The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XZ
Tel. 01903 812042
www.steyningpc.gov.uk

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 10th MARCH 2026 AT 7.30PM

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

Members of the Public in attendance: **3**
Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/25/49 **APOLOGIES FOR ABSENCE**
49.1 Apologies were received from Cllrs Norcross, Trundle, Foxwell and Ballance.

F&GP/25/50 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
50.1 Cllrs Sharp and I Alexander would be abstaining from any vote under agenda item 6.5 as they were members of the Steyning and District Partnership Group Committee

F&GP/25/51 **QUESTIONS FROM THE FLOOR {in summary}**
51.1.1 ***Q –*** *David Randell on behalf of the Steyning Cricket Club, asked why in your Action Plan, and under the heading, 'the risk to timescale' there is the comment, 'the Cricket Club are determined to veer towards a more commercial orientation'?*

51.1.2 ***Response – The Chairman thanked David for his question and suggested that at the time it was written this was a concern for the Council in terms of speed of drawing up the Lease and that good communications were necessary for both sides to come to an agreement – He also said that under 7.2, he was going to report on a very good recent meeting, which has given SPC a better understanding of where we now are. He agreed that this comment is now obsolete and that it can be dealt with later in the meeting, but did think it was a legitimate question at that point.***

51.1.3 ***Q –*** *David said that it had always been stated by the Cricket club that it was not intended to be more commercial.*

51.1.4 ***R – The Chairman said he knows this, but whoever drew the plans up had appeared to make it more commercially orientated - but restated that the situation was now hopefully largely resolved. The Clerk suggested the wording could be amended to reflect a change in focus, and the Chair said members would discuss the rewording under item 7.2***

F&GP/25/52 **MINUTES OF PREVIOUS MEETING**
52.1 Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 13th January 2026 be agreed as a true and fair record. **Agreed**

F&GP/25/53 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***
53.1 Clerk to take Precept recommendations to Full Council **– Actioned**

53.2 Office to adapt reasons for Precept rise bullet points to go onto Social media platforms **– Actioned**

53.3 Clerk's office to formulate new responses to Precept questions raised and respond **– Actioned**

53.4 Action Plan to be updated and reported at next meeting – **Actioned/ See item 54.4**

53.5 Office to place amended and approved Asset Register onto the SPC Website **– Actioned**

53.6 Regards High St Railing, - Clerk to pursue the matter with HDC Cons. Officer & WSCC Cllr **– Actioned**

53.7 SPC to post details on socials more accurately informing that Railings are WSCC responsibility **–Actioned**

53.8 Office to process successful grant application for the Ukrainian Refuge **– Actioned**

53.9 Office to process successful grant application for the Horsham District Older Peoples Forum **– Actioned**

53.10 Clerk & Cllrs to meet the Steyning Cricket Club to further negotiations regards the new lease **– Item 55.2**

53.11 Clerk to convene Working Practices Grp to compile new IT Policy & Accessibility statement **– Actioned**

53.12 Clerk's office to publish agreed text and compile further information for CCTV consultation **– Actioned**

53.13 Compliance with agreed increased Street Cleaning contract annual expenditure **– Actioned**

53.14 Clerk to arrange a further meeting with the school concerning Community Use Agreement **– Actioned**

F&GP/25/54 FINANCIAL GOVERNANCE.

54.1 To approve the list of SPC payments for January 2026.

Members posed questions to the Clerk in consideration of payments covering this period. Cllr Sharp **proposed, seconded** by Cllr Bell that SPC accepts the January 2026 SPC Payments List. **Agreed**

54.2 F&GP Income and Expenditure report for January 2026.

Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Overall it was noted that the income and expenditure totals were in line with expectation for this time of year. Cllr Sharp **proposed, seconded** by Cllr I Alexander that the F&GP Income and Expenditure report for January 2026 be accepted. **Agreed**

54.3 To consider and agree to pay remaining Steyning Cil Funding for the *Interpretation* project **CLERK**

At the F&GP Meeting in December 2025 members agreed to the first payment for the interpretation boards – that being £2,347.50 for the first 25% of the construction process. The contractor will now need the second payment for this project. SPC are committed to a further £970.23 which represents the remainder of the available Cil monies (from SDNP) and the full cost commitment via SPC Cil was for £3,317.73. The Clerk therefore sought approval for this next payment to be made to the Steyning & District Partnership as they are project leaders in this matter. It was also noted that the first of the personal contributors for the project had transferred their £1,000 to the Partnership at the beginning of February. SPC's thanks went out to this individual. Cllr S Alexander **proposed, seconded** by Cllr Johnson that SPC make the payment as per the agreement from December 2025, as a part two payment for this project {£970.23}. **Agreed**

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

Progress included:-

54.4.1 # *Chandlers Way project* – The Clerk will be with a group of volunteers at the Steyning Primary school on Friday the 20th March to oversee the planting of 200 plus hedging species by 20 odd members of the pupil eco council. These will eventually be used in the Chandlers Way wilding project. **CLERK**

54.4.2 # *MPF Access improvement project* – This week a contractor will begin to install two planters, some grasscrete and the base for the soon to be installed bollard. The plants will be put into the planters over the period of the next 10 days **CLERK**

54.4.3 # *Steyning Flood plan* – The Climate Action group has completed some work on climate resilience which covers aspects of flooding and there will soon be available some reports from other agencies which will help shape the SPC plan. **CLERK & C.A.G.**

54.4.4 # *Neighbourhood Plan – There was a need for another N. Plan Steering meeting to discuss changes in NPPF and how N. Plans are regarded, and therefore the group could make a recommendation on how SPC should proceed. The next meeting will also be a chance to make comments on School and Cricket Club development plans, when indeed these become available.* **CLERK**

54.4.5 # *CCTV* installation project – Consultation finishes very soon and working party to be convened **CLERK**

54.5.1 **To potentially agree to grant applications from the Steyning Patient Participation and the Steyning Community Orchard.** **CLERK**
There is currently £863 left in the SPC Grant budget. However, it was noted that SPC are committed to a further £276 to the Steyning Ukrainian Refuge, as well as £44.10 to the Older Peoples Forum which has not as yet been used by these groups. Therefore available Grant monies equaled £543.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree to pay £100 to the Community Orchard to cover insurance costs, and £67.80 to the Patient Participation Group to cover fees for their AGM room hire**. Agreed**

54.5.2 **To potentially agree to a grant application from the 4 Sight Vision Support Group.** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that this application be discarded. **Agreed**

54.5.3 **To potentially agree to a grant application from the Worthing Table Tennis Club.** **CLERK**
Members suggested the Clerk emails the club to say that our Youth Club will cover this and therefore we are not currently interested in backing this idea.

54.5.4 **To potentially agree to a grant application from the Steyning and District Good Neighbours Group.** The Clerk was asked to go back to the contact for this group and ask for more details as to what precisely was the amount and what it would be used for, so then it could be brought back to the next meeting – and potentially this committee use next year's budget. **CLERK**

54.5.5 **To potentially agree to a grant application from the Steyning and District Partnership.** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC grant the remaining balance from the budget line in this financial year for what's left {between £380 and £400} for their Vintage Revival event. **Agreed 3 For, 2 Abstained**

F&GP/25/55 **GOVERNANCE AND COMMUNITY MATTERS**
Notification regarding recent FOI requests

55.1.1 There has been a Freedom of Information request from a lady who is living in Cambridgeshire asking for information concerning this Parishes disruption over the years, and any subsequent associated expenditure. The Clerk responded by asking for her to be more specific about the sort of documentation that would be required, to narrow the scope of the investigation. Members agreed that the next best step would be for a conversation on the phone between this lady and the Clerk to see if the scope could be narrowed further and to expedite the process. **CLERK**

55.1.2 Another FOI was received concerning pot holes in the High St. The matter had been dealt with

55.2 **Chair to update concerning Cricket Club working party and progress of this project** **CLERK**

55.2.1 The Chair relayed the fact that the previous working party on the 6th March with Club representatives went well, and that there was a clearer understanding of what a new Lease may look like. The new plans are due to be revealed to Cricket Club members on the 25th March and then to Joanna and Andrew soon afterwards, with then the N. Plan Steering Committee due to discuss any recommendations soon after that, and before the April Full Council meeting – all being well. Subsequent to the discussion at the next F&GP meeting SPC will instruct the lawyers to draft a lease to allow for the next stage of negotiation. Plus advise on transfer of SPC property (changing rooms) to the club.

55.2.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that the Action Plan risk assessment comment be adjusted to a more favourable commentary about risks being mitigated, but not non-existent. **Agreed** **CLERK**

55.3 **Clerk to inform re a recent data breach incident and to review the situation** **CLERK**

55.3.1 On the 18th February a number of people received three or more emails from Tessa's IP address. However they were not sent by her and in fact it turned out that someone in the USA had hacked into her emails and managed to gain a list of all her contacts, then sent these emails out to all those contacts.

