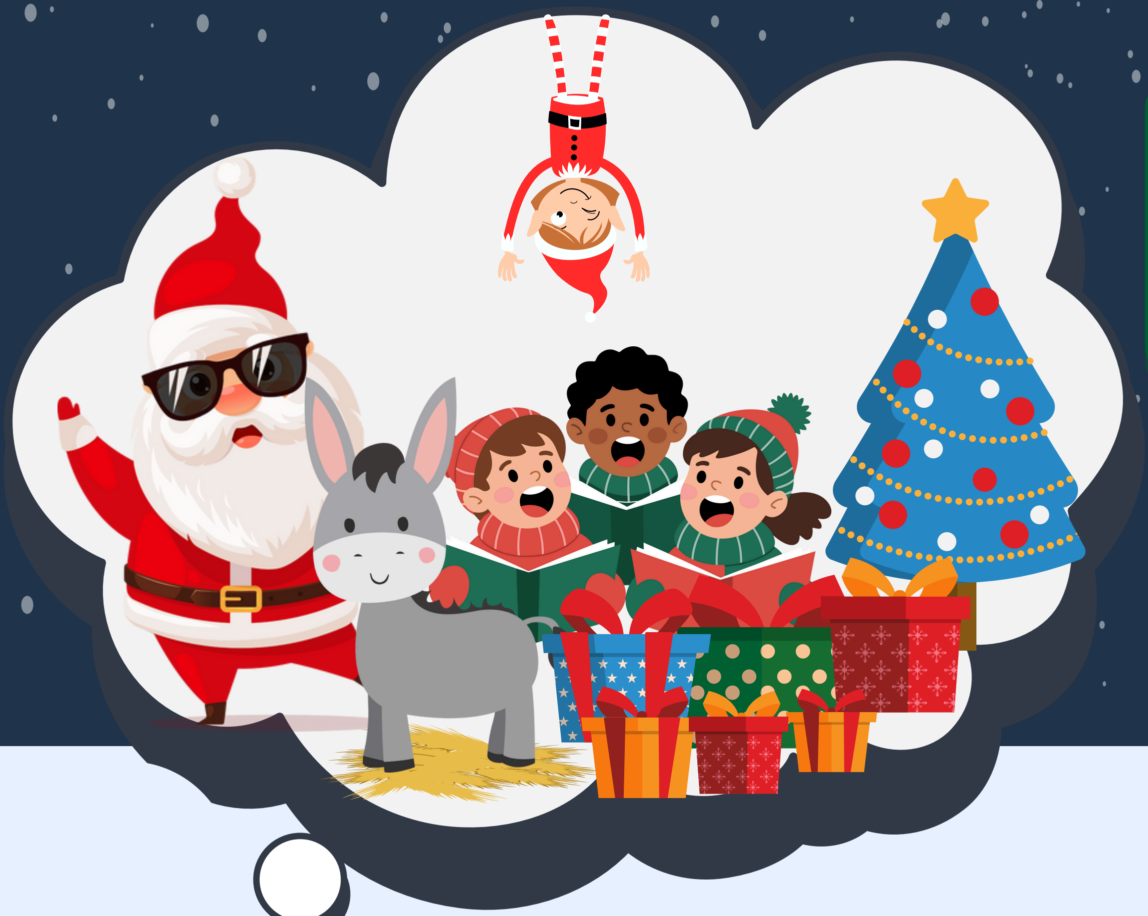
  By signing this grant application, I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms & conditions are complied with. Further I also confirm that I will submit updates to the council informing how the Grant was use to improve Steyning.

  Signed: Russell G K Barnes (Director of the Steyning & District Community Partnership, Chair of the V+T Committee and Member of the Management Team)
  Date: 17.11.25

BUY Local GIFT Happy

FREE EVENT!