55.3.2	The office spent the next several days responding to people either by emails or via phone contacts explaining what had happened and to ask that they avoid opening the attachments, and delete said emails. As soon as the office found out the systems were checked, and the SPC IT consultant made remote checks as well as organised that he should come in to see the office staff to discuss the matter.	
55.3.3	The data protection consultant was immediately informed to ensure procedures was being followed – and then the ICO were notified to ensure they were aware and so that they could check that procedures were being followed. After a few days the email and phone queries reduced – but it was clear that many hundreds, probably thousands of contacts had been sent these emails from Tessa's IP address.	
55.3.4	There will be another meeting with the SPC IT consultant to check to see if there might need to be another layer of security worked in to the procedures and that potentially the office organise for a Councillors data protection session at some point soon – this having been done previously.	**CLERK**
55.3.5	On the 24th February the ICO decision notice came back stating the following: *We have carefully considered the information provided and we have decided to close the case and provide you with advice. This decision is based on the information we have recorded about the breach. Please note that we may make enquiries if we become aware of new information that affects the circumstances of this case, including if we receive complaints about the breach.* *In response to a personal data breach, you should:* *• take reasonable steps to contain the incident;* *• consider any steps you can take to mitigate the impact and support the affected individuals; and* *• check that your policies and procedures are both fit for purpose and being followed by staff*	
55.3.6	Cllr S Alexander offered to be a training provider as is qualified in this respect.	**Cllr S Alexander**
55.4	**To discuss the Community Governance Review** Members had received the review document as a supporting paper, and began to consider a number of options in consideration of how the future boundaries might be drawn, if they are to be changed at all. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to convene a meeting of representative Cllrs and Clerks from Parishes near Steyning. **Agreed**	**CLERK**
55.5	**Update concerning *Devolution* planning** There was a great deal of discussion at the Community Committee concerning the future management of Steyning's Car Parks the previous week, and this was summarised for those not in attendance at that meeting. There was also a feeling that the Clerk could contact the District Councillors to gain a better understanding of what was going on with the Leisure Centre.	**CLERK**
55.6	**Notification re date for next in house finance audit review** Cllrs Sharp and S Alexander were to come into the office to complete this on the 7th April pending agreement with the office calendar. The Clerk also stated the next Internal Audit was planned for the afternoon of the 11th May, and both Cllrs were invited to attend this.	**Cllr Sharp & S Alexander**
55.7	**Update regarding JPYC** There will be a multi-dimensional monthly report being produced and this was agreed by the Youth staff	
F&GP/25/56	**PROGRESS REPORT**	
56.1	*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**
56.2	*F&GP/24/08.2 CCTV project to be further discussed with contractors on-site*	**CLERK & CCTV W. Prty**
56.3	*F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*	**CLERK**
56.4	*F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*	**CLERK**
56.5	*F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*	**CLERK**
56.6	*F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*	**CLERK**
56.7	*F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal*	**CLERK**
56.8	*F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road*	**CLERK**

56.9 *F&GP/25/35.5 More meetings hoped for with Steyning Grammar School to discuss developments* **CLERK**
56.10 *F&GP/24/25.12 SPC finance signatory amendments to take place in March 2026* **CLERK**

F&GP/25/57 INFORMATION/CORRESPONDENCE ITEMS

57.1 None

F&GP/25/58 DATE OF NEXT MEETING – 14th April 2026 @7.30pm.

The Chair closed the meeting at 9.31pm

Signed ……………………………………………………. Date 14th April 2026
Chair

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

Date: 20/03/2026 **Steyning Parish Council Current Year**

Time: 11:03 FEBRUARY '26 User: JMF

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPROPRIATE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/02/2026	CR		22.40	22.40		R	Receipt(s) Banked
03/02/2026	VIS	43.81		43.81		R	Indeed job advert
03/02/2026	VIS	37.25		37.25		R	SiteLock Websecurity
03/02/2026	DR	1.02		1.02		R	Siteock transaction
04/02/2026	DD	240.00		240.00		R	Grenke leasing phones
04/02/2026	VIS	39.11		39.11		R	Amazon - Youth consumerbles
04/02/2026	VIS	7.61		7.61		R	Amazon - youth colourng book
04/02/2026	CR		16.40	16.40		R	Receipt(s) Banked
04/02/2026	Cr		11.80	11.80		R	Receipt(s) Banked
05/02/2026	487/25.26	2,484.07		2,484.07		R	ADT Alarms service - STEYNING CENTRE
05/02/2026	488/25.26	42.70		42.70		R	T Eckert film supplies
05/02/2026	489/25.26	2,643.25		2,643.25		R	Jack Lee street cleaning
05/02/2026	490/25.26	142.62		142.62		R	PiP Services
05/02/2026	491/25.26	290.00		290.00		R	TC Maintenance
05/02/2026	492/25.26	870.00		870.00		R	TGO outdoor gym - ANNUAL SERVICE
05/02/2026	493/25.26	160.00		160.00		R	TSS legionella
05/02/2026	494/25.26	30.00		30.00		R	Youth supplies
05/02/2026	495/25.26	370.00		370.00		R	Clare Austin gardening
05/02/2026	295/25.26	49.53		49.53		R	EDF
05/02/2026	296/25.26	240.00		240.00		R	Streeter hedge cuts
05/02/2026	297/25.26	6.75		6.75		R	S Cobb hooks n screws
05/02/2026	VIS	20.54		20.54		R	Amazon - Youth art & Craft
05/02/2026	VIS	16.21		16.21		R	Amazon - Youth Tuck
05/02/2026	25/77		253.20	253.20		R	Receipt(s) Banked
05/02/2026	25/75		258.10	258.10		R	Receipt(s) Banked
05/02/2026	25/76		167.50	167.50		R	Receipt(s) Banked
05/02/2026	Cr		83.67	83.67		R	Receipt(s) Banked
05/02/2026	CR		176.08	176.08		R	Receipt(s) Banked
06/02/2026	VIS	13.00		13.00		R	Canva pro solo
06/02/2026	BP		64.65	64.65		R	Receipt(s) Banked
06/02/2026	BP		77.55	77.55		R	Receipt(s) Banked
06/02/2026	CR		44.32	44.32		R	Receipt(s) Banked
06/02/2026	BP		235.65	235.65		R	Receipt(s) Banked
07/02/2026	Cr		88.10	88.10		R	Receipt(s) Banked
09/02/2026	VIS	23.17		23.17		R	Costco - Youth Tuck
09/02/2026	VIS	41.81		41.81		R	Amazon - Youth Youth Tuck
10/02/2026	VIS	3.79		3.79		R	Amazon - Youth Pool tips
10/02/2026	CR		2,996.36	2,996.36		R	Receipt(s) Banked - VAT REIMBURSEMENT
11/02/2026	CR		126.00	126.00		R	Receipt(s) Banked
11/02/2026	Cr		177.20	177.20		R	Receipt(s) Banked
12/02/2026	CR		43.35	43.35		R	Receipt(s) Banked
13/02/2026	VIS	68.98		68.98		R	Hedges Direct
13/02/2026	CR		206.85	206.85		R	Receipt(s) Banked
16/02/2026	DD	20.74		20.74		R	Propel finance - Youth phone
16/02/2026	VIS	31.18		31.18		R	Zoom - software
16/02/2026	CR		18,021.00	18,021.00		R	Receipt(s) Banked - UPPER BEEDING YOUTH CONTRIBUTION
17/02/2026	CR		116.50	116.50		R	Receipt(s) Banked
17/02/2026	CR		472.50	472.50		R	Receipt(s) Banked - HALL HIRE

Steyning Parish Council Current Year

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/02/2026	BP		123.00	123.00		R	Receipt(s) Banked
17/02/2026	CR		91.88	91.88		R	Receipt(s) Banked
17/02/2026	CR		61.80	61.80		R	Receipt(s) Banked
17/02/2026	CR		108.15	108.15		R	Receipt(s) Banked
17/02/2026	CR		244.13	244.13		R	Receipt(s) Banked
17/02/2026	CR		91.88	91.88		R	Receipt(s) Banked
17/02/2026	CR		82.40	82.40		R	Receipt(s) Banked
17/02/2026	Cr		58.80	58.80		R	Receipt(s) Banked
17/02/2026	BP		141.40	141.40		R	Receipt(s) Banked
18/02/2026	DD	29.60		29.60		R	O2 phone for centre
18/02/2026	VIS	25.22		25.22		R	Amazon - Dishwash detergent
18/02/2026	CR		35.00	35.00		R	Receipt(s) Banked
18/02/2026	25/78		137.00	137.00		R	Receipt(s) Banked
18/02/2026	25/79		89.00	89.00		R	Receipt(s) Banked
18/02/2026	CR		183.75	183.75		R	Receipt(s) Banked
18/02/2026	CR		88.20	88.20		R	Receipt(s) Banked
18/02/2026	CR		609.72	609.72		R	Receipt(s) Banked - HALL HIRE
19/02/2026	298/25.26	306.00		306.00		R	Southern Cinema Services
19/02/2026	299/25.26	18.00		18.00		R	Table cloth wash - Eckert
19/02/2026	299C/25.26	6.45		6.45		R	Stey Centre supplies
19/02/2026	300/25.26	110.00		110.00		R	JD Windows
19/02/2026	30125.26	487.32		487.32		R	Laser Electric - Stey Centre
19/02/2026	302/25.26	328.40		328.40		R	Horsham District Council waste
19/02/2026	303/25.26	592.08		592.08		R	NPower elec Bus Shelter
19/02/2026	304/25.26	3,380.37		3,380.37		R	NPower Elec Stey Centre
19/02/2026	305/25.26	95.00		95.00		R	Sussex plumber
19/02/2026	306/25.26	21.25		21.25		R	Beed & Bram Hall H Youth
19/02/2026	307/25.26	1,115.09		1,115.09		R	ADT Alarms maint - REPLACEMENT DETECTORS.
19/02/2026	308/25.26	12.00		12.00		R	Core web site
19/02/2026	309/25.26	40.00		40.00		R	Greenthumb grass
19/02/2026	310/25.26	1,568.71		1,568.71		R	British Gas - STEYNING CENTRE
19/02/2026	311/25.26	281.24		281.24		R	Procurement services
19/02/2026	CR		10.50	10.50		R	Receipt(s) Banked
19/02/2026	CR		359.47	359.47		R	Receipt(s) Banked
20/02/2026	25/80		223.45	223.45		R	Receipt(s) Banked
20/02/2026	CR		117.85	117.85		R	Receipt(s) Banked
20/02/2026	CR		238.98	238.98		R	Receipt(s) Banked
20/02/2026	CR		88.65	88.65		R	Receipt(s) Banked
20/02/2026	CR		16.40	16.40		R	Receipt(s) Banked
21/02/2026	DR	25.02		25.02		R	HSBC Bank charges
21/02/2026	CR		32.80	32.80		R	Receipt(s) Banked
23/02/2026	BACS	14,644.69		14,644.69		R	Salaries for SPC Staff
23/02/2026	CR		88.65	88.65		R	Receipt(s) Banked
23/02/2026	CR		88.60	88.60		R	Receipt(s) Banked
25/02/2026	VIS	186.00		186.00		R	B & Q - aggregate
25/02/2026	CR		70.00	70.00		R	Receipt(s) Banked
26/02/2026	DD	54.02		54.02		R	GoCardLess
26/02/2026	CR	11.04		11.04		R	Zoho software

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/02/2026	312B/25.26	379.00		379.00		R	SLCC membership
26/02/2026	313B/25.26	61.85		61.85		R	Key cutting
26/02/2026	314B/25.26	73.59		73.59		R	Laser elec Bus shelter
26/02/2026	315B25.26	25.27		25.27		R	Youth expenses
26/02/2026	316B/25.26	65.00		65.00		R	Chichester Payroll
26/02/2026	317B/25.26	4,803.69		4,803.69		R	Tax n NIC } STAFF
26/02/2026	318B/25.26	2,873.68		2,873.68		R	WSCC pensions
26/02/2026	BP		132.90	132.90		R	Receipt(s) Banked
26/02/2026	CR		88.65	88.65		R	Receipt(s) Banked
26/02/2026	CR		82.40	82.40		R	Receipt(s) Banked
26/02/2026	CR		164.86	164.86		R	Receipt(s) Banked
26/02/2026	CR		70.00	70.00		R	Receipt(s) Banked
27/02/2026	CR		278.25	278.25		R	Receipt(s) Banked
		39,556.72	27,957.70				

Clerk / RFO:

Name John Fullbrook Signed .... Date 20 March 2026

Chair of F&GP:

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

FEBRUARY

Steyning Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 01/03/2026

Month No: 11

Committee Report

Finance & General Purposes Ctt

101 Administration

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000	Donations Received	350	18,000	17,650			1.9%	
1004	Reimbursed Charges & donations	739	200	(539)			369.3%	
1010	Misc Income	17	150	133			11.1%	
1075	CIL Receipts	0	2,000	2,000			0.0%	
1076	Precept Received	428,170	428,170	0			100.0%	
1077	Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090	Bank Interest Received	3,010	5,750	2,740			52.3%	
	Administration :- Income	**558,966**	**454,270**	**(104,696)**			**123.0%**	**0**
4000	Salaries	196,748	208,000	11,252		11,252	94.6%	
4001	Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002	Printing, stationery, postage	1,539	3,150	1,611		1,611	48.8%	
4003	Staff Ill Health Insurance	1,704	2,850	1,146		1,146	59.8%	
4004	Telephones and Alarm	2,753	3,200	447		447	86.0%	
4005	Insurance	8,238	8,200	(38)		(38)	100.5%	
4006	Salaries Outsourcing	697	520	(177)		(177)	134.0%	
4007	Data Protection	773	1,350	577		577	57.3%	
4010	Audit Fees	1,352	2,300	948		948	58.8%	
4016	Legal Fees/Elections	1,745	850	(895)		(895)	205.3%	
4017	Bank Charges	311	420	109		109	74.0%	
4021	General Grants	1,637	2,500	863		863	65.5%	
4025	CCTV Maintenance	90	1,000	910		910	9.0%	
4030	Steyning in Bloom	2,850	2,850	0		0	100.0%	
4032	Memorial Gardens - upkeep	1,175	400	(775)		(775)	293.8%	
4033	Christmas Lights Grant	6,143	6,200	57		57	99.1%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,508	2,450	(58)		(58)	102.4%	
4039	Publicity and Advertising	707	2,200	1,493		1,493	32.1%	
4040	Town Clock	175	450	275		275	38.9%	
4045	Misc & Petty Cash	158	150	(8)		(8)	105.6%	
4047	Training	585	800	215		215	73.1%	
4055	HR Support	207	500	293		293	41.4%	
4060	Chairman's Function	837	900	63		63	93.0%	
4061	Councillors' Allowances	0	100	100		100	0.0%	
4063	Legionnaires	1,333	2,440	1,107		1,107	54.6%	
4070	Software support & Packages	2,642	3,150	508		508	83.9%	
4071	ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072	Website Development	394	480	86		86	82.0%	
4073	Neighbourhood Plan Exp	13,317	13,000	(317)		(317)	102.4%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075	Isolation and Loneliness	1,750	3,000	1,250		1,250	58.3%	
	Administration :- Indirect Expenditure	**379,454**	**275,810**	**(103,644)**	**0**	**(103,644)**	**137.6%**	**0**
	Net Income over Expenditure	**179,513**	**178,460**	**(1,052)**				
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	3,232	18,000	14,768			18.0%	
1710	Donations	0	1,000	1,000			0.0%	
1715	Bramber/UBeeding Contributions	18,021	23,117	5,096			78.0%	
	Youth Provision :- Income	**21,253**	**42,117**	**20,864**			**50.5%**	**0**
4017	Bank Charges	18	1,000	982		982	1.8%	
4023	SPC Cont. to salary	32,750	32,750	(0)		(0)	100.0%	
4024	JPYC General	48,734	41,117	(7,617)		(7,617)	118.5%	45,746
	Youth Provision :- Indirect Expenditure	**81,503**	**74,867**	**(6,636)**	**0**	**(6,636)**	**108.9%**	**45,746**
	Net Income over Expenditure	**(60,249)**	**(32,750)**	**27,499**				
6000	plus Transfer from EMR	45,746	0	(45,746)				
	Movement to/(from) Gen Reserve	**(14,503)**	**(32,750)**	**(18,247)**				
	Finance & General Purposes Ctt :- Income	**580,219**	**496,387**	**(83,832)**			**116.9%**	
	Expenditure	**460,956**	**434,297**	**(26,659)**	**0**	**(26,659)**	**106.1%**	
	Net Income over Expenditure	**119,263**	**62,090**	**(57,173)**				
	plus Transfer from EMR	**45,746**	0	(45,746)				
	Movement to/(from) Gen Reserve	**165,010**	**62,090**	**(102,920)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Ear Marked Reserves								
503	Earmarked Res F & C							
4971	General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977	Special Projects	6,133	13,500	7,367		7,367	45.4%	2,348
	Earmarked Res F & C :- Indirect Expenditure	**6,133**	**18,500**	**12,367**	**0**	**12,367**	**33.2%**	**2,348**
	Net Expenditure	**(6,133)**	**(18,500)**	**(12,367)**				
6000	plus Transfer from EMR	2,348	0	(2,348)				
	Movement to/(from) Gen Reserve	**(3,786)**	**(18,500)**	**(14,714)**				
550	Joint Parishes Cemetery Ctre							
1600	JPCC income	5,816	3,000	(2,816)			193.9%	
	Joint Parishes Cemetery Ctre :- Income	**5,816**	**3,000**	**(2,816)**			**193.9%**	**0**
	Net Income	**5,816**	**3,000**	**(2,816)**				
	Ear Marked Reserves :- Income	**5,816**	**3,000**	**(2,816)**			**193.9%**	
	Expenditure	**6,133**	**18,500**	**12,367**	**0**	**12,367**	**33.2%**	
	Net Income over Expenditure	**(317)**	**(15,500)**	**(15,183)**				
	plus Transfer from EMR	**2,348**	0	(2,348)				
	Movement to/(from) Gen Reserve	**2,030**	**(15,500)**	**(17,530)**				
	Grand Totals:- Income	**689,417**	**609,437**	**(79,980)**			**113.1%**	
	Expenditure	**604,099**	**609,437**	**5,338**	**0**	**5,338**	**99.1%**	
	Net Income over Expenditure	**85,318**	**0**	**(85,318)**				
	plus Transfer from EMR	**51,997**	0	(51,997)				
	Movement to/(from) Gen Reserve	**137,315**	**0**	**(137,315)**				