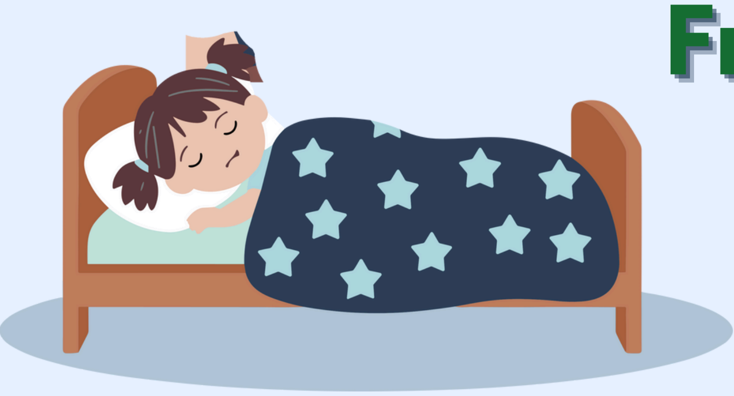
# STEYNING'S SIX SLEEPS 'TIL CHRISTMAS



For one night only - many shops open from 6pm

PLUS
Meet Santa
Elf Hunt
Food & Drink
& Much More

## Friday 19th December
## From 6pm onwards



**Cobblestone Walk & Steyning High St**

Steyning & District Community Partnership

Horsham District Council

for further details:
steyninganddistrict@gmail.com

# SPC Grant Application

| Organisation | Person responsible for financial Administration |
|---|---|
| Name<br>ST ANDREWS & ST CUTHMAN | Name<br>ADRIAN BAMFORTH. |
| Year of Formation | Telephone number<br>01903 |
| Current membership | Email address |
| Objectives (not more than 50 words) | Postal address<br>STEYNING<br>BN44 |

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

| Explain the purpose of your grant application and how this may benefit Steyning |
|---|
| Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding |
| Grant request for £1000 towards £4889 + VAT cost to improve lighting on public footpath through the churchyard, for H&S reasons. Detail request attached. |

| Total anticipated cost of project / installation / other reason | Amount of Grant to be requested & when will it be required |
|---|---|
| £ 4889 + VAT. | £1000 NOV./DEC 2025. |
| **Bank Account details for BACS Payment arrangements** | |
| Bank Account Number - | Bank Sort Code - Treasurer to advise |

☑ I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms and conditions are complied with

☑ I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyning

Signed .................................................. Dated 12th NOV '25

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

**Item 6.8**

**The Parochial Church Council (PCC) of St Andrew and St Cuthman, Steyning**

**Grant Application to Steyning Parish Council**

12th November 2025

Subject: Request for Funding – Churchyard Lighting Project

St Andrew and St Cuthman PCC respectfully requests a grant of £1,000 towards the £4889.00 +VAT cost of a churchyard lighting initiative designed to improve safety and accessibility for the wider community. This project will install the recently purchased Victorian-style lamp and connect to a similar lamp over the Shootingfield gate, both intended to enhance visibility and public security in the churchyard.

The lamp will illuminate the public footpath running through the churchyard between the Shootingfield gate, and the South door, a route used daily by residents, schoolchildren, and visitors. The PCC has secured quotes and selected a contractor to carry out the installation, which involves running a cable through the churchyard. Planning approval has been granted by Horsham District Council, and Diocesan consent is pending.

As a project commitment the lamp cost of £500, and the recently installed CCTV camera £511 are both in addition to the £4889 + VAT already approved and purchased by the PCC to safeguard the public following recent incidents in the churchyard.

Subject to final permissions, the lamp installation is planned for November–December 2025.

This is both a safety measure and a community initiative by the church, aiming to improve visibility, wellbeing, and the sense of welcome while preserving the heritage character of the churchyard. We would be grateful for Steyning Parish Council's support in funding this important project.