SPC Action Plan for 2025/26

Updated 9th April '26

Key: - **Green** - Completed, **Yellow** - Due, **Orange** - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Risk Mitigations
MPF / Charlton St - Twitten resurface	Lobby WSCC to complete the works on this rough, uneven and unkempt pathway	Visit site with WSCC Highways engineers to continue to lobby	By End June 25	Compile notes on risk assess. using WSCC criteria to help case	By July.	Complete Highways scheme if no action being taken	By Aug.	Project completion, including removal of kissing gate	By Sept.	Clerk & Chair engage with less able bodied reps in prep - new play	By Oct..	Clerk & Chair	In hands of WSCC and their meagre finances - Just need to pursue the matter relentlessly and keep near the top of their priorities	Maintain positive coms
Chandlers Way Pocket Park	Complete first phase of planting programme, plus engage voluntary support	Liason with school & agree first planting day - hedge/tree	By Oct.	Comtinue liason with sch. & agree second planting day - bulbs	By Nov.	Complete initial trellis install & play gate	By Nov.	Agree and install entrance gate	By March 26.	Complete South and west borders and change grass cutting	By May 26	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers motivated
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Secure funding from SDNP for interpretation boards	By June	Have planning app. completed and board info agreed	By Aug.	Gain planning consent and appoint contractors	By Dec.	Complete phase I project	By Jan 26	Consider Bollard and Trough installations	By June 26	Clerk & Community Com.	Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success	Keep all partners in loop to avoid over-reaching.
Glebe Farm Housing Dev.	Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario	Complete first stage com engagement prog with and for Vistry	By June	Receive Reserve matters planning app & org. Com meeting	By July.	Prepare Steering Com recommedations and ensure P&P coms off	By Aug.	Continue coms and lobbying of HDC planning re comments	By Nov.	Set up pathway to easy coms with office for project liasons	By Feb26	Steering Com + Clerk & D. Cllr	Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's	COMPLETED
Climate Action Targets achieved	Climate Action Plan - Cycle racks & Glebe connectivity + overhaul Steyning Centre heating system	High St Cycle Racks Highways scheme app. completed	By End July	Gain support for best connective scheme - lobby Vistry and HDC	By Aug.	Find speacialist heating engineer and discuss scope of works	By Feb 26.	Agree scope of works and timescale	By March 26.	Agree financial commitment & contractor for works	By April	Clerk & P&P Com.	Contractros need very specific skill set - therefore ensuring the right engineers are avialble will be a risk to timescale	Use resident/ volunteer skillsets
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions	Agree display for Christmas 2025 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need test	By Sept.	Complete all doc. permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down	COMPLETED
Armistice Event Org.	Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised	Org. Ground works - appoint gardener & gain quotes	By Aug.	Chair & Clerk to meet with Father Mark to discuss arrangements	By Sept.	Chair / Clerk to engage with key stakeholders to ensure attendance	By Sept.	Publicity in place to promote event + inform Tennis club etc.	By Oct.	Ensure attendance/ equip/ reefs / garden prepd & event success	By Nov.	Clerk & Community Com.	In hands of Church, key stakeholders, volunteers, weather and luck in many respects	COMPLETED
Cricket Club Devel. & Lease	Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease are appropriate/ future safe	Begin details of Lease such as Length & appoint solicitor	By End June	After Com engagement, work with club to agree plans	By End July	Discuss lease agreement details needing to be changed	By Oct	Draft new Lease and agree to planning application	By Dec	Agree Lease details inc clauses with Club & gain SPC approval	By Feb	Clerk and F&GP Team	Cricket Club might consider variations on the lease - 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 - Time frame amended**	By June 28	**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 6.4

Proposed Draft Projects List for 2026 / 27

This is a brief and very draft potential list of projects for the next year for members to begin to consider and prioritise.

1. **MPF Small Play Area** (Adjacent Tennis Club) – Consider less able-bodied equipment. Attempt to get grant for these works.
2. **Glebe Fields ongoing management** – Regular liaison and continual positive influence / feedback with Vistry and HDC.
3. **Chandlers Way** - Complete South and West borders including 6 Trees plus Bulbs via School Eco Council & Volunteers. Start hedgerow planting of East border. Complete Trellis tunnel planting, base of Mega Bug Hotel. Purchase and continue to grow other plants for Plant islands.
4. **Armistice Day Event –** appoint gardener and find contacts earlier in year to secure more support if possible from services.
5. **High Street Christmas Lights –** Manage project as in previous years, seeking all appropriate permissions.
6. **Cricket Club** - Lease agreement and monitor demolition of existing structures and start of reconstruction process ensuring appropriate risk assessments and contractors management arrangements in place, and being overseen.
7. **Emergency Plan** – Complete and sign off on plan having undergone training day – trial emergency scenarios.
8. **Operation Watershed** – Assuming there is agreement for grant application – Oversee project installation
9. **Traffic Regulation Orders** – submit schemes having gained agreement on 7 potential projects
10. **Sports Centre / School Community Use Agreement broker –** Potentially submit joint Astro pitch installation project proposal
11. **Neighbourhood Plan** – Complete Phase II and ensure new reviewed plan is 'Made'.
12. **Twittens** – Submit plan to WSCC for long term management of the twittens.
13. **Car Park Management** - Project / Business model and associated agreements mapped out with view to possibly taking them on board in April 2027.
14. **Complete Community Governance Review**
15. **MPF Access improvements phase III** – Third Trough, Interpretation Board complete both installations, and consider bin placement and further finger signs
16. **Assets from HDC** – Negotiate any Asset Transfers - Add any possible Land Acquisitions from HDC to SPC Register and put draft plans in place for long term management of these areas.
17. **Bus Shelter Improvements –** Wheelchair access, additional Christmas lights installation, improved scheme for internal fittings, Posters / Art installation, CCTV installation.
18. **Phase II CCTV Installation** – MPF & Fletchers Croft?
19. **Steyning Centre upgrades** - Energy cost & Carbon saving measures in line with Climate Action targets
20. **Cemetery Land Acquisition –** Negotiate with Local Landowner so that an imminent acquisition is possible

Item 6.6

Proposed Earmarked Reserves for 2026/27

There has been a significant reduction in our Earmarked Reserves pot this year as per agreed within the SPC Business Plan.

This has within the previous financial year 25/26, allowed our Council to pay for additional Tree Maintenance works, Youth Service Start-up funds/ purchases, Town Improvement (part payment of MPF Troughs) and the soon to be completed Interpretation Boards installation (via Cil Monies match funding).

It is proposed that although we do not know precise figures yet due to one or two accruals/ invoice amounts needing to be finalised, we consider agreeing to the following please.

1. From unspent **'Special Projects' – To Earmark £9,435** – This was due to part pay for CCTV and Steyning Centre heating improvements

2. From unspent **Youth Reserves – Re- Earmark between £1,200 and £2,100** – This is currently not known for certain as the Youth Team are involved with Holiday Activities and have not supplied all outstanding invoices.

It is requested that members consider both items separately for agreement please

SPC Grant Application

Organisation	Person responsible for financial Administration
Name STEYNING COMMUNITY TABLE	Name SUE REED
Year of Formation 2026	Telephone number
Current membership N/A	Email address
Objectives (not more than 50 words) See attached	Postal address C/O STEYNING

Steyning Parish Council has recognised there is a Climate Crisis and so it is desirable, though not essential, that your project, equipment, installation or other reason for funding focuses on one of the following - (please tick all that apply)

- [ ] **Biodiversity** - Rewilding to create more and better spaces for wildlife
- [x] **Carbon Reduction** - Radically reducing carbon emissions
- [ ] **Climate Resilience** - Improving resilience to changing climate
- [ ] **Energy** - Transitioning to clean secure, affordable energy, or energy conservation
- [x] **Food** - Developing a fairer or more sustainable food source
- [ ] **Transport** - Shifting to sustainable transport and improving air quality
- [x] **Waste Reduction** - Reducing waste, increasing reuse, recycling and composting
- [ ] **Water** - Improving water quality and reducing consumption

Explain the purpose of your grant application and how this may benefit Steyning
Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding See attached

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ 800	£ 600

Bank Account details for BACS Payment arrangements	
Bank Account Number - T. B. C	**Bank Sort Code -**

- [x] **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**
- [x] **I confirm that I will submit ~~updates~~ to the Council informing how the Grant was used to improve Steyning**

Signed .... **Dated** 27-03-2026

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

Steyning Community Table

Connecting our community, one plate at a time.

Our Aim

We believe in the power of a shared meal. Inspired by the BBC Food Programme's *"Eating Together,"* we decided to turn a long-held dream into reality. Our aim is simple: to provide **nutritious, low-cost, regular lunches** for the people of Steyning.

By using surplus food from our local shops, and farms, we turn potential waste into tasty, wholesome meals for our neighbours.

Why Join Us?

- **A Welcoming Space:** Enjoy a friendly, affordable environment perfect for socialising and meeting new people.
- **Fostering Connection:** We're here to tackle social isolation and support mental health by bringing people together over good food.
- **For All Generations:** Whether you're a retiree or a growing family, everyone is welcome. Let's build a stronger, more cohesive Steyning together.
- **Sustainable & Local:** We source food locally to reduce air miles, minimise waste, and celebrate the incredible produce from our own Sussex farms.

What to Expect

- **Deliciously Vegetarian:** Our menus are vegetarian and creatively shaped by the fresh produce available.
- **Fully Accessible:** We choose venues that are easy to reach for both walkers and car users.
- **Low Cost:** Healthy, home-cooked food that is kind to your wallet

"Eating together is a wonderful way to come together and form a community."
— *Inspired by BBC Sounds (13/3/26)*

Find out more or get involved:

Email: Steyningcommunitytable@gmail.com
Phone:

Steyning Community Table – Sustainable, Social, and Small-scale

SPC Grant Application

Organisation	Person responsible for financial Administration
Name STEYNING & DISTRICT GOOD NEIGHBOURS ASSN	Name MILES CARY
Year of Formation CIRCA 1981	Telephone number
Current membership 85	Email address
Objectives (not more than 50 words) TO PROVIDE A CAR AMBULANCE SERVICE TO VULNERABLE ADULTS IN THE DISTRICT.	Postal address UPPER BEEDING 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 WE HAVE 400 REGISTERED USERS OF OUR SERVICE WHICH COVERS STEYNING UPPER BEEDING, SMALL DOLE, ASHURST. WE HAVE SUFFERED REGISTRATION COSTS AT THE CHARITIES COMMISION OF £1870 THIS HAS DEPLETE OUR RESERVES NEEDED TO COVER REIMBURSEMET TO OUR DRIVERS.

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ 1840	£ 500

Bank Account details for BACS Payment arrangements	
Bank Account Number -	Bank Sort Code -

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

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

Signed .... **Dated** ....

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

Please see our supplementary information

Steyning & District Good Neighbours Assn.
The Barn, High Street, Upper Beeding, Steyning, BN44 3WN

Supplementary information to the SPC Grant Application.

"3. Objects
The objects of the CIO are:
TO RELIEVE THE NEEDS OF VULNERABLE ADULTS RESIDING IN STEYNING AND THE SURROUNDING AREAS BY THE PROVISION OF TRANSPORT FACILITIES TO ENABLE ACCESS TO HEALTHCARE, ESSENTIAL APPOINTMENTS AND ACTIVITIES THAT IMPROVE THEIR CONDITIONS OF LIFE."

A full copy of our Constitution, from which the above is an extract, and all other policies can be found at:
https://steyninggoodneighbours.co.uk/cookies/steyning-good-neighbours-policies/
This link can also be accessed directly by clicking on "SDGNA Policies" in the footer of any page of our website

Our website provides a useful insight into our activities. The video on page 1 might be very helpful in understanding the service we offer.:
https://steyninggoodneighbours.co.uk/

Space did not permit a full explanation of our dilemma. Our reserves have been depleted by almost £2000.00, being the professional costs associated with our compulsory registration at The Charities Commission. The sum paid was not to solicitors for legal services, but to a consultancy that assisted us in the preparation of the many documents needed to support our application. Submission of the application was subject to a strict time limit, which we would not have met without assistance

We need a certain level of reserves to support large payments through the year, such as Insurance for £516.65, which is due by 1st April. Also, we need reserves to meet payments to drivers who are reimbursed at 50p per mile. To a greater extent, this is funded by donations, but we always have outstanding reimbursement claims, which we believe may approach £1000 at any one time. We run cash accounting as the accrual basis would severely impede the timely preparation of our annual accounts, the latest of which are attached. We have used the cash basis continuously since our inception. Drivers often wait many months before entering their travel returns, so the provision in our reserves is considered prudent.

S&DGNA presently has 85 drivers, of whom approximately 1/.3rd are available in any week, and 400 users of our service requiring 30 or so journeys to hospitals and other destinations in all of Sussex and East Grinstead.

Thank you for considering this funding application, and apologies for the handwriting on your form.

Miles Cary
Chairman & Treasurer
S&DGNA
27/03/2026

Enclosed:
Application
Accounts to 30 Sept 2025

Community Infrastructure Levy

Parish / Town Council Payments (Regulation 62A)

Annual Monitoring Return 2025-26

What should this form be used for?

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

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

E.g. A payment received in April 2026 will be reported in the 2025-2026 financial year.

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

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

YOUR DETAILS

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

Reporting Year: 2023-2024

CIL Receipts Received Summary		
i.	Total CIL receipts received (April 2017 – April 2026)	**£3,317.73**
ii.	CIL Receipt received in October 2025	**£0**
iii.	CIL Receipt received in April 2026	**£0**

CIL Receipts Retained	
What is the total amount of CIL received in 2024-25 (ii + iii) and retained at the end of the financial year (31st March 2026)?	**£0**
What is the total amount of CIL received in previous years (i – (ii + iii) and retained at the end of the financial year (31st March 2026)?	**£3,317.73**

Expenditure			
Please provide us with a summary of what you have spent from the CIL grant during the reporting year 1st April 2025 – 31st March 2026:			
Infrastructure item *E.g. Playground equipment*	**Total CIL spent on project**	**Date of expenditure** *This is so we can ensure we report the spending of funds accurately.*	**Notes or comments** *E.g. Total cost of infrastructure project if part funded by another source.*
Interpretation / Visitor and Tourism Boards *Promoting 'Gateway to the South Downs National Park'*	**£3,317.73**	**£2,643.25** **Dated: 29th Dec. '25** **£970.23** **Dated: 18th March '26**	**£7,419.00**
Total expenditure for reported year:	**£3,317.73**		

Details of any receipts that the SDNPA have asked you to return (in accordance with regulation 59E):

If your project is under way or complete, please provide us with photographs, publicity, notes or other interesting materials where available so that we can use these as case studies for other groups.

Total value of CIL receipts returned during the reporting year (2024 – 2025).	**£0**
The total value of CIL receipts due to be returned that has not been paid to the SDNPA.	**£0**

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

Signed: … *John Fullbrook* ……..

Date: **10th April 2026**

The Community Infrastructure Levy
Steyning Parish Council Report for 2025 - 2026

Guidance on Parish Council's responsibilities include the following.

(i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
   (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
   (b) anything else that is concerned with addressing the demands that development places on an area

(ii) Spending the CIL within 5 years of receipt.

(iii) Producing and publishing an annual report on any CIL received in a financial year

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

Projects this Year using HDC CIL funding – Chandlers Way Play Park **- £13,130.01**
{Agreed with HDC on 30th September 2024}

SDNP Cil Monies spent in 2025 – 26 – MPF Interpretation Boards **-£3,317.74**

____

Total balance remaining from previous years **£0**

BALANCE SHEET FOR YEAR 2025/26 - To March '26

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

…………………………………………………………………………

End of Year Balance	**£0**
Remaining Cil Funds {SDNP}	**£0**

Item 7.0 - Governance and Community Matters

Briefing Notes

7.1 – External Audit Report for 2024-25

The two-page report is attached as item 7.1.1. There are notes concerning future 'best practice' and 4 recommendations from the Report this year. This item is on the agenda so that F&GP members can discuss and make recommendations to the April Full Council meeting where it needs also to be discussed and a decision 'minuted'.

Of the 4 recommendations, 2 are concerning the fact that there was one item in our SPC Financial Regulations which did not tally with the details of the SPC Financial Risk Assessment. F&GP has already dealt with this in a meeting in September of last year and we will revisit the item to see if members still agree that our decision then remains the best option, under item 7.3. in this meeting.

The other two recommendations relate to whether members consider after a review of its procedures that there was a need to complete an Equality Impact Assessment as part of the planning steps required for when we replaced the slide at Chandlers Way.

At the time our Chandlers Way Play Park development working party, members considered criteria which it thought were appropriate, including Age, Disability and Pregnant Mothers. It appears we must revisit our decision based upon a resident's objection and complete an Equality Impact Assessment to satisfy the auditor, as we did not fully consider other protected characteristics such as Sex, Race, Religion or Belief, Sexual Orientation, and Marriage and Civil Partnership.

The Clerk has attached a summary of what an Equality Impact Assessment is and why it is undertaken, and examples of what they can look like, for members' guidance, under supporting papers 7.1.1, 7.1.2, 7.1.3 & 7.1.4.

7.2 - Cricket Club Update

The Chair will briefly update members on recent progress concerning Cricket Club redevelopment plans and Lease discussion – with more in-depth Lease discussion being undertaken in confidential session as they involve new contractual details

7.3 – SPC Signatory considerations and amendments to SPC Finance Regs

In the September 2025 meeting members agreed the following:

F&GP to consider an amendment to the SPC Finance Risk Assessment and SPC Finance Regs as per supporting paper.

*Members considered an amendment to either SPC Finance Regs or to the SPC Risk Assessment in order for a procedural variation in SPC policies to be resolved. Two options were presented whereby one was changed to agree with the other or vice versa. Cllr Sharp **proposed, seconded** by Cllr I Alexander that Option 2 {SPC Risk Assessment be amended to agree with details contained within the SPC Finance Regs} be accepted {as per supporting papers}. **Agreed***

Option 2 – Changing Risk Assessment to mirror Finance Regs

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

Also -

*Members also considered changing SPC Finance Reg. # 6.7 back to what had been standard practice for SPC for many years, but the new wording had been missed when the new finance Regs were brought in in May 2025. Cllr Johnson **proposed, seconded** by Cllr Sharp that the following amendment be adopted as per supporting paper. **Agreed***

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

We ask members if they still believe this to be the right option.

Secondly there is a need to confirm new cheque {BACS payment} signatories. It was suggested that Cllrs Simon Alexander, Andrew Sharp and Richard Bell potentially become new SPC signatories.

We need to discuss and agree this please

7.4 - Community Governance Review & 7.5 – Devolution Planning

The Clerk will briefly update members concerning progress on these items

7.6 – 'In-house' finance and governance audit review

Cllrs Sharp and S Alexander will report back to members about their recent audit review experience

7.7 – CCTV installation working party recommendations

Following the completion of the public consultation, the working party is meeting on the 10th April to consider the results of the survey, and a summary of the results will be provided to members plus any recommendations from the working party for F&GP members to consider and make a decision upon.

MOORE

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T

mooreeastmidlands.co.uk

Our ref:

27 March 2026

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

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption
Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

(a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
(b) The auditor's certificate and opinion
(c) Any public interest report or other recommendation of the auditor.
(d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- The council is required to approve Section 1 and 2 of the return individually in a specified order and although the minutes record this, the minute references used were the same on both sections 1 and 2 and therefore this was not clear on the face of the return. Best practice would be to provide an individual minute reference or sub-reference for the approval of each section and reflect this reference on the return so the order of approval is more easily identified.