2025/2026 West Sussex Highways

west sussex county council

**Working in partnership with**

**Forecast of Defined Cost**

| | |
|---|---|
| Work Type | Railings \| Barriers \| Signs |
| Road Name | HIGH STREET |
| Town | STEYNING |
| Confirm Job No | |
| Estimated Duration | 5 Days |

| | |
|---|---|
| Date Raised | 04/12/2025 |
| Raised By | |
| s Agent | |
| Budget Code | I |
| Revision | 2 |

| SOR | Description | Quantity | Unit | Rate | Total |
|---|---|---|---|---|---|
| | Traffic Management | | | | £ 6,163.95 |
| | | | | | |
| | Labour & Materials | | | | £ 13,597.37 |
| | | | | | |
| | | | | | |
| | | | | Total | £ 19,761.32 |

| Final Account | |
|---|---|
| Qty | Total |
| | |
| | |
| | |
| | |
| | |
| | £ - |

Notes:

**1. All items priced here are indicative based on the details supplied in Confirm works instruction. These are subject to change based on actual site conditions.**

**2. Option E jobs are providing an indicative forecast of the costs only. The final cost of the works will be based on total costs + fee percentage**

**3. Job Specific Notes -**

**4. Description of works:** Steel Horizontal Rails have been removed as requested by client.

Fencing/Railing/Barrier -Please quote to replace the historic Rail and Post Fencing here - like for like : Whole fence 37.5LM and there are 21 posts. Please reuse the Steel Horizontal Rails. Thank you

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

9 May 2025

Dear John

**Re: Steyning Parish Council**
**Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report**

**Executive summary**

Following completion of our final internal audit on 9 May 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

**Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

**Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

## Table of contents



## Interim internal audit recommendations

| Audit Point | Interim Audit Findings | Council comments |
|---|---|---|
| None | | |

## A. BOOKS OF ACCOUNT

***Internal audit requirement***

*Appropriate accounting records have been properly kept throughout the financial year.*

**Audit findings**

Testing conducted at the interim internal audit.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

***Internal audit requirement***

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Audit findings**

At the interim internal audit, I noted that the External Auditor's Reports for 2022/23 and 2023/24 had not been completed. At the date of the final internal audit, I am delighted to note that both years have now been signed off by the External Auditor.

For 2022/23, the External Auditor commented *'It was identified that two assets recorded in the register were not and never had been owned by the Parish Council. As a result, these had been appropriately removed from the 2023 figures. However, the 2022 figures should also have been restated and the comparative figure in box 9 marked as such to bring it to public attention. We do not anticipate this having an effect on any future figures.'*

For 2023/24, the External Auditor made no comments, and this now brings the council up to date and provides assurance that the figures on the Accounting Statement are correct.

## C. RISK MANAGEMENT AND INSURANCE

***Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

Testing conducted at the interim internal audit.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

## D. BUDGET, PRECEPT AND RESERVES

***Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

Testing conducted at the interim internal audit.

The year-end budget report shows income reported as 106% of budget and expenditure at 101%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £141,274 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance at the end of the financial year is circa £147,000 which is within the recommended range.

## E. INCOME

***Internal audit requirement***

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Audit findings**

Testing conducted at the interim internal audit.

## F. PETTY CASH

***Internal audit requirement***

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

**Audit findings**

Testing conducted at the interim internal audit.

## G. PAYROLL

***Internal audit requirement***

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

**Audit findings**

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

## H. ASSETS AND INVESTMENTS

***Internal audit requirement***

*Asset and investments registers were complete and accurate and properly maintained.*

**Audit findings**

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

## I. BANK AND CASH

***Internal audit requirement***

*Periodic and year-end bank account reconciliations were properly carried out.*

**Audit findings**

Testing conducted at the interim internal audit.

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors. The total matches the figure included within box 8 of the AGAR.