- You will be aware that in addition to the formal objection received, we also received points raised to the auditor relating to the ownership of the clocktower which houses the clock face and mechanism historically gifted to 'Steyning'. We have reviewed the information provided and consider there is no further action is appropriate or necessary to be undertaken by us, as local auditor, at this time.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link https://www.moore.co.uk/sectors/public-sector/smaller-authorities.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Steyning Parish Council**

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor limited assurance opinion 2024/25

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

During the public rights period we received an objection. This was accepted and then considered, and our response was issued on 5 March 2026 which included that the following recommendations be brought to a meeting of full council for discussion and that any resultant decisions be recorded in the minutes:

- We **recommend** that where the council has not properly followed its financial regulations the council consider the reasons for not having done so and take any appropriate steps to rectify its procedures.
- We **recommend** that if the council consider that its financial regulations no longer meet their requirements or are not fit for purpose, for whatever reason, then they should meet, discuss and agree any necessary amendments to its financial regulations.
- We **recommend** that the council review the planning steps taken in relation to the 'Chandlers Way' Play Park and complete an Equality Impact Assessment. This should be appropriate for the size and scale of the park. The council should then consider any relevant findings or points identified in that assessment.
- We **recommend** that written notes, records or reports are kept of any Equality Impact Assessments required to be undertaken so that the resultant decision can be seen to logically follow on from that assessment, and that the necessary characteristics and other relevant matters have been considered.

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

Information to complete our intermediate testing supporting data need to be re-requested for submission. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The Internal Auditor has ticked 'Not covered' to control objective F on the Annual Internal Audit Report which suggests that the council does not operate a petty cash system. The council's bank reconciliation shows a petty cash balance and should therefore ensure control objective F is considered and marked with a 'Yes' or 'No' response in the future if petty cash exists.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name	External Auditor Signature	Date
MOORE	[signature]	27/03/2026

1.What are Equality Impact Assessments?

An Equality Impact Assessment (EIA) is an evidence-based approach which analyses your proposed activity against its impact on groups with different characteristics. This will support you in achieving inclusive design and meeting our legal duties under the Equality Act 2010 and Public Sector Equality Duty. It is a planning tool intended to influence your proposed activity before a decision is reached, in the same way that a Health and Safety risk assessment might do. It helps ensure decision-making processes are fair and no group is disadvantaged or discouraged from participating.

This could relate to a new or revised service, policy, strategy, practice or plan.

EIAs help us to understand the effects of our activities, think about how to mitigate negative impacts and build upon positive impacts. It also ensures decisions are transparent and able to be evidenced if required, for example as part of a judicial review (see Our Legal Duty).

EIAs are an effective way to:

- Identify potential steps to advance equality and foster good relations
- Identify any unmet need (increase commercial benefit)
- Target resources more effectively
- Identify discrimination that is often unintentional and remove it
- Record things (EIAs help us evidence how we are meeting our legal duties)
- Improve current services, policies, strategies, practices and plans and safeguard new ones
- Be more transparent and accountable
- Deliver value for money
- Avoid any discrimination claims that have 'no upper financial limit'
- Make better, more informed decisions, first time round
- Inform other National and Local priorities e.g. Local Area Agreement

For information on Inclusive Design and Communications, click here.

2. Our Legal Duty

Equality Impact Assessments (EIAs) support you in achieving inclusive design and meeting our legal duties under the Equality Act 2010 and Public Sector Equality Duty (PSED). There are also legal duties under the Health and Social Care Act 2012. Inclusive design thinks about the access needs of different groups and how these can be built into the programme, rather than adapting it afterwards.

Example

A new grant-making programme is opening up to grass-roots community groups in a particular local area. This area has a significant Polish-speaking community. Before the project launches, the team ensure that application forms and guidance information are readily available in Polish and that the scheme is being promoted through local community leaders.

Inclusive design demonstrates a 'we come to you' approach, removing barriers to participation wherever possible. The above approach is more inclusive than, say, asking people to ring up to access a translation service which, while it offers one means of access, still puts the onus on the user to overcome the barrier.

The PSED applies to all 9 areas of discrimination listed in the Equality Act, known as protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage & Civil Partnership (only applies with regard to eliminating unlawful discrimination)
- Pregnancy & Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

More details at **Appendix A.**

The three main aims of PSED are:

A) Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.

B) Advance equality of opportunity between people who share a protected characteristic and those who do not.
This involves having due regard to the need to:
- remove or minimise disadvantages suffered by people due to their protected characteristics;
- take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people, for example, taking steps to take account of people with disabilities;
- encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

C) Foster good relations between people who share a protected characteristic and those who do not.
This means tackling prejudice and promoting understanding between people from different groups and communities.

There are also legal duties under the Health and Social Care Act 2012 with regard to reducing health inequalities between people in access to, and outcomes from health and social care services, and to ensure services are provided in an integrated way where this might reduce health inequalities.

Health inequalities are unfair and avoidable differences in health across the population, and between different groups within society. Health inequalities arise because of the conditions in which we are born, grow, live, work and age. These conditions influence our opportunities for good health, and how we think, feel and act, and this shapes our mental health, physical health and wellbeing.

Health inequalities have been documented between population groups across at least four dimensions. It is important to note that these are overlapping dimensions with people often falling into various combinations of these categories. This is sometimes referred to as the intersectionality of disadvantage is likely to further exacerbate people's experience of inequality.

Examples of the characteristics of people / communities in each of these groups are below (this is not an exhaustive list):

- Socio-economic status and deprivation: e.g. unemployed, low income, people living in deprived areas (e.g. poor housing, poor education and/or unemployment).
- Protected characteristics: e.g. age, sex, race, sexual orientation, disability
- Vulnerable groups of society, or 'inclusion health' groups: e.g. vulnerable. migrants; Gypsy, Roma and Traveller communities; rough sleepers and homeless people; and sex workers
- Geography: e.g. urban, rural.

Judicial Reviews

A judicial review is a procedure by which a person who has been affected by a particular decision, action or failure to act by a public authority may make an application to the High Court, which may provide a remedy if it decides that the authority has acted unlawfully. A judicial review is concerned not with the merits of the decision, but whether the public body has acted lawfully. Judicial review cases in respect of equality duties concern whether or not a public authority has given due regard to the general equality duty when making a decision, acting or failing to act. In the event of a legal challenge the courts place significant weight on the existence of some form of documentary evidence of compliance with the PSED. The PSED and adequacy of any impact assessments is an increasingly significant area of focus in Judicial Reviews relating to consultations.

To find out more about judicial reviews, click here.

Example

A British couple of Sikh Indian heritage were told that although they would be suitable adoptive parents they could not apply. White couples would be given priority as there were only white children available.

The County Court ruled in favour of their claim that they should not have been barred from applying to join the approved adopters register because of where their parents were born.

The following principles, drawn from case law, explain what we **must** do to fulfil our duties under the Equality Act and Public Sector Equality Duty:

- **Knowledge**: everyone working for the Council must be aware of our equality duties and apply them appropriately in their work. It is essential that the person completing the EIA should have knowledge and understanding of the proposed activity.
- **Timeliness**: the duty applies at the time of considering options for change and / or before a final decision is taken – not afterwards.
- **Real consideration**: the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient information**: you must assess what information you have and what is needed to give proper consideration.
- **No delegation**: the Council is responsible for ensuring that any contracted organisations which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review**: the equality duty is a continuing duty. It applies when proposed activity is developed or agreed, and when it is implemented or reviewed.
- **Proper record keeping**: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

3. When do I need to complete an Equality Impact Assessment?

If you're unsure whether you need to complete an Equality Impact Assessment (EIA), we have provided you with three simple questions to determine whether your proposed activity requires one:

Q1. To what extent does your proposed activity impact people?

Any activity that impacts on the lives of people will inevitably impact on people with protected characteristics, and therefore an EIA should be completed to identify specifically who will be affected and how.

This may be a change to a service, policy, strategy, practice or plan which means a significant change for a person or group of people. For example, moving the location of an office or service would have a significant impact. Changing the colour of the chairs in that office is unlikely to have a significant impact.

An EIA needs to be proportionate; the greater the potential impact of the proposed activity, the more thorough and demanding the process of an EIA will be.

Any programme which impacts significantly on people is likely to require engagement or consultation. All public consultations require an EIA to have been completed.

In addition, any programme significant enough to be submitted to the Change Hub or through the Verto system would automatically need an EIA unless there was **no** impact on people.

Q2. Will the proposed activity have a particular impact on those who share a protected characteristic?

As well as considering the overall impact on people, the particular impact on protected groups (e.g. people with a disability), and / or more vulnerable people will need to be considered. Vulnerable groups could include, for example, deprivation, looked after children, carers etc.

An EIA will support you in identifying who will be affected and how as well as helping you to systematically check that you have properly considered all impacts. This may include identifying any groups of people you need to engage with or consult on the impacts identified / activity you propose.

Q3. Is the impact positive and / or negative?

It doesn't matter... an EIA enables you to systematically check that you have properly considered any impact, **positive and negative**, on customers, members of the public, employees and / or job applicants before a final decision is made and that you have evidence of this.

It might be that your proposed activity doesn't require a full EIA, in this case it's still important to **'Think Inclusion'** at all times, find our top tips here.

An EIA should be an integral part of the planning process at an **early stage of development** and **before a final decision is made** to go ahead with the proposed activity to monitor the actual impact of the implementation.

EIAs should be considered when you are first looking at, for example:

- Planning or developing new services, policies, strategies, practices and plans
- Reviewing or amending existing services, policies, strategies, practices and plans
- Ending or substantially reducing a service, policy, strategy, practice or plan
- Considering a change management process or organisational review
- Any major communications
- Reviewing or introducing significant forms, leaflets, guidance documents or codes of practice and ANY policies.

4. Who is responsible for Equality Impact Assessments?

The person / team doing the Equality Impact Assessment (EIA) should have a detailed understanding of the proposed activity being assessed and be able to ensure the actions identified from the EIA can be carried out.

The overall ownership and responsibility for EIAs lies at Assistant Director level. However, managers and employees play a key role in the assessment process as they will be involved in implementing the necessary actions identified and integrating inclusive design into planning.

Best Practice: It is best practice to have more than one person complete the EIA to bring different perspectives to the table. Ask yourself, is everyone involved that needs to be? Do other relevant business units and service areas need to be involved?

Example

As part of a catering review, a mental health unit proposed to reduce the hours of catering available. Initial research indicated that some users of learning disability and neuro-rehab services might have difficulty accessing the alternatives, which were vending machines. The EIA led to a significant change in the original proposal. Fewer catering hours were cut and there was a firm commitment to make the vending machines fully accessible. All involved considered this to be a positive outcome.

5. How to conduct an Equality Impact Assessment

Step 1	Decide whether your proposed activity requires an Equality Impact Assessment (EIA). To help you decide see point 3 of this guidance document: **When do I need to complete an Equality Impact Assessment?** If you don't need to, no further action is required.

Step 2	Having identified an EIA is required, ensure that the EIA form is completed before any work is started. This includes gathering evidence and / or engaging the relevant stakeholders to inform your assessment. Guidance and advice can be sought from the Equality, Diversity and Inclusion (EDI) team on 01926 412370 or via equalities@warwickshire.gov.uk. If it's relating to health inequalities, please contact Ruby Dillon via rubydillon@warwickshire.gov.uk.

Step 3	• Brief the relevant Assistant Director for sign off. • Undertake further research / engagement to further understand impacts (if identified). • Undertake engagement and / or consultation to understand if EIA has identified and considered impacts. • Amend accordingly to engagement / consultation feedback and brief decision makers of any changes. • Ensure the completed EIA is uploaded using the form: Upload Completed Equality Impact Assessments Completed forms will be stored on a Sharepoint Library which is accessible to all WCC colleagues. However, the EIA must also be saved in a secure place alongside all supporting documentation. The completed forms are important documents, and the Equality and Human Rights Commission may request to examine them in the event of any challenge.

Step 4	• Implement proposed activity. • Monitor impacts and mitigations as evidence of duty of care.

Form Guidance

Our Equality Impact Assessment (EIA) form is split into eight sections: -

1. Essential Information
2. Evidence
3. Engagement
4. Assessing the Impact
5. Partners / Stakeholders
6. Action Planning
7. Assessment Outcome
8. Sign Off

Below you will find additional guidance for each section.

N.B. EIAs should be proportionate to the situation, considering for example: -
- the size of the service or scope of the policy or practice
- the resources involved
- the numbers of people and stakeholders affected
- the scope of the likely impact
- the vulnerability of the people affected

Section One: Essential Information

Use this section to outline the background to your proposed activity and the reasons for it, as well as a summary of the main actions and who it's going to impact and how. This is ultimately what your equality impact assessing.

Section Two: Evidence

It's essential that EIAs draw on information and evidence to be able to identify potential and actual impacts on groups of people. Sources can include: -

- Previous research, consultation or EIAs carried out
- Customer feedback - including complaints, comments, surveys
- Employee feedback - including surveys, workforce monitoring, trade unions
- Specialist feedback - including focus groups, technical experts, subject specialists
- Feedback from organisations - such as those representing target groups
- National and local statistics
- National guidance or legislative requirements
- Census data
- Audit information
- Press coverage - such as newspaper, radio or television reports
- Performance reviews
- Warwickshire County Council's Annual Workforce and Pay Gap Reports

- Warwickshire Insights - provides statistical information about local areas in Warwickshire, along with interactive mapping and reporting tools to give deeper insights and inform decision-making. This includes information on the diversity of the population within each area of Warwickshire, in relation to the following protected characteristics: age, disability, marriage & civil partnership, race (ethnicity), religion or belief, sex (gender), pregnancy and maternity.
- Warwickshire JSNA
- Warwickshire Director of Public Health Annual Report
- Monitoring Health Inequalities Dashboard
- Public Health England – Public Health Outcomes Framework
- Public Health England – Local Authority Health Profiles

A lack of evidence should not prevent an EIA from being undertaken. In cases where something is being introduced for the first time there may be little experience to draw on or other material evidence. In such cases you should make a judgment that is as reliable as possible.

Section Three: Engagement

Engagement is vital to serving our communities and making sure Warwickshire County Council is a great place to work where diverse and talented people are enabled to be their best. As part of engagement or consultation we must aim to seek a range of opinions from a broad cross section of the community. By finding out what our people and the people of Warwickshire experience and think, we can improve. It helps us by providing: -

Accountability
The local government needs to be open and transparent about what we are spending public money on and why. Open, two-way conversations about what we do and why helps to build understanding and appreciation of our work and helps us to better fit our work to the expectations of wider society.

Values and purpose
Warwickshire County Council's values emphasise a commitment to social benefit. Community engagement helps to demonstrate these values.

Trust
Trust is hard-won and easily eroded. Community engagement helps demonstrate that the public has a stake in our work, and so the wisdom and sensitivities of individuals must be listened to.

Responsiveness
Public engagement helps local government respond positively as issues arise by building relationships driven by dialogue, partnership and co-production, rather than simply by customer satisfaction.

As part of information gathering you should talk to those likely to be affected by the activity (e.g. customers, members of the public, employees and / or job applicants) and collect any data you have relating to this. You may need to engage or consult appropriately. A clear corporate framework is in place for anyone planning consultation or engagement activities. This meets the Council's vision that "Warwickshire residents are informed, are involved in the decision and are able to make their view heard".

Further information and advice about the corporate consultation process can be found here, and this directory of organisations can support you in ensuring your engagement or consultation is inclusive and reaches as wide an audience as possible.

Your EIA should consider:

- What do people tell you about the service, policy / strategy area?
- Are there patterns or differences in what people from different groups tell you?
- Do you have enough information to fully assess the impacts on different groups of people?
- What other information or data will you need from customers / communities to understand impact(s) / find out if mitigations will work?
- What methods will you use to engage or consult with people to ensure everyone potentially affected is able to participate?

If consultation is required, you should inform the Strategic Consultation and Engagement Lead as soon as possible.

You must:

a) Consult when proposals are still at a formative stage.
b) Consult any groups for whom you have identified a potential negative impact;
    - Consult in ways that ensure all perspectives can be considered.
    - Identify any gaps in who has been consulted and identify ways to address this.
c) Explain what is proposed and why, giving enough information and time to allow intelligent consideration and response.
d) Allow enough time for planning and running a consultation and for analysing and reporting feedback.
e) Revisit your initial EIA to reflect the feedback you have been given about impacts / on any proposed mitigations.
f) Ensure what people tell you is clearly and transparently reported to decision makers so they can fully consider their PSED.

Section Four: Assessing the Impact

In this section we have provided you with potential questions to ask yourself when considering the impact of your proposed activity on people who share characteristics protected by the Equality Act 2010, as well as other impacts, e.g. inequalities such as deprivation, socio-economic status, vulnerable groups such as armed forces, carers, homelessness, people leaving prison, young people leaving care.

Characteristic	Questions
Age	How do you engage with different age groups? Do you use inclusive imagery and language? Are your services accessible to different age groups in terms of location but also time? Does your workforce reflect the age profile of the areas in which you operate?
Disability	Are information and services accessible to people who have a range of different disabilities? Consider physical, sensory, neurological, medical and mental health conditions.
Gender Reassignment	Do your services meet the needs of trans customers and are they appropriate to the gender with which they identify? Are records fully reflective of the gender identity of a trans customer and do employees feel empowered to communicate appropriately with trans customers?
Marriage & Civil Partnership (applies to eliminating unlawful discrimination only)	Do publicity, information, policies and procedures treat marriage and civil partnership equally?
Pregnancy & Maternity	Are you treating someone less favourably because they are pregnant? Do your services support breastfeeding mothers or parents with children?

Race	Have you built positive relationships with ethnically diverse community organisations and community advocates to facilitate the involvement of different racial and ethnic groups? Do you employ different ways to engage with different racial and ethnic groups in the areas in which you work?
Religion and Belief	Are your services sensitive to different religious requirements e.g. times a customer may want to access a service, religious days and festivals and dietary requirements.
Sex	Do your services consider that men and women may articulate different needs and aspirations? Are your services accessible to men and women in terms of location and time? Do your communications challenge unhelpful stereotypes?
Sexual Orientation	Do you build positive relationships with the LGBTQ+ community? Do your communications challenge unhelpful stereotypes e.g. always depicting a 'family' as a man, woman and children?
Vulnerable People: • Armed Forces (WCC signed the Armed Forces Covenant in June 2012) • Carers • Homelessness • People leaving prison • Young people leaving care	
Health Inequalities: What inequalities are you aware that exist?	There is no single policy that will eradicate health inequalities. However, it is possible to tackle these inequalities by ensuring the health impact of all decisions and policies and take action to make improvements.

Health inequalities are the factors that result in some people living longer, healthier lives than other people. In general terms, people from more affluent backgrounds live longer lives in better health than people from the poorest backgrounds.	It is possible to provide opportunities for people to live healthy lives. Decisions at all levels can create policies. Considering the wider determinants of health (environment, education, employment, housing, lifestyle etc), do you think that the decision in your policy / plan / strategy might: - - have an impact on one or more of the social determinants? - have an impact on health and wellbeing? - increase or decrease health inequalities? **Appendix B and C** include some examples and case studies of how public policies and plans have helped to tackle health inequalities.