## J. YEAR END ACCOUNTS

***Internal audit requirement***

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Audit findings**

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

**COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).**

**Section 1 – Annual Governance Statement**

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

| | **Annual Governance Statement** | *'Yes', means that this authority* | Suggested response based on evidence |
|---|---|---|---|
| 1 | We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* | **YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations. |
| 2 | We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* | **YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny. |
| 3 | We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* | **YES** – the Clerk advises the council in respect of its legal powers. |

| | | | |
|---|---|---|---|
| | conduct its business or manage its finances. | | |
| 4 | We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* | **YES** – the requirements and timescales for 2023/24 year-end were followed. |
| 5 | We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | *considered and documented the financial and other risks it faces and dealt with them properly.* | **YES** – the council has a risk management scheme and appropriate external insurance. |
| 6 | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* | **YES** – the council has appointed an independent and competent internal auditor. |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit. | *responded to matters brought to its attention by internal and external audit.* | **YES** – matters raised in internal and external audit reports have been addressed. |
| 8 | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements. | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* | **YES** – no matters were raised during the internal audit visits. |
| 9 | Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit. | *has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* | **N/A** – the council has no trusts |

## Section 2 – Accounting Statements

| AGAR box number | | 2023/24 | 2024/25 | Internal Auditor notes |
|---|---|---|---|---|
| 1 | Balances brought forward | 299,465 | 261,829 | Agrees to 2023/24 carry forward (box 7) |
| 2 | Precept or rates and levies | 338,997 | 404,325 | Figure confirmed to central precept record |
| 3 | Total other receipts | 108,619 | 157,522 | Agrees to underlying accounting records |
| 4 | Staff costs | 191,706 | 193,299 | Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G) |
| 5 | Loan interest/capital repayments | 0 | 0 | Council has no borrowing |
| 6 | All other payments | 293,546 | 342,198 | Agrees to underlying accounting records |
| 7 | Balances carried forward | 261,829 | 288,179 | Casts correctly and agrees to balance sheet |
| 8 | Total value of cash and short- term investments | 353,712 | 349,372 | Agrees to bank reconciliation for all accounts |
| 9 | Total fixed assets plus long- term investments and assets | 2,515,129 | 2.515,129 | Matches asset register total and changes from previous year have been traced |
| 10 | Total borrowings | 0 | 0 | Council has no borrowing |
| 11a | Disclosure note re Trust Funds (including charitable) | No | No | No – the council is not a sole trustee |
| 11b | Disclosure note re Trust Funds (including charitable) | N/A | N/A | N/A – the council is not a sole trustee |

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows total year-end debtors of £19,318 and total year-end creditors of £80,512, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

## K. LIMITED ASSURANCE REVIEW

***Internal audit requirement***

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*

**Audit findings**

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

***Internal audit requirement***

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

**Audit findings**

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)

(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
(b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

***Internal audit requirement***

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

| Inspection – key dates | 2023/24 Actual | 2024/25 Proposed |
|---|---|---|
| **Date AGAR signed by council** | 17 June 2024 | 19 May 2025 |
| **Date inspection notice issued** | 20 June 2024 | 2 June 2025 |
| **Inspection period begins** | 21 June 2024 | 3 June 2025 |
| **Inspection period ends** | 1 August 2024 | 14 July 2025 |
| **Correct length (30 working days)** | Yes | Yes |
| **Common period included (first 10 working days of July)** | Yes | Yes |

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

## N: PUBLICATION REQUIREMENTS

***Internal audit requirement***

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*
*• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
*• Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
*• Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

*Not later than 30 September 2024 authorities must publish:*
*•Notice of conclusion of audit*
*•Section 3 - External Auditor Report and Certificate*
*•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*
*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

## O. TRUSTEESHIP

***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts and testing under this internal control objective is not applicable.

**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

| | INTERNAL CONTROL OBJECTIVE | YES | NO | NOT COVERED |
|---|---|---|---|---|
| A | Appropriate accounting records have been properly kept throughout the financial year | ✓ | | |
| B | This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for | ✓ | | |
| C | This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these | ✓ | | |
| D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for | ✓ | | |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for | | | ✓ |
| G | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H | Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I | Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K | If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review in the previous year tick "not covered")* | | | ✓ |
| L | The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation | ✓ | | |
| M | The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).* | ✓ | | |
| N | The authority has complied with the publication requirements for previous year's AGAR. | ✓ | | |
| O | Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely

**Andy Beams**
**Director, Mulberry Local Authority Services Ltd**

**Final Internal Audit - Points Carried Forward**

| Audit Point | Audit Findings | Council comments |
|---|---|---|
| None | | |

MULBERRY
LOCAL AUTHORITY SERVICES LTD

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w: www.mulberrylas.co.uk

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

30 October 2025

Dear John

**Re: Steyning Parish Council**
**Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report**

**Executive summary**
Following completion of our interim internal audit on 30 October 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

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Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

**Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years' experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

**Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

## Table of contents

## A. BOOKS OF ACCOUNT

***Internal audit requirement***

*Appropriate accounting records have been kept properly during the year.*

**Audit findings**

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.steyningpc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered with sufficient narrative detail to identify the source and purpose of each transaction.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

***Internal audit requirement***

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's Report for 2024/25 has yet to be concluded, although I note the council has published the interim notice on the council website before 30 September 2025. The Clerk is aware that once received, the External Auditor's Report and Notice of Conclusion need to be published on the council website and the conclusion reported to the council.

I note that the council's prior External Audit report for 2023/24 which had also been delayed (as had prior years) has now been concluded with the External Auditor confirming the council has met all the requirements of the Accounts and Audit Regulations, the keeping of financial records and compliance with published policies and procedures and accurately completed the statutory AGAR form.

There is evidence within the minutes of meetings that internal auditor reports are received and considered at council meetings, with the year-end internal audit reviewed at the July meeting of the Finance & General Purposes Committee.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form.

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

*Confirm that the council is compliant with GDPR*
The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

***Assertion 10 - Digital and data compliance***

*To warrant a positive response to this assertion, the authority needs to have taken the following actions:*

*1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.*

*1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.*

*1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).*

*1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).*

*1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.*

*1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.*

*1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.*

*1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.*

The council has a Privacy Notice and FOI Publication Scheme published on the website. **A Website Accessibility Statement and IT Policy need to be added to the website by 31 March 2026 to meet the requirements of Governance Assertion 10.**

*Confirm that the council is compliant with the relevant transparency code*
As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee structure in place with terms of reference for each committee are published on the council website.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

*Check that agendas for meetings are published giving 3 clear days' notice*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the council also publishes non-confidential supporting documentation with the agendas as required by the Information Commissioner's Office.

*Check the draft minutes of the last meeting(s) are on the council's website*

Minutes are uploaded to the council website and clearly annotated as draft where applicable.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2025 (minute ref 10.1).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2025 (minute ref 10.2) with a further review conducted by the Finance & General Purposes Committee in September 2025. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed*

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 5.15* *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Clerk, under delegated authority, for any items below £1,500 excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,500 excluding VAT.*
- *{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}*
- *in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.*
- *the council for all items over £5,000*

*Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.*

*FR 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to Steyning Parish Council as soon as practicable thereafter.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

*Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector*
The council has adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

*Check receipt of VAT refund matches last submitted VAT return*
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2025 which showed a refund amount due of £4,976.76 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 15 August 2025. The council is up to date with its VAT submissions.

*Confirm that checks of the accounts are made by a councillor*
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

## C. RISK MANAGEMENT AND INSURANCE

***Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

The council's adopted Financial Regulations include a section covering Risk Management and state:

*FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

*FR 2.2 The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

*FR 2.3 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.*

*FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a financial risk assessment process in place, which was last reviewed and approved by council in May 2025 (minute ref 10.3). I reviewed the risk assessment record, which details all the measures taken by the council to combat potential non-compliance with laws, regulations and codes of practice.

The document details measures relating to internal audit, internal controls, Standing Orders and Financial Regulations, expenditure and payments, insurance, budget, income, salaries, assets and VAT.

I note there is reference within minutes of meetings of reports from the Chair of the Finance & General Purposes on internal controls being conducted.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

I confirmed that the council has a valid insurance policy in place with Hiscox Insurance which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £500,000 which is sufficient for a council of this size, although the council is advised to keep this figure under review to ensure it covers the maximum balance held.

## D. BUDGET, PRECEPT AND RESERVES

***Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

The council set a precept of £428,170 for 2025/26. With a tax base of 2,572.84, this equates to a band D equivalent of £166.42 (compared to the average in England of £92.92).

The Clerk confirmed that the 2026/27 budget setting timetable was approved by the Finance & General Purposes Committee at the meeting held in September 2025 (minute ref 16.6). This shows a series of steps taking place whereby each committee budget is reviewed prior to the Finance & General Purposes Committee agreeing a recommendation to council at the January 2026 meeting.

The budget report dated 30 September 2025 shows income reported as 104.3% of budget and expenditure at 61.9%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The council currently holds circa £141,600 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

I note the reserve calculations are also included in the updated Business Plan to support council discussions on future plans.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

A review of the general reserve will be conducted at the final internal audit and the council is advised to follow the recommended guidance in determining an appropriate level.

## E. INCOME

***Internal audit requirement***

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Audit findings**

Apart from the precept, the council receives income from a variety of sources including room hires, allotment rents, youth service income, lease agreements with sports clubs, bank interest, VAT refunds and grants/s.106/CIL income.

There is a Joint Burial arrangement with Upper Beeding and Bramber Parish Councils, which is managed by Upper Beeding with year-end figures provided to the other two councils for inclusion on their AGARs.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

FR 13.2 states *'The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk or Deputy Clerk. The RFO shall be responsible for the collection of all amounts due to the council.'*

The fees for the Steyning Centre were reviewed and approved at the council meeting in January 2025 (minute ref 116.2).

## F. PETTY CASH

***Internal audit requirement***

*Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.*

**Audit findings**

The council maintains a petty cash float of £75 used for incidental expenditure which includes a cash float. I have checked petty cash requirements at previous internal audit, and through discussion with the Clerk I remain satisfied that the council has in place appropriate measures for the safe management of petty cash.

## G. PAYROLL

***Internal audit requirement***

*Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.*

**Audit findings**

The council currently has thirteen employees on the payroll. All staff members have a signed contract of employment, based on the NALC template, and the council is a member of the Local Government Pension Scheme (LGPS).

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations and provide the information to the Clerk each month. I reviewed the payroll summary and payslips for the previous two months and the payroll deductions appear correct. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the Clerk is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

## H. ASSETS AND INVESTMENTS

***Internal audit requirement***

*Asset and investments registers were complete and accurate and properly maintained.*

**Audit findings**

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

*5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.*

*5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.*

*5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.*

*5.61 Assets should be first recorded in the asset register at their actual purchase cost.*

*5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.*

*5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.*

*5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.*

*5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.*

*5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.*

*5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.*

*5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.*

*5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.*

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

*2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:*

*a. are denominated in pounds Sterling;*
*b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
*c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
*d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

*2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.*

*1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.*

The council has no long-term investments.

The council has no borrowing through the PWLB.

## I. BANK AND CASH

***Internal audit requirement***

*Periodic bank account reconciliations were properly carried out during the year.*

**Audit findings**

Financial Regulation 2.6 states *'At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance and General Purposes Committee}.'*

Bank reconciliations are completed monthly. I reviewed the latest bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council holds accounts with a range of providers to mitigate this risk.

## J. YEAR END ACCOUNTS

***Internal audit requirement***

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.*

**Audit findings**

To be tested at the final internal audit.

## K. LIMITED ASSURANCE REVIEW

***Internal audit requirement***

*IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.*

**Audit findings**

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

***Internal audit requirement***

*The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation*

**Audit findings**

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

***Internal audit requirement***

*The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

| Inspection – key dates | 2024/25 Actual |
|---|---|
| Date AGAR signed by council | 19 May 2025 |
| Date inspection notice issued | 2 June 2025 |
| Inspection period begins | 3 June 2025 |
| Inspection period ends | 14 July 2025 |
| Correct length (30 working days) | Yes |
| Common period included (first 10 working days of July) | Yes |

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

## N: PUBLICATION REQUIREMENTS

***Internal audit requirement***

*The authority complied with the publication requirements for the prior year AGAR.*

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

*Before 1 July 2025 authorities must publish:*

*• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*

*• Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*

*• Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

*Not later than 30 September 2025 authorities must publish:*

*•Notice of conclusion of audit*

*•Section 3 - External Auditor Report and Certificate*

*•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the interim External Auditor Report was published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25.

## O. TRUSTEESHIP

***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts, and testing for this internal control objective is not applicable.

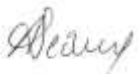
**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

| | INTERNAL CONTROL OBJECTIVE | YES | NO | NOT COVERED |
|---|---|---|---|---|
| A | Appropriate accounting records have been properly kept throughout the financial year | ✓ | | |
| B | This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for | ✓ | | |
| C | This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these | ✓ | | |
| D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for | ✓ | | |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for | ✓ | | |
| G | Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H | Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I | Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded. | To be tested at final internal audit | | |
| K | If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. | | | ✓ |
| L | The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | To be tested at final internal audit | | |
| M | The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| N | The authority complied with the publication requirements for prior year AGAR. | ✓ | | |
| O | Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069

Yours sincerely



**Andy Beams**
**Director, Mulberry Local Authority Services Ltd**

**Interim Internal Audit - Points Carried Forward**

| Audit Point | Interim Audit Findings | Council comments |
|---|---|---|
| **B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS** | A Website Accessibility Statement and IT Policy need to be added to the website by 31 March 2026 to meet the requirements of Governance Assertion 10. | |


Steyning Parish Council

## 1. Introduction

Steyning Parish Council (SPC) is committed to ensuring the safety, security and wellbeing of our community. In response to concerns raised by residents, local businesses, and Sussex Police regarding anti-social behaviour, vandalism, and crime within the parish, SPC is consulting on the installation of a modern, proportionate, and community-led CCTV system.

The proposal covers three initial locations: Fletcher's Croft, the Memorial Playing Fields, and key areas of the High Street. Provision is also included for targeted mobile units to be deployed at problem locations (e.g. fly-tipping hotspots). This consultation seeks your views on whether these proposals meet local needs.

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## 2. Why CCTV?

Local crime statistics for the **Steyning, Bramber, Upper Beeding, Ashington & Woodmancote policing area** show **667 reported crimes** in the last 12 months including violence & sexual offences, anti-social behaviour, criminal damage & arson, and public order offences. These offences affect quality of life and community confidence. 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.

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.

- **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:** a clear complaints and redress route will be provided and published.

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## 3. Operational management & partnership with Sussex Police

- **Primary monitoring responsibility:** Steyning Parish Centre 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.

## 4. Data Protection Impact Assessment (DPIA) — summary

A DPIA 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.

## Conclusion

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


# 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

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* 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

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# 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

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# 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

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# CCTV Consultation

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.**

Affiliated to
Bowls England
and
Sussex County
Bowls
(No. 31097)

STEYNING
Bowling Club
Founded 1933

Memorial Playing Fields
Mill Road
Steyning
steyningbowlsclub.com

18th October 2025

Mr John Fullbrook
Steyning Parish Council
Steyning Centre
Steyning

Dear John

Re. Grant Awarded March 2024

The new valves and software management for our watering system have now been in place for 18 months and are showing a marked reduction in water consumption.
Year on year we are showing a 17% water reduction, which exceeds our expectations.
Unfortunately the water provider have increased their rates by 41% but this was not what the exercise was about.
Many thanks once again for the Parish Council grant which allowed us to carry out the improvements.

Kind regards

Charlie Henderson
Treasurer – Steyning Bowls Club