Example

An initiative is being launched to provide free home insulation for those on low incomes. Research has shown that people do not come forward to claim because they are worried there may be a "catch" or that installing insulation is intrusive. To encourage people to come forward a pilot "free for all" scheme is introduced, communicated through local community groups. It is realised that older people do not come forward as often because of difficulties clearing out their lofts prior to the loft insulation being installed. A "loft clearance" scheme is introduced to help older people overcome this problem.

9. Appendices

Appendix A – Glossary

Protected Characteristics as defined by the Equality Act:

Age
A person belonging to a particular age (e.g. 32 year olds) or a range of ages (e.g. 18 - 30 year olds).

Disability
A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Consider physical, sensory, neurological, medical and mental health conditions.

Sex
Both men and women are covered under the Act.

Gender Reassignment (often referred to as transgender or trans)
A person has the protected characteristic of gender reassignment if they are proposing to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. To find out more about this subject, you can access our Trans Awareness eLearning and / or sign up to our Trans Identities and Trans Inclusion webinars.

Race
This includes ethnic or national origins, colour or nationality, and includes refugees, migrants, gypsies and travellers. Refugees and migrants are people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students and tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

Religion or Belief
A religion refers to any religion with a clear structure and belief system. A belief must be genuinely held and more than an opinion. It must be cogent, serious and apply to an important aspect of human life or behaviour. It must be worthy of respect in a democratic society and not affect other people's fundamental rights. The Act also covers lack of religion or belief as a protected right.

Sexual Orientation
Sexual orientation is about who you're attracted to and who you feel drawn to romantically, emotionally, and sexually. Sexual orientations include, but are not limited to, gay, lesbian, heterosexual (straight), bisexual, pansexual and asexual. Not sure what some of those terms mean? Check out Stonewall's Glossary of Terms.

Pregnancy and Maternity
Protection is during pregnancy and any statutory maternity leave to which the person is entitled. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth. Protection includes treating a person unfavourably because they are breastfeeding.

Marriage and Civil Partnership
Marriage can either be between a man and a woman, or between partners of the same sex (as defined by Marriage (Same Sex Couples) Act 2013). Same-sex couples can also have their relationships recognised as civil partnerships. **Please note** that the under Public Sector Equality Duty the protected characteristic of marriage and civil partnership only applies with regard to the first general duty of the

Winchester City Council

Equality Impact Assessment Template (EqIA)

Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	
4	Do you have any concerns regarding the implementation of this policy or project? (*i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)*	No	
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact	No	

		Yes/No	Please provide details
	on your policy or project?		
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your EqIA form

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Date of assessment:
Place	Economy and Community	Natural Environment and Recreation	Stuart Dunbar-Dempsey	4.2.22

	Question	Please provide details		
1	What is the name of the policy or project that is being assessed?	Newlands public open space transfer.		
2	Is this a new or existing policy?	Project not policy.		
3	Briefly describe the aim and purpose of this work.	Transfer of 16ha of public open space from City Council ownership to Newlands Parish Council.		
4	What are the associated objectives of this work?	Maintenance of public open space. Community empowerment.		
5	Who is intended to benefit from this work and in what way?	Local people having more say in their local open spaces.		
6	What are the outcomes sought from this work?	Well maintained public open spaces.		
7	What factors/forces could contribute or detract from the outcomes?	Capability of parish council to manage public open space effectively and make best use of commuted sum.		
8	Who are the key individuals and organisations responsible for the implementation of this work?	WCC and Newlands Parish Council.		
9	Who implements the policy or project and who or what is responsible for it?	WCC Service Lead Legal and Natural Environment & Recreation Team (NERT)		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	**N**	
10b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of race in any way		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	**N**	

11b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of sex in any way		
12a	Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way? *you may wish to consider:* • *Physical access* • *Format of information* • *Time of interview or consultation event* • *Personal assistance* • *Interpreter* • *Induction loop system* • *Independent living equipment* • *Content of interview)*	Y	**N**	
12b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of disability in any way		
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	**N**	
13b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of sexual orientation in any way		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	**N**	
14b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of age in any way		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	**N**	
15b	What existing evidence (either presumed or otherwise) do	The assessment does not differentiate on the basis of		

	you have for this?	religion in any way		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	**N**	
16b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of gender in any way		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	**N**	
17b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of marriage and civil partnership in any way		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	**N**	
18b	What existing evidence (either presumed or otherwise) do you have for this?	The assessment does not differentiate on the basis of pregnancy and maternity in any way		
19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	**N**	No negative impacts identified
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	**N**	Race: Sex: Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	No potential discriminations identified		

22	Do any negative impacts that you have identified above impact on your service plan?	Y	**N**	

Signed by completing officer	Stuart Dunbar-Dempsey
Signed by Service Lead or Corporate Head of Service	Steve Lincoln

Equality Impact Assessment Template

Before carrying out an Equalities Impact Assessment (EIA), you should familiarise yourself with the guidance. There is also further information and guidance via the learning hub including examples. This document should be in **plain English**, include **Stakeholder** involvement and be able to stand up to **scrutiny** (local and/or court) if/when challenged to ensure we have met the councils public sector equality duty.

An Equality Impact Assessment (EIA) should be completed when you are considering:

- developing, reviewing or removing policies
- developing, reviewing or removing strategies
- developing, reviewing or removing services
- developing, reviewing or removing a council function/system
- commencing any project/programme

Assessor(s) Name and job title:
James Brewer Planning Team Leader - Policy & Delivery
Directorate and Team/School Name:
Communities
Name, aim, objective and expected outcome of the programme/ activity:
Name: Commercial Frontages Design Guide Supplementary Planning Document **Aim:** As part of the Heritage Action Zone (HAZ) projects, the Isle of Wight Council, Ryde Town Council and Newport and Carisbrooke Parish Council, worked in partnership with Historic England and design consultants Create Streets, to jointly commission and produce a Newport and Ryde Commercial Frontages Design Guide. The Council adopted the Newport and Ryde Commercial Frontages Design Guide Supplementary Planning Document (SPD) in 2022. It has helped to secure better outcomes within the two town centres and Officers would like to expand the geographical scope of the SPD to include all designated town centres and conservation areas across the island. **Objective:** To seek an improvement in the quality of shopfronts in the town centres and historic conservation areas across the Island. **Expected outcome:** The expected outcome of the design guide is that if adopted as a Supplementary Planning Document (SPD, the document will be used as a material consideration in the determination of planning applications by the Isle of Wight Council.

	Reason for Equality Impact Asessment (tick as appropriate)	
This is a **new** policy/strategy/service/system function proposal		
This is a proposal for a **change** to a policy/strategy/service/system function proposal function (*check whether the original decision was equality impact assessed)*		✓ It has previously been through an EqIA
Removal *of a* policy/strategy/service/system function proposal		
Commencing any project/programme		
Equality and Diversity considerations Describe the ways in which the groups below may be impacted by your activity (**prior to mitigation**). The impact may be negative, positive or no impact.		

Protected Characteristic	**Negative, positive or no impact (before mitigation/intervention) and why?**	**Does the proposal have the potential to cause unlawful discrimination (is it possible that the proposal may exclude/restrict this group from obtaining services or limit their participation in any aspect of public life?)**	**How will you advance the equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not.**	**What concerns have been raised to date during consultation (or early discussions) and what action taken to date?**	**What evidence, analysis or data has been used to substantiate your answer?**	**Are there any gaps in evidence to properly assess the impact? How will this be addressed?**	**How will you make communication accessible for this group?**	**What adjustments have been put in place to reduce/advance the inequality? (*Where it cannot be diminished, can this be legally justified*?)**
Age (restrictions/difficulties both younger/older)	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	The Commercial Frontages Design Guide SPD will be a material consideration in the determination of

								planning applications. All planning applications are required to be determined in general conformity with national planning policy and guidance. There are no aspects of the document that would have positive or negative impacts on the opportunities for equality for this group.
Disability **a) Physical** **b) Mental heath** (must respond to both a & b)	**Positive -** The Final Design Checklist within section 5 (page 130) of the document includes reference to considering any enhancements that may be needed to ensure that the design give access to all, including people with disabilities, in accordance with the Equality Act 2010. This	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.

	consideration would have a positive impact on the opportunities for equality for this group.							
Race (including ethnicity and nationality)	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Religion or belief (different faith groups/those without a faith)	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Sex (Including Trans and non-binary – is your language inclusive of trans and non-binary people?)	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Sexual orientation (is your language inclusive of LGB groups?)	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Pregnancy and maternity	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Marriage and Civil Partnership	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Gender reassignment	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.
Care experience (lived Care experience) – whilst this is not a recognised protected characteristic as per the Equality Act 2010, the council have committed to treating	**No impact**	**No**	**N/A**	**None**	**Previous EqIA**	**N/A**	**N/A**	As above.

it with the same consideration.								

In order to identify the needs of the groups, you will need to review data, statistics, user feedback, population data, complaints data, staffing data (SAPHRreports@iow.gov.uk), community/client data, feedback from focus groups etc. When assessing the impact, the assessment should come from an evidence base and not through opinion or self-knowledge.

H. Review

How are you engaging people with a wide range of protected characteristics in the development, review and/or monitoring of the programme/ activity?

Date of next review: 5 years from the point of adopting the SPD.

H. Sign-off

Head of Service sign off & date:	Name: Ollie Boulter, Strategic Manager for Planning & Infrastructure Delivery Date:01/07/2025
Legal sign off & date:	Name: To be completed following the end of the consultation. Date: