The Steyning Centre, Fletchers Croft, Steyning
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MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th APRIL 2026 AT 7.30PM

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

Members of the Public in attendance: **5**
Meeting commenced: **7:32 pm**

DRAFT MINUTES

ACTIONS

F&GP/25/59 **APOLOGIES FOR ABSENCE**
59.1 Apologies were received from Cllrs Norcross, Trundle, Foxwell and Johnson.

F&GP/25/60 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
60.1 None

F&GP/25/61 **QUESTIONS FROM THE FLOOR {in summary}**
61.1 None

F&GP/25/62 **MINUTES OF PREVIOUS MEETING**
62.1 Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 10th March 2026 be agreed as a true and fair record. **Agreed**

F&GP/25/63 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***
63.1 Clerk's office to complete Cil payment for MPF interpretation board project **– Actioned**

63.2 200 hedging plants potted with volunteer support **– Actioned**

63.3 MPF Access improvements progressed **– Actioned**

63.4 Neighbourhood Plan Steering Committee convened to discuss Cricket Club and School plans – **Actioned**

63.5 CCTV Project working party to be convened **– Actioned / See item 65.7**

63.6 £100 Grant to SCO and £67.80 grant to Steyning PPG processed and groups informed – **Actioned**

63.7 4 Sight Vision Support group – unsuccessful application responded to **– Actioned**

63.8 Worthing Table Tennis group – unsuccessful application responded to **– Actioned**

63.9 S&D Good Neighbours Group contacted to discuss further grant application details **– See item 64.2**

63.10 S&D Partnership grant processed and group informed **– Actioned**

63.11 Clerk to contact Cambridgeshire FOI member of public to discuss matters via phone call **– Actioned**

63.12 Cricket Club working party to be convened to progress application for Lease and new build **– Actioned**

63.13 Action Plan Risk Assessment comments amended **– Actioned**

63.14 Potential data breach scenario dealt with through the ICO **– Actioned**

63.15 District Cllrs to assist with gaining understanding of Sports Centre lease agreement **– See item 65.5**

63.16 In-House Finance and Governance review to be completed **– Actioned / See item 65.6**

63.17 A3 Conservation interpretation Boards to be introduced to Abbey Road **– Actioned**

63.18 SPC finance signatory amendments to take place in March 2026 **– See item 65.3**

63.19 Steyning Grammar School development discussions and communications to continue **– Actioned**

63.20 CCTV project to be further discussed with contractors on site **– See item 65.7**

F&GP/25/64 FINANCIAL MATTERS.

64.1 To potentially agree to a grant application from the Steyning Community Table **CLERK**

{This item brought forward by the Chair as group representatives were in the room}
Four residents were in attendance and spoke in support of their newly formed group and their grant application. It was suggested that the Steyning Community Partnership Group could help cover the groups insurance. Though Cllrs were generally supportive, there was a feeling that more information was required in terms of the business plan and proposed financing of the operation, and it was suggested that the group representatives see the Clerk separately to enable a potential resubmission before the next F&GP meeting.

64.2 To potentially agree to a grant application from the Steyning & District Good Neighbours Association {This item brought forward by the Chair as group representatives were in the room} **CLERK**

A committee member from the group was in attendance and spoke in support of their application. Members were supportive but remained concerned that the operation appeared to be losing money, and needed to know more about precisely what the grant would be used for and then how the operation was going to remain solvent, over the longer period. The Clerk was asked to write to the Chairman of the group to outline the committees requirements.

64.3 To approve the list of SPC payments for February 2026.

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

64.4 F&GP Income and Expenditure report for February 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 February 2026 be accepted. **Agreed**

64.5 Progress on the 2025/26 SPC Action Plan. **CLERK**

The Clerk updated on progress with 3 months to go in the current project year.

64.6 To consider initial preferred projects for the 2026/27 Business Plan / Action Plan. **CLERK**

The Clerk had produced an initial list as a supporting paper based upon previous discussions at all the SPC committees, and members began to consider their options for agreement. Instead of putting money towards redeveloping the small play area on the MPF, members preference was to upgrade the Main Play Area, and this will be taken to Community Committee.
Members wondered about the nature of the *Action List*, and whether it needs to be split into *Projects* and *Office Tasks*, or that it is a *Work List*. The Draft Plan will be discussed further in all SPC Committee meetings.

64.7 To consider some proposed new SPC Earmarked Reserves subsequent to End of Year review. **CLERK**

The Clerk had produced a supporting paper detailing the request for two unspent budgets being earmarked for the next financial year. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the *earmarking* of *£9,435 for Special Projects* and {when finally calculated at Year End reconciliation} the left over amount for *Youth Services* being re-earmarked {potentially between £1,200 and £2,100}. **Agreed**

64.8 **The SPC Cil reports for 2025/26.** Two supporting papers detailing proposed year end draft HDC and SDNP Cil Reports were briefly discussed. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the two draft Cil reports be approved and published by SPC. **Agreed** **CLERK**

F&GP/25/65 GOVERNANCE AND COMMUNITY MATTERS

65.1 **Members to consider the External Audit Report response and agree any actions** **CLERK**

65.1.1 There were 4 recommendations highlighted within the External Auditors Annual Governance and Accountability Return for the Year ending 31 March 2025. The Clerk had supplied a number of supporting papers including the Audit report, a briefing note, an explanation as to what Equality Impact Assessments were, two examples of assessments from other council's and a draft Equality Impact Assessment for the Chandlers Way Project produced retrospectively and as per suggested by the Auditors recommendation.

65.1.2 Members discussed the matter. The first two recommendations concerned the fact that the Council did not follow its own SPC Finance Regulations properly in terms of in-house auditing procedure. This was because the SPC Finance Risk Assessment was misaligned with the details noted within the finance Regulations, and this matter had been discussed and already resolved at the September F&GP meeting when both policies were amended.

65.1.3 The third point recommended reviewing the planning steps taken in relation to the Chandlers Way Play Park and completing an Equality Impact Assessment (EIA) – this being appropriate to the size and scale of the park, and consider any relevant findings. Members understood that though protected characteristics during the planning process for the replacement of the Chandlers Way slide had been considered, there had not been a formal assessment undertaken at the time and its findings discussed. As suggested, the Clerk had produced a retrospective EIA for the Play Park as suggested by the External Auditor. Members discussed the Assessment and its findings. There was agreement that the EIA produced was adequate but ideally would need a scope of works and background information relating to this project, and all future projects as standard, and that this should be included an amended document which could go to Full Council. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Equality Impact Assessment drafted as per supporting paper, and to include amendments as stated {above}, be recommended to Full Council for approval. **Agreed** **CLERK**

65.1.4 The fourth recommendation noted that, going forward, written notes, records or reports are kept of any Equality Impact Assessment needing 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 be considered. Members thought that a procedure ensuring EIA's were always considered for projects could be incorporated into the annual SPC Business Pan and be part of the process for assessing each of the projects identified for development each year and as per designated within the Action Plan. Cllr Sharp **proposed, seconded** by Cllr I Alexander that going forward SPC will make sure that within every Action Plan which lists projects there is a requirement for Equality Impact Assessments to be considered. **Agreed** **CLERK**

65.2 **Chair to update concerning Cricket Club working party and progress of this project**
The Chair relayed the fact that a number of Cllrs had now seen the new Clubhouse plans, and it appeared most of the issues raised within objections raised appear to have been dealt with.

65.3 **SPC Signatory considerations and if necessary any suggested associated amendments to SPC Finance regs.** Members considered two options, and finalised the discussion whilst considering What this meant in terms of future convening of In-house auditing meetings. Cllr S Alexander proposed, seconded by Cllr Sharp that Cllr Bell and Cllr Sharp be agreed as the two new SPC signatories. **Agreed** **CLERK**

65.4 **Community Governance Review**
Members had asked the Clerk to write to other nearby Parish Councils to seek opinions and suggest the convening of a meeting to discuss potentially reaching a joint agreement. 3 out of 4 had since replied positively to the suggestion with one response still awaited. **CLERK**

65.5	**Update concerning *Devolution* planning** The Clerk updated that the proposed Business plan was yet to be drafted due to time constraints. There is agreement, however, on SPC being involved with initial discussions concerning the Sports Centre with the current contract expiring in December 2027.	**CLERK**
65.6	**Update concerning the latest in-house finance audit review** Cllrs Sharp and S Alexander came into the office to undertake an in-house audit on the 7th April and both Cllrs reported on a full and successful completion of the process.	**CLERK**
65.7	**To consider recommendations form the CCTV working party**	**CLERK**
65.7.1	The CCTV working party met on the 10th April and their recommendations including an amended consultation result paper be taken forward to the F&GP committee, and these papers were presented as supporting papers. Members then reviewed these documents Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC put out the results of the consultation as per supporting paper on SPC Website and via SPC social media. **Agreed**	
65.7.2	Cllr Sharp **proposed, seconded** by Cllr S Alexander that following the results of the consultation, Full Council agree to take this project forward and progress with {the working party} getting a new quote for the works to be completed. **Agreed**	**CLERK**
F&GP/25/66	**ONGOING ITEMS** - The following items will be taken to the next F&GP meetings	
66.1	*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**
66.2	*F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*	**CLERK**
66.3	*F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*	**CLERK**
66.4	*F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*	**CLERK**
66.5	*F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*	**CLERK**
66.6	*F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal*	**CLERK**
66.7	*F&GP/24/55.3 Staff & Cllr Data Protection training date & trainer confirmed with Cllr S Alexander to assist*	**CLERK**
F&GP/25/67	**INFORMATION/CORRESPONDENCE ITEMS**	
67.1	The Chair updated re previous Youth Service provider insolvency. He had been in touch with the Liquidators and found that they were still to resolve the situation	
F&GP/25/68	**CONFIDENTIAL SESSION**	
68.1	Cllr Sharp **proposed, seconded** by Cllr Bell to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 69 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**	
F&GP/25/69	**GOVERNANCE MATTERS**	
69.1	**To discuss the criteria and items associated with a new Cricket Club Lease, so that a draft document can be requested from the designated solicitor.** The Cricket Club working party had compiled a confidential supporting paper and members discussed the details. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the SPC agree that the draft document presented as a supporting paper, plus agreed amendments, by sent via the Clerk (when the Club house plans are available) to the SPC Solicitor to enable the first drafting of a new Cricket Club Lease. **Agreed**	**CLERK**

F&GP/25/70 DATE OF NEXT MEETING – 7th July 2026 @7.30pm.

The Chair closed the meeting at 9.50pm

Signed ……………………………………………… Date 7th July 2026
Chair

A video recording of this meeting can be found using this link: https://youtu.be/MGI0FheDSfc

1/ More information required
2/. Referred to next meeting
3/. Evidential paperwork required

STC 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 £1820 THIS HAS DEPLETE OUR RESERVES NEEDED TO COVER REIMBURSEMENT 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

* Up to £500 TO COVER ANNUAL DBS CHECKS FOR NEW DRIVERS ⇒ £25 per Driver – Up to 20 DRIVERS NEEDED.

Date: 30/04/2026 MARCH 2026 **Steyning Parish Council Current Year**

Time: 13:44 User: JMF

Bank Reconciliation up to 31/03/2026 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
02/03/2026	CR		65.60	65.60		R	Receipt(s) Banked
02/03/2026	CR		238.98	238.98		R	Receipt(s) Banked
02/03/2026	CR		236.40	236.40		R	Receipt(s) Banked
02/03/2026	CR		5.90	5.90		R	Receipt(s) Banked
03/03/2026	319A/25.26	2,643.25		2,643.25		R	Jack Lee street cleaning
03/03/2026	320A/25.26	483.24		483.24		R	NPower elec Changing rms
03/03/2026	321A/25.26	186.00		186.00		R	Sowerby toilet security
03/03/2026	322A/25.26	368.85		368.85		R	TC Maintenance
03/03/2026	323A/25.26	429.60		429.60		R	Blueton Ltd - Bollard install
03/03/2026	334A/25.26	306.23		306.23		R	PiP Services
03/03/2026	335A/25.26	160.00		160.00		R	Clare Austin - gardening
03/03/2026	336A/25.26	71.08		71.08		R	BSG business supplies
03/03/2026	VIS	4.20		4.20		R	Amazon - Descaler youth
/03/2026	VIS	4.69		4.69		R	Amazon Cleaning Consum - youth
03/03/2026	VIS	269.58		269.58		R	Indeed job promo
03/03/2026	CR		5.90	5.90		R	Receipt(s) Banked
04/03/2026	CR	240.00		240.00		R	Grenke - phones
04/03/2026	CR		11.80	11.80		R	Receipt(s) Banked
05/03/2026	VIS	38.37		38.37		R	SiteLock Websecurity
05/03/2026	DR	1.05		1.05		R	Sitelock transaction
05/03/2026	BP		115.05	115.05		R	Receipt(s) Banked
05/03/2026	CR		153.15	153.15		R	Receipt(s) Banked
05/03/2026	CR		96.85	96.85		R	Receipt(s) Banked
06/03/2026	VIS	13.00		13.00		R	Canva - software
09/03/2026	25/82		269.80	269.80		R	Receipt(s) Banked
09/03/2026	25/83		198.20	198.20		R	Receipt(s) Banked
09/03/2026	25/84		285.00	285.00		R	Receipt(s) Banked
10/03/2026	CR		99.28	99.28		R	Receipt(s) Banked
10/03/2026	CR		209.71	209.71		R	Receipt(s) Banked
/03/2026	BP		219.25	219.25		R	Receipt(s) Banked
11/03/2026	VIS	26.99		26.99		R	Amazon - YouthTuck
11/03/2026	VIS	25.64		25.64		R	Amazon - Youth Tuck
11/03/2026	VIS	17.43		17.43		R	Amazon - youth Juice
11/03/2026	VIS	20.99		20.99		R	Amazon - Youth Tuck
11/03/2026	VIS	9.33		9.33		R	Amazon - Youth Drink
11/03/2026	VIS	5.52		5.52		R	Amazon - Youth Tuck
11/03/2026	VIS	20.25		20.25		R	Amazon - Youth Drink
11/03/2026	VIS	15.98		15.98		R	Amazon - Youth Drinks
11/03/2026	25/81		449.38	449.38		R	Receipt(s) Banked - VARIOUS ROOM HIRE
11/03/2026	CR		61.80	61.80		R	Receipt(s) Banked
11/03/2026	CR		20.65	20.65		R	Receipt(s) Banked
12/03/2026	VIS	86.99		86.99		R	Landlife - Bulbs for Abbey Rd
12/03/2026	CR		5,021.00	5,021.00		R	Receipt(s) Banked - BRAMBER YOUTH PAYMENT
12/03/2026	CR		43.35	43.35		R	Receipt(s) Banked
13/03/2026	337A/25.26	47.82		47.82		R	EDF elec High St
13/03/2026	338A/25.26	315.35		315.35		R	Southern Cinema Services
13/03/2026	339A/25.26	317.99		317.99		R	NPower Elec Changing rms
13/03/2026	340A/25.26	114.53		114.53		R	Youth expenses

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/03/2026	341A/25.26	13.55		13.55		R	Film supplies
13/03/2026	342A/25.26	122.37		122.37		R	Laser elec Changing room
13/03/2026	343A/25.26	1,209.38		1,209.38		R	B. Gas Stey Centre
13/03/2026	344A/25.26	168.00		168.00		R	Sowerby Toilet security
13/03/2026	345A/25.26	218.00		218.00		R	Play Area works
13/03/2026	346A/25.26	2,011.66		2,011.66		R	L&G INsurance - ILL HEALTH INSURANCE
13/03/2026	DD	675.32		675.32		R	Bus. Stream water High St
13/03/2026	DD	20.74		20.74		R	Youth mobile phone
13/03/2026	JF130326		90,000.00	90,000.00		R	Receipt(s) Banked - BANK TRANSFER MONEY MADE TO CURRENT ACC
16/03/2026	VIS	12.82		12.82		R	Amazon - Youth Tuck
16/03/2026	VIS	39.09		39.09		R	Amazon - Youth Tuck
16/03/2026	VIS	26.38		26.38		R	Amazon - Youth Tuck
16/03/2026	VIS	39.27		39.27		R	Amazon - Youth Tuck
/03/2026	VIS	31.18		31.18		R	Zoom software
16/03/2026	CR		96.50	96.50		R	Receipt(s) Banked
16/03/2026	CR		110.25	110.25		R	Receipt(s) Banked
16/03/2026	BP		139.80	139.80		R	Receipt(s) Banked
16/03/2026	CR		122.40	122.40		R	Receipt(s) Banked
17/03/2026	CR		93.15	93.15		R	Receipt(s) Banked
17/03/2026	BP		25.80	25.80		R	Receipt(s) Banked
17/03/2026	CR		64.80	64.80		R	Receipt(s) Banked
17/03/2026	CR		26.25	26.25		R	Receipt(s) Banked
18/03/2026	347A/25.26	100.00		100.00		R	Com. Orchard Grant
18/03/2026	348A/25.26	12.00		12.00		R	Core Energy Web
18/03/2026	349/25.26	186.40		186.40		R	Horsham District C. Waste
18/03/2026	350A/25.26	142.00		142.00		R	Horsham District C. waste
18/03/2026	351A/25.26	122.78		122.78		R	NPower elec High St Toilets
18/03/2026	352A/25.26	726.18		726.18		R	NPower elec Stey Centre
18/03/2026	353A/25.26	400.00		400.00		R	S&D Partnership grant
/03/2026	354A/25.26	219.00		219.00		R	Training AdminHeadphones
18/03/2026	355A/25.26	1,020.00		1,020.00		R	S Coast Elec PATesting
18/03/2026	356A/25.26	160.00		160.00		R	TSS legionella
18/03/2026	357A/25.26	1,080.00		1,080.00		R	Wicksteed Play inspection - ANNUAL PLAY INSPECTION
18/03/2026	358A/25.26	5,652.00		5,652.00		R	Sussex floor restoration - STEY. CENTRE FLOORING, WOOD
18/03/2026	BP	970.23		970.23		R	S&D Partnership project INTERPRETATION BOARDS.
18/03/2026	DD	141.29		141.29		R	Bus. Stream water - Allotments
18/03/2026	DD	29.60		29.60		R	Office mobile
19/03/2026	359A/25.26	25,000.00		25,000.00		R	Horsham District C. Wardens ANNUAL INVOICE
19/03/2026	VIS	13.95		13.95		R	Amazon - Youth Tuck
19/03/2026	CR		73.14	73.14		R	Receipt(s) Banked
19/03/2026	CR		86.71	86.71		R	Receipt(s) Banked
20/03/2026	359B/25.26	25,000.00		25,000.00		R	Horsham District C Wardens ANNUAL INVOICE
20/03/2026	VIS	41.57		41.57		R	Amazon - Coffee vend
20/03/2026	Cr		121.51	121.51		R	Receipt(s) Banked
20/03/2026	CR		113.55	113.55		R	Receipt(s) Banked
20/03/2026	CR		98.40	98.40		R	Receipt(s) Banked
21/03/2026	DR	23.57		23.57		R	HSBC bank charges
22/03/2026	CR		239.80	239.80		R	Receipt(s) Banked

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
23/03/2026	359C/25.26	2,733.27		2,733.27		R	Horsham District C Wardens - ANNUAL INVOICE
23/03/2026	360A/25.26	20,508.00		20,508.00		R	Horsham District C. Swimming P ↳ ANNUAL CONTRACT PAYMENT.
23/03/2026	25/86		214.60	214.60		R	Receipt(s) Banked
23/03/2026	25/87		233.50	233.50		R	Receipt(s) Banked
23/03/2026	25/88		176.08	176.08		R	Receipt(s) Banked
23/03/2026	25/88		96.50	96.50		R	Receipt(s) Banked
23/03/2026	BP		124.20	124.20		R	Receipt(s) Banked
23/03/2026	CR		73.50	73.50		R	Receipt(s) Banked
23/03/2026	CR		93.15	93.15		R	Receipt(s) Banked
23/03/2026	BP		30.40	30.40		R	Receipt(s) Banked
23/03/2026	CR		332.42	332.42		R	Receipt(s) Banked
24/03/2026	361A/25.26	8.99		8.99		R	Cobb repairs
24/03/2026	362A/25.26	90.00		90.00		R	Streeter Hedge works
/03/2026	363A/25.26	1,160.00		1,160.00		R	TC Maintenance - GROUNDS MAINTENANCE & PLAY PARKS
24/03/2026	364A/25.26	150.00		150.00		R	Thornton Emergency Pack
24/03/2026	365A/25.26	2,769.00		2,769.00		R	Moore Audit - EXTERNAL AUDIT
24/03/2026	366A/25.26	2,359.20		2,359.20		R	Smith of Derby - clock TOWN CLOCK REPAIR
24/03/2026	367A/25.26	67.80		67.80		R	PPG Grant payment
25/03/2026	CR		51.36	51.36		R	Receipt(s) Banked
25/03/2026	CR		53.90	53.90		R	Receipt(s) Banked
25/03/2026	CR		62.00	62.00		R	Receipt(s) Banked
25/03/2026	CR		539.55	539.55		R	Receipt(s) Banked - ROOM HIRE.
25/03/2026	CR		108.00	108.00		R	Receipt(s) Banked
26/03/2026	368A/25.26	1,235.11		1,235.11		R	Project payments - various -- CHANDLERS WAY, CHAIRMANS FUNCTION, S. PROJECTS ↳ TROUGHS.
26/03/2026	369A/25.26	896.56		896.56		R	NPower changing rms - ELECTRIC
26/03/2026	370A/25.26	57.09		57.09		R	Fire protec service
26/03/2026	371A/25.26	54.87		54.87		R	Youth - expenses
26/03/2026	372A/25.26	16.55		16.55		R	Eckert - supplies
26/03/2026	VIS	11.04		11.04		R	Zoho software
/03/2026	JF260326		20,000.00	20,000.00		R	Receipt(s) Banked - TRANSFER FROM UNITY BANK TO CURRENT ACCOUNT.
26/03/2026	CR		154.40	154.40		R	Receipt(s) Banked
27/03/2026	DD	62.51		62.51		R	CRE Coms phones
27/03/2026	DD	540.28		540.28		R	Bus. Stream water - Changing rooms
27/03/2026	CR		56.50	56.50		R	Receipt(s) Banked
30/03/2026	BP	16,571.17		16,571.17		R	Staff Salaries
30/03/2026	25/89		30.00	30.00		R	Receipt(s) Banked
31/03/2026	CR		25.90	25.90		R	Receipt(s) Banked
		121,163.72	121,675.07				

Clerk / RFO:

Name John Fullbrook Signed .... Date 30th April '26

Chair of F&GP:

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

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2026	DD	751.00		751.00		R	HDC- Stey. Cent. Rates
01/04/2026	CR	73.13		73.13		R	Attle Locksmiths - TE
01/04/2026	BP		168.00	168.00		R	Receipt(s) Banked
01/04/2026	CR		8.75	8.75		R	Receipt(s) Banked
02/04/2026	373/25.26	202.90		202.90		R	Streeter admin
02/04/2026	374/25.26	234.60		234.60		R	Snub 23 Youth workshop
02/04/2026	378/25.26	65.00		65.00		R	Chichester Payroll
02/04/2026	375/25.26	159.07		159.07		R	Fullbrook - wilding purchases
02/04/2026	376/25.26	3,034.05		3,034.05		R	WSCC Staff pensions
02/04/2026	377/25.26	5,563.44		5,563.44		R	HMRC tax & NIC
02/04/2026	379/25.26	9.25		9.25		R	postage
02/04/2026	380/25.26	936.00		936.00		R	Designer Metal - tree guards CHANDLERS WAY
02/04/2026	381/25.26	2,643.25		2,643.25		R	Jack Lee Street Cleaning -(MARCH)
02/04/2026	VIS	47.57		47.57		R	Youth train travel
02/04/2026	Cr		29.50	29.50		R	Receipt(s) Banked
02/04/2026	26/01		180.70	180.70		R	Receipt(s) Banked
02/04/2026	26/02		159.00	159.00		R	Receipt(s) Banked
06/04/2026	CR		217.35	217.35		R	Receipt(s) Banked
06/04/2026	CR		105.90	105.90		R	Receipt(s) Banked
07/04/2026	VIS	13.00		13.00		R	Canva signage
07/04/2026	VIS	38.56		38.56		R	SiteLock Websecurity
07/04/2026	DR	1.06		1.06		R	SiteLock Websecurity transact.
07/04/2026	DD	240.00		240.00		R	Grenke leasing phones
07/04/2026	CR		65.60	65.60		R	Receipt(s) Banked
08/04/2026	VIS	59.99		59.99		R	Amazon - Youth sports equip
08/04/2026	VIS	23.00		23.00		R	Amazon Youth sports equip
08/04/2026	VIS	38.47		38.47		R	Amazon - youth sports equip
08/04/2026	VIS	9.20		9.20		R	Amazon - youth sports equip
08/04/2026	VIS	33.98		33.98		R	Amazon - youth sports equip
08/04/2026	VIS	38.49		38.49		R	Amazon - youth Sports equip
09/04/2026	VIS	21.00		21.00		R	Youth Parking disc
10/04/2026	001/26.27	1,004.40		1,004.40		R	Rabbit Skips - ALLOTMENT MAINT'
10/04/2026	002/26.27	290.00		290.00		R	Clare Austin
10/04/2026	003/26.27	2,326.37		2,326.37		R	PHS Group - ANNUAL CLEANSING
10/04/2026	004/26.27	2,092.80		2,092.80		R	Rialtas - ACCOUNTS SOFTWARE
10/04/2026	005/26.27	410.50		410.50		R	Horsham District Council
10/04/2026	006/26.27	308.40		308.40		R	Southern Cinema Services
10/04/2026	007/26.27	167.09		167.09		R	Denero Youth Act Week
10/04/2026	008/26.27	52.33		52.33		R	EDF - High St Elec
10/04/2026	CR		502.16	502.16		R	Receipt(s) Banked - HALL HIRE
14/04/2026	CR		11.80	11.80		R	Receipt(s) Banked
14/04/2026	BP		147.60	147.60		R	Receipt(s) Banked
15/04/2026	DD	20.74		20.74		R	Propel finance youth mobile
15/04/2026	CR		221.10	221.10		R	Receipt(s) Banked
16/04/2026	VIS	6.38		6.38		R	Amazon - allot lock
16/04/2026	009/25.26	1,099.03		1,099.03		R	British Gas - STEY. CENTRE
16/04/2026	010/25.26	12.00		12.00		R	Core synergy Web
16/04/2026	011/26.27	318.75		318.75		R	npower elec changing rms

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/04/2026	012/25.26	790.84		790.84		R	npower elec Stey Centre
16/04/2026	013/25.26	127.54		127.54		R	npower elec High St
16/04/2026	014/25.26	186.00		186.00		R	sowerby toilet security
16/04/2026	015/26.27	300.00		300.00		R	Snub23 youth art workshop
16/04/2026	016/26.27	134.52		134.52		R	Heales Hol Act expenses
16/04/2026	VIS	35.12		35.12		R	Premierprint for Abbey Rd
16/04/2026	VIS	31.18		31.18		R	Zoom software
16/04/2026	DD	31.87		31.87		R	O2 mobile phone
16/04/2026	BP		103.20	103.20		R	Receipt(s) Banked
16/04/2026	CR		70.20	70.20		R	Receipt(s) Banked
16/04/2026	CR		122.40	122.40		R	Receipt(s) Banked
16/04/2026	CR		61.30	61.30		R	Receipt(s) Banked
16/04/2026	CR		347.55	347.55		R	Receipt(s) Banked
16/04/2026	CR		27.60	27.60		R	Receipt(s) Banked
16/04/2026	CR		32.80	32.80		R	Receipt(s) Banked
16/04/2026	CR		186.90	186.90		R	Receipt(s) Banked
16/04/2026	CR		51.60	51.60		R	Receipt(s) Banked
16/04/2026	CR		113.55	113.55		R	Receipt(s) Banked
16/04/2026	CR		55.20	55.20		R	Receipt(s) Banked
16/04/2026	CR		115.86	115.86		R	Receipt(s) Banked
16/04/2026	CR		37.50	37.50		R	Receipt(s) Banked
16/04/2026	CR		49.15	49.15		R	Receipt(s) Banked
16/04/2026	CR		286.50	286.50		R	Receipt(s) Banked
16/04/2026	26/06		682.60	682.60		R	Receipt(s) Banked - YOUTH SERVICE INCOME
16/04/2026	26/04		95.50	95.50		R	Receipt(s) Banked
17/04/2026	BP		73.50	73.50		R	Receipt(s) Banked
18/04/2026	CR		93.15	93.15		R	Receipt(s) Banked
19/04/2026	CR		86.40	86.40		R	Receipt(s) Banked
19/04/2026	BP		139.80	139.80		R	Receipt(s) Banked
19/04/2026	CR		73.50	73.50		R	Receipt(s) Banked
19/04/2026	CR		17.20	17.20		R	Receipt(s) Banked
19/04/2026	CR		56.50	56.50		R	Receipt(s) Banked
20/04/2026	VIS	78.75		78.75		R	Woodland Trust
20/04/2026	26/03		247.40	247.40		R	Receipt(s) Banked
20/04/2026	26/05		3.72	3.72		R	Receipt(s) Banked
21/04/2026	VIS	39.95		39.95		R	Amazon - youth Tuck
21/04/2026	VIS	4.90		4.90		R	amazon - youth equip
21/04/2026	VIS	35.22		35.22		R	Amazon - youth tuck
21/04/2026	VIS	42.92		42.92		R	Amazon - youth medical
21/04/2026	VIS	37.08		37.08		R	Amazon - youth tuck
21/04/2026	VIS	4.89		4.89		R	Amazon - youth tuck
21/04/2026	VIS	17.58		17.58		R	Amazon - youth tuck
21/04/2026	DR	32.47		32.47		R	HSBC Bank chrges
21/04/2026	26/07		133.60	133.60		R	Receipt(s) Banked
21/04/2026	26/09		39.00	39.00		R	Receipt(s) Banked
21/04/2026	26/10		18.20	18.20		R	Receipt(s) Banked
21/04/2026	26/11		26.00	26.00		R	Receipt(s) Banked
22/04/2026	VIS	50.00		50.00		R	Onlineplaygrounds

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/04/2026	VIS	103.98		103.98		R	Costco youth tuck
23/04/2026	VIS	15.33		15.33		R	Amazon - weed suppressent
23/04/2026	26/08		190.05	190.05		R	Receipt(s) Banked
23/04/2026	CR		93.15	93.15		R	Receipt(s) Banked
24/04/2026	DD	484.58		484.58		R	Bus. Stream water Rublees
24/04/2026	DD	609.06		609.06		R	Bus. Stream water Stey Cent
24/04/2026	DD	63.38		63.38		R	CRE Gocardless -phones
24/04/2026	BP	65.00		65.00		R	Chi Payroll serv.
24/04/2026	022/26.27	2,852.57		2,852.57		R	Jack Lee Street Cleaning (APRIL)
24/04/2026	023/26.27	1,518.30		1,518.30		R	Sussex Land serv. grass cutting
24/04/2026	024/26.27	5,230.35		5,230.35		R	HMRC Tax & NIC – STC STAFF + YOUTH SERVICE STAFF
24/04/2026	025/26.27	3,655.00		3,655.00		R	WSCC pensions
24/04/2026	026/26.27	3,555.00		3,555.00		R	Moore auditors – EXTERNAL AUDITORS
27/04/2026	VIS	27.98		27.98		R	Amazon - Repairs
27/04/2026	VIS	11.04		11.04		R	Zoho software
27/04/2026	BP	14,377.37		14,377.37		R	Staff Salaries
27/04/2026	CR		-233,379.00	-233,379.00		R	Receipt(s) Banked – PRECEPT + HDC ROOM HIRE ELECTION
27/04/2026	CR		232,852.50	232,852.50		R	Receipt(s) Banked
27/04/2026	CR		526.50	526.50		R	Receipt(s) Banked
27/04/2026	CR		233,379.00	233,379.00		R	Receipt(s) Banked
28/04/2026	CR		251.08	251.08		R	Receipt(s) Banked
28/04/2026	CR		61.80	61.80		R	Receipt(s) Banked
29/04/2026	VIS	4.85		4.85		R	Amazon - repairs tape
29/04/2026	VIS	72.00		72.00		R	High speed training youth
29/04/2026	VIS	322.75		322.75		R	HDC planning portal
29/04/2026	CR		15.45	15.45		R	Receipt(s) Banked
29/04/2026	CR		367.42	367.42		R	Receipt(s) Banked
29/04/2026	CR		110.80	110.80		R	Receipt(s) Banked
29/04/2026	CR		110.80	110.80		R	Receipt(s) Banked
30/04/2026	017/26.27	12.95		12.95		R	T Eckert Stey supplies
30/04/2026	018/26.27	110.00		110.00		R	JD Window cleaning
30/04/2026	019/26.27	332.76		332.76		R	PiP Services
30/04/2026	020/26.27	282.00		282.00		R	TC Maintenance
30/04/2026	26/12		300.80	300.80		R	Receipt(s) Banked
30/04/2026	26/13		114.00	114.00		R	Receipt(s) Banked
		58,031.88	240,259.19				

Clerk / RFO:

Name John Fullbrook Signed .... Date 4th June 2026

Chair of F&GP:

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

Bank Reconciliation up to 31/05/2026 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
01/05/2026	DD	755.00		755.00		R	HDC Rates - STEYNING CENTRE
05/05/2026	VIS	37.48		37.48		R	SiteLock Websecurity
05/05/2026	DR	1.03		1.03		R	Sitelock transaction
05/05/2026	VIS	192.53		192.53		R	Indeed recruitment
06/05/2026	VIS	13.00		13.00		R	Canva promo
06/05/2026	VIS	26.88		26.88		R	Amazon - Youth Charger
06/05/2026	CR		68.80	68.80		R	Receipt(s) Banked
06/05/2026	CR		5.90	5.90		R	Receipt(s) Banked
07/05/2026	DD	240.00		240.00		R	Grenke phone lease
07/05/2026	VIS	23.50		23.50		R	Solopress flyers
07/05/2026	VIS	5.99		5.99		R	Amazon - Till roll
07/05/2026	VIS	29.99		29.99		R	Amazon - Youth tool set
07/05/2026	CR		2,423.65	2,423.65		R	Receipt(s) Banked - VAT REIMBURSEMENT
07/05/2026	CR		87.71	87.71		R	Receipt(s) Banked
09/05/2026	CR		601.40	601.40		R	Receipt(s) Banked - FILM SOCIETY HALL HIRE
11/05/2026	027/26.27	525.00		525.00		R	Clare Austin → GARDENING MONTHLY
11/05/2026	028/26.27	40.90		40.90		R	Coffee supplies
11/05/2026	029/26.27	64.91		64.91		R	EDF elec High St
11/05/2026	030/26.27	334.20		334.20		R	HDC Waste
11/05/2026	031/26.27	375.60		375.60		R	Rabbit skips Allot
11/05/2026	032/26.27	920.00		920.00		R	Rialtas - software - ANNUAL ACCOUNTS PACKAGE
11/05/2026	033/26.27	90.00		90.00		R	WSALC clerks training
11/05/2026	034/26.27	101.00		101.00		R	TC Maintenance MISS POSTING
11/05/2026	032/26.27	-920.00		-920.00		R	Rialtas software ← CORRECTION
11/05/2026	032/26.27	1,104.00		1,104.00		R	Rialtas software
12/05/2026	BP		202.85	202.85		R	Receipt(s) Banked
12/05/2026	26/16		7.00	7.00		R	Receipt(s) Banked
12/05/2026	26/15		68.20	68.20		R	Receipt(s) Banked
12/05/2026	26/17		282.50	282.50		R	Receipt(s) Banked
13/05/2026	BP		7.80	7.80		R	Receipt(s) Banked
13/05/2026	CR		256.50	256.50		R	Receipt(s) Banked
13/05/2026	BP		103.20	103.20		R	Receipt(s) Banked
13/05/2026	BP		330.60	330.60		R	Receipt(s) Banked
13/05/2026	CR		113.55	113.55		R	Receipt(s) Banked
14/05/2026	CR		122.40	122.40		R	Receipt(s) Banked
15/05/2026	DD	20.74		20.74		R	Youth mobile phone
15/05/2026	CR		23.40	23.40		R	Receipt(s) Banked
15/05/2026	CR		63.70	63.70		R	Receipt(s) Banked
15/05/2026	CR		64.80	64.80		R	Receipt(s) Banked
15/05/2026	CR		7.80	7.80		R	Receipt(s) Banked
15/05/2026	CR		93.15	93.15		R	Receipt(s) Banked
15/05/2026	CR		51.60	51.60		R	Receipt(s) Banked
16/05/2026	CR		613.82	613.82		R	Receipt(s) Banked - OPERA HALL HIRE
18/05/2026	DD	31.87		31.87		R	O2 Office mobile
18/05/2026	VIS	31.18		31.18		R	Zoom software
18/05/2026	041/26.27	-133.00		-133.00		R	TSS Legionella
18/05/2026	041/26.27	159.60		159.60		R	TSS Legionella
18/05/2026	035/26.27	117.34		117.34		R	Npower Elec High St

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/05/2026	036/26.27	674.26		674.26		R	Npower Elec Stey Centre
18/05/2026	037/26.27	308.40		308.40		R	Southern Cinema Services
18/05/2026	038/26.27	202.90		202.90		R	Admin Support
18/05/2026	039/26.27	180.00		180.00		R	Sowerby toilet security
18/05/2026	040/26.27	12.00		12.00		R	Core website
18/05/2026	041/26.27	133.00		133.00		R	TSS - Legionella tests
18/05/2026	042/26.27	49.29		49.29		R	Youth expenses Vicky Heales
18/05/2026	Cr		5.90	5.90		R	Receipt(s) Banked
19/05/2026	VIS	29.99		29.99		R	Amazon - wireless microphone
19/05/2026	26/19		35.00	35.00		R	Receipt(s) Banked
19/05/2026	26/19		110.00	110.00		R	Receipt(s) Banked
19/05/2026	CR		54.08	54.08		R	Receipt(s) Banked
19/05/2026	CR		93.15	93.15		R	Receipt(s) Banked
19/05/2026	CR		37.50	37.50		R	Receipt(s) Banked
20/05/2026	DD	661.16		661.16		R	British Gas - STEYNING CENTRE
20/05/2026	CR		35.39	35.39		R	Receipt(s) Banked
20/05/2026	CR		86.40	86.40		R	Receipt(s) Banked
20/05/2026	CR		64.80	64.80		R	Receipt(s) Banked
21/05/2026	DR	38.52		38.52		R	HSBC charges
21/05/2026	VIS	409.04		409.04		R	Booker Youth Tuck
21/05/2026	26/14		520.40	520.40		R	Receipt(s) Banked - HALL HIRE
22/05/2026	CR	13,975.66		13,975.66		R	Staff salaries
22/05/2026	VIS	62.40		62.40		R	High speed training youth
22/05/2026	VIS	93.60		93.60		R	High Speed Training youth
22/05/2026	VIS	22.38		22.38		R	Solopress youth leaflets
22/05/2026	Cr		584.40	584.40		R	Receipt(s) Banked - NHS BLOOD } HALL HIRE
22/05/2026	CR		625.62	625.62		R	Receipt(s) Banked - ST ANDREWS }
26/05/2026	DD	65.18		65.18		R	Go cardless phone hire
26/05/2026	VIS	32.16		32.16		R	Grassmats Ltd
26/05/2026	VIS	549.60		549.60		R	Furniture@work - DESKS FOR WARDENS
26/05/2026	VIS	11.04		11.04		R	Zoho software
26/05/2026	043/26.27	274.36		274.36		R	Digital procurement
26/05/2026	044/26.27	3,174.54		3,174.54		R	Festivelighting - HIGH ST LIGHTS
26/05/2026	045/26.27	85.00		85.00		R	Piano tuning annual
26/05/2026	046/26.27	238.14		238.14		R	Mulberry Int Audit
26/05/2026	047/26.27	45.00		45.00		R	Open Spaces society
26/05/2026	048/26.27	397.11		397.11		R	PiP Services
26/05/2026	049/26.27	460.00		460.00		R	Treedom tree surgery - ABBEY ROAD
26/05/2026	050/26.27	275.00		275.00		R	TC Maintenance
26/05/2026	051/26.27	48.92		48.92		R	Youth Tuck
26/05/2026	BACS	65.00		65.00		R	Chichester payroll services
26/05/2026	053/26.27	7.65		7.65		R	Stey Centre supplies
26/05/2026	054/26.27	144.00		144.00		R	Dormation repairs
26/05/2026	055/26.27	4,875.96		4,875.96		R	HMRC Tax & NIC - STAFF SALARIES
26/05/2026	BP		33.47	33.47		R	Receipt(s) Banked
26/05/2026	CR		66.15	66.15		R	Receipt(s) Banked
27/05/2026	VIS	10.20		10.20		R	Terraquest solutions Ltd
27/05/2026	CR		73.50	73.50		R	Receipt(s) Banked

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/05/2026	CR		66.15	66.15		R	Receipt(s) Banked
27/05/2026	CR		132.30	132.30		R	Receipt(s) Banked
27/05/2026	CR		66.15	66.15		R	Receipt(s) Banked
28/05/2026	VIS	44.97		44.97		R	Planters .co.uk
28/05/2026	VIS	7.94		7.94		R	Amazon - pegs for play mat
28/05/2026	BP		66.15	66.15		R	Receipt(s) Banked
29/05/2026	CR		90.40	90.40		R	Receipt(s) Banked
29/05/2026	CR		56.50	56.50		R	Receipt(s) Banked
31/05/2026	BP		66.15	66.15		R	Receipt(s) Banked
31/05/2026	CR		66.15	66.15		R	Receipt(s) Banked
		31,853.11	8,636.04				

Clerk / RFO:

Name John Fullbrook Signed .... Date 1st June 2026

Chair of F&GP:

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

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

MARCH

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	350	18,000	17,650			1.9%	
1004	Reimbursed Charges & donations	242	200	(42)			121.0%	
1010	Misc Income	17	150	133			11.1%	
1075	CIL Receipts	0	2,000	2,000			0.0%	
1076	Precept Received	428,170	428,170	0			100.0%	
1077	Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090	Bank Interest Received	3,740	5,750	2,010			65.0%	
	Administration :- Income	**559,200**	**454,270**	**(104,930)**			**123.1%**	**0**
4000	Salaries	216,951	208,000	(8,951)		(8,951)	104.3%	
4001	Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002	Printing, stationery, postage	1,607	3,150	1,543		1,543	51.0%	
4003	Staff Ill Health Insurance	3,716	2,850	(866)		(866)	130.4%	
4004	Telephones and Alarm	3,030	3,200	170		170	94.7%	
4005	Insurance	8,238	8,200	(38)		(38)	100.5%	
4006	Salaries Outsourcing	770	520	(250)		(250)	148.1%	
4007	Data Protection	806	1,350	544		544	59.7%	
4010	Audit Fees	6,622	2,300	(4,322)		(4,322)	287.9%	
4016	Legal Fees/Elections	1,745	850	(895)		(895)	205.3%	
4017	Bank Charges	335	420	85		85	79.7%	
4021	General Grants	2,205	2,500	295		295	88.2%	
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	1,093	2,200	1,107		1,107	49.7%	
4040	Town Clock	2,141	450	(1,691)		(1,691)	475.8%	
4045	Misc & Petty Cash	158	150	(8)		(8)	105.6%	
4047	Training	767	800	33		33	95.9%	
4055	HR Support	221	500	279		279	44.2%	
4060	Chairman's Function	947	900	(47)		(47)	105.2%	
4061	Councillors' Allowances	0	100	100		100	0.0%	
4063	Legionnaires	1,467	2,440	973		973	60.1%	
4070	Software support & Packages	4,421	3,150	(1,271)		(1,271)	140.4%	
4071	ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072	Website Development	404	480	76		76	84.1%	
4073	Neighbourhood Plan Exp	13,317	13,000	(317)		(317)	102.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075	Isolation and Loneliness	1,750	3,000	1,250		1,250	58.3%	
	Administration :- Indirect Expenditure	**412,561**	**275,810**	**(136,751)**	**0**	**(136,751)**	**149.6%**	**0**
	Net Income over Expenditure	**146,638**	**178,460**	**31,822**				
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	52,733	60,420	7,687		7,687	87.3%	
4101	Swimming Pool	20,508	23,200	2,692		2,692	88.4%	
	Finance & Community Appendix :- Indirect Expenditure	**73,241**	**83,620**	**10,379**	**0**	**10,379**	**87.6%**	**0**
	Net Expenditure	**(73,241)**	**(83,620)**	**(10,379)**				
103	Youth Provision							
1700	Youth Memembership/Entry fees	3,612	18,000	14,388			20.1%	
1710	Donations	0	1,000	1,000			0.0%	
1715	Bramber/UBeeding Contributions	23,042	23,117	75			99.7%	
	Youth Provision :- Income	**26,654**	**42,117**	**15,463**			**63.3%**	**0**
4017	Bank Charges	25	1,000	975		975	2.5%	
4023	SPC Cont. to salary	32,750	32,750	(0)		(0)	100.0%	
4024	Youth Equipment Purchases	54,316	41,117	(13,199)		(13,199)	132.1%	45,746
	Youth Provision :- Indirect Expenditure	**87,092**	**74,867**	**(12,225)**	**0**	**(12,225)**	**116.3%**	**45,746**
	Net Income over Expenditure	**(60,438)**	**(32,750)**	**27,688**				
6000	plus Transfer from EMR	45,746	0	(45,746)				
	Movement to/(from) Gen Reserve	**(14,691)**	**(32,750)**	**(18,059)**				
	Finance & General Purposes Ctt :- Income	**585,854**	**496,387**	**(89,467)**			**118.0%**	
	Expenditure	**572,894**	**434,297**	**(138,597)**	**0**	**(138,597)**	**131.9%**	
	Net Income over Expenditure	**12,959**	**62,090**	**49,131**				
	plus Transfer from EMR	**45,746**	0	(45,746)				
	Movement to/(from) Gen Reserve	**58,706**	**62,090**	**3,384**				

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	7,383	13,500	6,117		6,117	54.7%	3,318
	Earmarked Res F & C :- Indirect Expenditure	**7,383**	**18,500**	**11,117**	**0**	**11,117**	**39.9%**	**3,318**
	Net Expenditure	**(7,383)**	**(18,500)**	**(11,117)**				
6000	plus Transfer from EMR	3,318	0	(3,318)				
	Movement to/(from) Gen Reserve	**(4,065)**	**(18,500)**	**(14,435)**				
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	**7,383**	**18,500**	**11,117**	**0**	**11,117**	**39.9%**	
	Net Income over Expenditure	**(1,567)**	**(15,500)**	**(13,933)**				
	plus Transfer from EMR	**3,318**	0	(3,318)				
	Movement to/(from) Gen Reserve	**1,751**	**(15,500)**	**(17,251)**				
	Grand Totals:- Income	**700,458**	**609,437**	**(91,021)**			**114.9%**	
	Expenditure	**742,120**	**609,437**	**(132,683)**	**0**	**(132,683)**	**121.8%**	
	Net Income over Expenditure	**(41,662)**	**0**	**41,662**				
	plus Transfer from EMR	**53,297**	0	(53,297)				
	Movement to/(from) Gen Reserve	**11,636**	**0**	**(11,636)**				

APRIL 2026

Steyning Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	0	10,000	10,000			0.0%	
1004	Reimbursed Charges & donations	0	80	80			0.0%	
1010	Misc Income	15	120	105			12.6%	
1075	CIL Receipts	0	2,000	2,000			0.0%	
1076	Precept Received	232,853	465,705	232,853			50.0%	
1090	Bank Interest Received	13	6,200	6,187			0.2%	
	Administration :- Income	**232,881**	**484,105**	**251,224**			**48.1%**	**0**
4000	Salaries	17,472	219,500	202,028		202,028	8.0%	
4002	Printing, stationery, postage	260	3,150	2,890		2,890	8.2%	
4003	Staff Ill Health Insurance	0	3,250	3,250		3,250	0.0%	
4004	Telephones and Alarm	279	3,350	3,071		3,071	8.3%	
4005	Insurance	0	8,450	8,450		8,450	0.0%	
4006	Salaries Outsourcing	54	540	486		486	10.0%	
4007	Data Protection	33	1,450	1,417		1,417	2.3%	
4010	Audit Fees	0	3,300	3,300		3,300	0.0%	
4016	Legal Fees/Elections	0	4,000	4,000		4,000	0.0%	
4017	Bank Charges	27	500	473		473	5.4%	
4021	General Grants	0	2,500	2,500		2,500	0.0%	
4025	CCTV Maintenance	0	550	550		550	0.0%	
4030	Steyning in Bloom	0	3,050	3,050		3,050	0.0%	
4032	Memorial Gardens - upkeep	0	850	850		850	0.0%	
4033	Christmas Lights Grant	0	5,800	5,800		5,800	0.0%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	0	2,900	2,900		2,900	0.0%	
4039	Publicity and Advertising	11	2,400	2,389		2,389	0.5%	
4040	Town Clock	0	480	480		480	0.0%	
4045	Misc & Petty Cash	13	200	187		187	6.5%	
4047	Training	0	800	800		800	0.0%	
4055	HR Support	0	650	650		650	0.0%	
4060	Chairman's Function	0	1,400	1,400		1,400	0.0%	
4061	Councillors' Allowances	0	100	100		100	0.0%	
4063	Legionnaires	0	1,950	1,950		1,950	0.0%	
4070	Software support & Packages	35	3,400	3,365		3,365	1.0%	
4071	ICT Equipment	0	2,600	2,600		2,600	0.0%	
4072	Website Development	10	480	470		470	2.1%	
4073	Neighbourhood Plan Exp	0	13,000	13,000		13,000	0.0%	
4075	Isolation and Loneliness	0	2,250	2,250		2,250	0.0%	
	Administration :- Indirect Expenditure	**18,194**	**292,850**	**274,656**	**0**	**274,656**	**6.2%**	**0**
	Net Income over Expenditure	**214,687**	**191,255**	**(23,432)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	61,865	61,865		61,865	0.0%	
4101	Swimming Pool	0	23,600	23,600		23,600	0.0%	
	Finance & Community Appendix :- Indirect Expenditure	**0**	**85,465**	**85,465**	**0**	**85,465**	**0.0%**	**0**
	Net Expenditure	**0**	**(85,465)**	**(85,465)**				
103	Youth Provision							
1010	Misc Income	0	200	200			0.0%	
1700	Youth Memembership/Entry fees	173	1,950	1,777			8.9%	
1705	Youth Tuck Shop Sales	63	2,500	2,437			2.5%	
1706	Youth Holiday Activities Inc	600	1,200	600			50.0%	
1710	Donations	0	1,000	1,000			0.0%	
1715	Bramber/UBeeding Contributions	0	23,964	23,964			0.0%	
	Youth Provision :- Income	**836**	**30,814**	**29,978**			**2.7%**	**0**
4017	Bank Charges	7	72	65		65	9.7%	
4023	SPC Cont. to salary	4,391	34,060	29,669		29,669	12.9%	
4024	Youth Equipment Purchases	459	6,000	5,541		5,541	7.6%	
4026	Youth Staff Costs	1,210	14,842	13,632		13,632	8.2%	
4048	Youth Transport	0	400	400		400	0.0%	
4403	Youth Tuck Shop	199	2,200	2,001		2,001	9.0%	
4405	SDS Grant	0	5,000	5,000		5,000	0.0%	
4409	Youth Room Hire	0	250	250		250	0.0%	
4950	Youth Holiday Activity Costs	856	1,200	344		344	71.3%	
4951	Youth Expenses	35	450	415		415	7.7%	
4952	Youth Uniform	0	400	400		400	0.0%	
	Youth Provision :- Indirect Expenditure	**7,157**	**64,874**	**57,717**	**0**	**57,717**	**11.0%**	**0**
	Net Income over Expenditure	**(6,321)**	**(34,060)**	**(27,739)**				
	Finance & General Purposes Ctt :- Income	**233,717**	**514,919**	**281,202**			**45.4%**	
	Expenditure	**25,351**	**443,189**	**417,838**	**0**	**417,838**	**5.7%**	
	Movement to/(from) Gen Reserve	**208,366**	**71,730**	**(136,636)**				

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	846	15,000	14,154		14,154	5.6%	
	Earmarked Res F & C :- Indirect Expenditure	**846**	**20,000**	**19,154**	**0**	**19,154**	**4.2%**	**0**
	Net Expenditure	**(846)**	**(20,000)**	**(19,154)**				
550	Joint Parishes Cemetery Ctre							
1600	JPCC income	0	3,000	3,000			0.0%	
	Joint Parishes Cemetery Ctre :- Income	**0**	**3,000**	**3,000**			**0.0%**	**0**
	Net Income	**0**	**3,000**	**3,000**				
	Ear Marked Reserves :- Income	**0**	**3,000**	**3,000**			**0.0%**	
	Expenditure	**846**	**20,000**	**19,154**	**0**	**19,154**	**4.2%**	
	Movement to/(from) Gen Reserve	**(846)**	**(17,000)**	**(16,154)**				
	Grand Totals:- Income	**238,985**	**630,869**	**391,884**			**37.9%**	
	Expenditure	**35,049**	**630,869**	**595,820**	**0**	**595,820**	**5.6%**	
	Net Income over Expenditure	**203,936**	**0**	**(203,936)**				
	Movement to/(from) Gen Reserve	**203,936**	**0**	**(203,936)**				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2
MAY

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	0	10,000	10,000			0.0%	
1004	Reimbursed Charges & donations	0	80	80			0.0%	
1010	Misc Income	15	120	105			12.6%	
1075	CIL Receipts	0	2,000	2,000			0.0%	
1076	Precept Received	232,853	465,705	232,853			50.0%	
1090	Bank Interest Received	27	6,200	6,173			0.4%	
	Administration :- Income	**232,894**	**484,105**	**251,211**			**48.1%**	**0**
4000	Salaries	32,005	219,500	187,495		187,495	14.6%	
4002	Printing, stationery, postage	488	3,150	2,662		2,662	15.5%	
4003	Staff Ill Health Insurance	0	3,250	3,250		3,250	0.0%	
4004	Telephones and Alarm	560	3,350	2,790		2,790	16.7%	
4005	Insurance	0	8,450	8,450		8,450	0.0%	
4006	Salaries Outsourcing	119	540	421		421	22.1%	
4007	Data Protection	65	1,450	1,385		1,385	4.5%	
4010	Audit Fees	198	3,300	3,102		3,102	6.0%	
4016	Legal Fees/Elections	0	4,000	4,000		4,000	0.0%	
4017	Bank Charges	59	500	441		441	11.8%	
4021	General Grants	0	2,500	2,500		2,500	0.0%	
4025	CCTV Maintenance	0	550	550		550	0.0%	
4030	Steyning in Bloom	0	3,050	3,050		3,050	0.0%	
4032	Memorial Gardens - upkeep	0	850	850		850	0.0%	
4033	Christmas Lights	2,645	5,800	3,155		3,155	45.6%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	45	2,900	2,855		2,855	1.6%	
4039	Publicity and Advertising	238	2,400	2,162		2,162	9.9%	
4040	Town Clock	0	480	480		480	0.0%	
4045	Misc & Petty Cash	21	200	179		179	10.3%	
4047	Training	75	800	725		725	9.4%	
4055	HR Support	0	650	650		650	0.0%	
4060	Chairman's Function	0	1,400	1,400		1,400	0.0%	
4061	Councillors' Allowances	0	100	100		100	0.0%	
4063	Legionnaires	133	1,950	1,817		1,817	6.8%	
4070	Software support & Packages	990	3,400	2,410		2,410	29.1%	
4071	ICT Equipment	0	2,600	2,600		2,600	0.0%	
4072	Website Development	20	480	460		460	4.2%	
4073	Neighbourhood Plan Exp	0	13,000	13,000		13,000	0.0%	
4075	Isolation and Loneliness	0	2,250	2,250		2,250	0.0%	
	Administration :- Indirect Expenditure	**37,663**	**292,850**	**255,187**	**0**	**255,187**	**12.9%**	**0**
	Net Income over Expenditure	**195,231**	**191,255**	**(3,976)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	458	61,865	61,407		61,407	0.7%	
4101	Swimming Pool	0	23,600	23,600		23,600	0.0%	
	Finance & Community Appendix :- Indirect Expenditure	**458**	**85,465**	**85,007**	**0**	**85,007**	**0.5%**	**0**
	Net Expenditure	**(458)**	**(85,465)**	**(85,007)**				
103	Youth Provision							
1010	Misc Income	0	200	200			0.0%	
1700	Youth Memembership/Entry fees	233	1,950	1,717			11.9%	
1705	Youth Tuck Shop Sales	113	2,500	2,387			4.5%	
1706	Youth Holiday Activities Inc	600	1,200	600			50.0%	
1710	Donations	0	1,000	1,000			0.0%	
1715	Bramber/UBeeding Contributions	0	23,964	23,964			0.0%	
	Youth Provision :- Income	**946**	**30,814**	**29,868**			**3.1%**	**0**
4017	Bank Charges	14	72	58		58	19.4%	
4023	SPC Cont. to salary	7,725	34,060	26,335		26,335	22.7%	
4024	Youth Equipment Purchases	476	6,000	5,524		5,524	7.9%	
4026	Youth Staff Costs	2,546	14,842	12,296		12,296	17.2%	
4048	Youth Transport	0	400	400		400	0.0%	
4403	Youth Tuck Shop	598	2,200	1,602		1,602	27.2%	
4405	SDS Grant	0	5,000	5,000		5,000	0.0%	
4409	Youth Room Hire	0	250	250		250	0.0%	
4950	Youth Holiday Activity Costs	856	1,200	344		344	71.3%	
4951	Youth Expenses	131	450	319		319	29.2%	
4952	Youth Uniform	0	400	400		400	0.0%	
	Youth Provision :- Indirect Expenditure	**12,347**	**64,874**	**52,527**	**0**	**52,527**	**19.0%**	**0**
	Net Income over Expenditure	**(11,401)**	**(34,060)**	**(22,659)**				
	Finance & General Purposes Ctt :- Income	**233,840**	**514,919**	**281,079**			**45.4%**	
	Expenditure	**50,468**	**443,189**	**392,721**	**0**	**392,721**	**11.4%**	
	Movement to/(from) Gen Reserve	**183,372**	**71,730**	**(111,642)**				

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	883	15,000	14,117		14,117	5.9%	
	Earmarked Res F & C :- Indirect Expenditure	**883**	**20,000**	**19,117**	**0**	**19,117**	**4.4%**	**0**
	Net Expenditure	**(883)**	**(20,000)**	**(19,117)**				
550	Joint Parishes Cemetery Ctre							
1600	JPCC Income	0	3,000	3,000			0.0%	
	Joint Parishes Cemetery Ctre :- Income	**0**	**3,000**	**3,000**			**0.0%**	**0**
	Net Income	**0**	**3,000**	**3,000**				
	Ear Marked Reserves :- Income	**0**	**3,000**	**3,000**			**0.0%**	
	Expenditure	**883**	**20,000**	**19,117**	**0**	**19,117**	**4.4%**	
	Movement to/(from) Gen Reserve	**(883)**	**(17,000)**	**(16,117)**				
	Grand Totals:- Income	**244,200**	**630,869**	**386,669**			**38.7%**	
	Expenditure	**65,422**	**630,869**	**565,447**	**0**	**565,447**	**10.4%**	
	Net Income over Expenditure	**178,778**	**0**	**(178,778)**				
	Movement to/(from) Gen Reserve	**178,778**	**0**	**(178,778)**				

30/04/2026

15:19

Steyning Parish Council Current Year

Balance Sheet as at 31st March 2026

31st March 2025				31st March 2026
		Current Assets		
4,768		Debtors	197	
0		Vat Control	2,424	
113,872		Current Account	58,902	
31,565		Money Market Account	12,671	
75		Petty Cash Account	75	
118,401		Unity Emergency Account	121,050	
63,731		Joint Parish Cemetery Cttee	69,547	
21,729		Joint Parish Youth Cttee	2,036	
14,550		Upper Beeding PC Youth Ctte	0	
368,690			**266,901**	
	368,690	**Total Assets**		**266,901**
		Current Liabilities		
77		Vat Control	0	
72,571		Creditors	20,384	
1,602		Accruals	0	
4,800		Receipts in Advance	0	
1,461		Bramber PC Youth Ctte	0	
80,512			**20,384**	
	288,179	**Total Assets Less Current Liabilities**		**246,517**
		Represented By		
	146,905	General Reserve		146,370
	1,000	EMR-Bus Shelter Notice Boards		1,000
	942	EMR-Lighting Upgrades		942
	1,280	EMR-Town Improvement		707
	9,750	EMR-Tree Report & Essential Wk		6,090
	1,280	EMR-High St N. Board relocate		1,280
	1,184	EMR-Allotment Access		1,184
	3,743	EMR-HR Services		3,743
	3,318	EMR-CIL		0
	10,000	EMR - Steyning C. Sinking Fund		10,000
	63,731	EMR-Cemetery Committee		63,731
	45,046	RES - Youth Services-Steyning		2,036
	0	EMR - Special Projects		9,435
	288,179			**246,517**

SPC Action Plan for 2025/26

Updated 20th June '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	COMPLETED
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

The STC Business Plan {Action Plan} - 2026/27

Introduction

The STC Strategic Plan 2022 concerns itself with outlining the nature of the day-to-day services and support STC aims to offer its residents. This Business plan 2026/27 will define more specifically what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed STC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. STC Finance Plan

Purpose

The purpose of this Finance Plan is to set out how the Town Council will determine and review its level of reserves in so far as it relates to the council's agreed annual 'Action Plan'. It will also set out a guide to its Annual Budget-setting process and the management of its Reserve Funds.

Sections 32, 43 and 50 of the Local Government Finance Act 1992 require local authorities to maintain adequate financial reserves in order to meet the needs of the organisation and to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget and precept requirement. The Council's policy on the maintenance and adequacy of reserves and balances will be considered annually and agreed on by approval of this Business Plan.

The STC Annual Budget

The STC Responsible Finance Officer prepares draft annual budget papers for councillors to deliberate upon at each of the three sub-committees that hold the delegated responsibility for their combined revenue and expenditure. Then finally and in line with a timeframe and process determined by the F&GP Committee each autumn, the budget for the following financial year (Beginning each April) is agreed the preceding January. The Budget agreement needs to be concluded by Full Council before the end of January so that the STC Responsible Finance Officer can determine the Councils Precept and therefore make the appropriate application to Horsham District Council. The Budget quantifies expected income totals and determines the expenditure required to cover the cost of goods and services which the Council has agreed it wants to supply for the benefit the residents of Steyning Parish in line with what has been identified via this business plan and whatever additional ideas, plans and projects it wants to deliver for its residents for the forthcoming year.

STC Reserves

The council holds funds in its four bank accounts that in total, and over and above that which is set aside for its annual budgetary commitments, amount to a figure that is termed the STC Reserves. Reserves can be broken down into two different categories. These are the *General Reserves*, which are funds that do not have any restrictions as to their use, and the *Earmarked Reserves*, which are funds that can be held for several reasons and the amounts are intended to be restricted for that agreed use. **------------ As at 2025/26 Year End, the Total STC Reserves were £ 246,517.00**

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, STC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 STC has also determined that one of its three, now four, Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest. In June 2023 it determined that the amount in this account should reflect the agreed level of General Reserves minus Earmarked Reserves – this therefore leaving this account representative of the agreed STC Emergency Reserve {should not be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means}, and that this amount be approximately 4 months' worth of the net revenue expenditure, which as of 2023/24 was agreed at £113K. This money is held in a separate bank account which is gaining interest – we propose that the year-end figure for this account for March '26, which includes this cumulative interest, be our new emergency reserve – **that is £121,050**

Earmarked Reserves

These reserves must be reviewed during the annual budget setting process and then established and agreed at F&GP Committee subject to a confirmed Budget for the year ahead, an agreed list of planned projects and an understanding of the 'Year End Reserve' figures. Earmarked Reserves will therefore be established on a 'needs' basis, in line with anticipated requirements. They are also a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. The council, when establishing an Earmarked Reserve, will set out an estimate as to the likely costs of the known expenditure, project or liability and the reason or purpose of the reserve. The how and when it is to be used will be more clearly defined within the annual 'Action Plan' noted below.

Some Earmarked Reserves can be designated as 'Ring Fenced' – These are monies or grants allocated for a specific project and cannot be used for any other purpose and until there is little or none left.

Earmarked Reserves with amendments agreed at F&GP Committee on the 14th April 2026 as follows: -

Joint Cemetery Committee Accounts **These funds to be used by Joint Cemetery Committee only.**	**£63,731**	**{Ring Fenced}**
Youth Services Reserves **These funds are primarily to complete start-up equipment expenditure**	**£2,036**	**{Ring Fenced}**
HR Services **These funds are to cover admin costs associated with upgrading Staff Contracts**	**£3,743**	
LED Lighting Upgrades **This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency**	**£942**	**{Ring Fenced}**

MPF / Allot Access **This was a designated project fund from the 2019/20 Budget (now part used).**	**£1,184**	**{Ring Fenced}**
CIL Monies **These funds can only be used for projects when agreed parameters from HDC/ SDNP are met.**	**£0**	**{Ring Fenced}**
Bus Shelter Notice Boards **This was a designated project fund from the 2019/20 Budget.**	**£1,000**	**{Ring Fenced}**
High St. Notice board relocation **Funds to cover relocation, new posts and possibly new board purchase when permissions allow.**	**£1,280**	
Town Improvement **Funds to specifically assist with MPF interpretation boards and Trough installations.**	**£707**	**{Ring Fenced}**
Steyning Centre 'Sinking Fund' **Funds to cover large long term essential maintenance items such as Front doors**	**£10,000**	**{Ring Fenced}**
Tree Reports & Essential Works **Funds covering works to complete the necessary maintenance highlighted by the last Tree report.**	**£6,090**	
Special Projects **Funds to specifically assist with CCTV installation and Steyning Centre Heating/ Vent upgrades**	**£9,435**	**{Ring Fenced}**
TOTAL EARMARKED RESERVES	**£100,148**	

As at 2026/27 Year End - With a General Reserve figure of £246,517. And an agreed Emergency Reserve of £121,050, then Earmarked Reserves of £100,148, leaves STC with a potential 'working capital' for non-earmarked reserve projects (which are not otherwise budgeted for) of £25,319 for the year 2026/27, if it chooses to do so.

2. STC List of Projects and Planned Services for 2026/27

{Insert the agreed list here}

3. The STC Action Plan for 2026/27

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

As part of this process and before STC starts to work on each of the projects noted within this plan, it will consider as a matter of course whether there is a need to complete an Equality Impact Assessment. This will be achieved by the F&GP Committee utilising the *Checklist* provided within the STC Equality Impact Assessment Policy.

4. The STC 3 Year Finance Plan

{Insert the agreed Plan here}

Item 7.5

2. STC List of Projects and Planned Services for 2026/27

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at STC Committee's or Council and as per funds set aside within the *STC Budget* and the associated list of projects being agreed at F&GP Committee on the 7th July '26, as well as the aforementioned projects and services agreed to be financed through the *Earmarked Reserves.* This list has also been determined under five principles of goal setting. These being that the projects are ***Specific*** in that they are well defined; they are ***Achievable*** given there are no unreasonable or very unusual situations that arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are ***Measurable*** in that each stage of the 'Action Plan' can be followed and 'ticked off' on completion; they are ***Realistic*** in that there should be enough time and appropriate resources available to complete them; and they are ***Time-Bound*** as per detailed within the 'Action Plan' table below.

- **Play Area Upgrades** – **Funding depends on agreed project to be completed** – To include South Ash swing replacement or renewal, and potentially other upgrades at this location. The priority of order of next year's main play area upgrade then needs to be discussed and agreed. Members might want to consider less able-bodied equipment. And attempt to begin to get grants for these works.

- **Chandlers Way Pocket Park development** **– Full project being part paid by £5K grant funding and then topped up by existing annual budget -** To work collaboratively with the local residents to plant and maintain 'pocket' park. Complete South and West border planting including at least 6 x 6-foot trees, plus bulbs to be completed via School Eco Council & Volunteers. Start hedgerow planting of East border. Complete Trellis tunnel planting and installation and base of Mega Bug Hotel. Purchase and continue to grow other plants for *Plant islands.*

- **MPF Main Access improvements phase III** – **Paid for in the most part by supporting grants from individuals and organisations such as SIB & Cricket Club** - To continue to upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming and attractive. To include Third Trough, Interpretation Board completion of both installations, and consider further improvements to access adjacent Tennis Club, and consider other long term bin placement and further finger signs.

- **Steyning Centre energy & carbon saving upgrades**– **Funded by Special Projects and Steyning Centre depreciation budget - £15K-** To review and overhaul the energy usage within the Steyning Centre including the heating, lighting & insulation. Then complete energy cost & carbon saving measures in line with Climate Action Group targets.

- **Bus Shelter improvements** – **Funding via Special Projects, some Earmarked Reserves and General Reserves –** Include Wheelchair access, additional Christmas lights installation, improved scheme for toilets and other internal fittings, Posters / Art installation, Wi-Fi and CCTV installation.

- **Liaise with School during their development** – **No funding –** Council to help broker Sports Centre / School Community Use Agreement. Potentially submit joint Astro pitch installation project proposal and work with Foundation to consider benefits of long term Fletchers Croft project

- **High Street Christmas Light Display** – **Funded by Annual Budget -** To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas display as agreed by F&GP and in time for the Christmas 'late night shopping' event. This year also explore potential added lighting to Clock Tower via Bus Shelter installations

- **Climate Action Travel Plan Project & Traffic Regulation Orders** – **Paid for if needs be by General Reserves 'working capital' and potentially S106 monies, but also likely no finance required –** Help support and agree latest recommendation from the Climate Action Group and submit schemes having potentially gained agreement on up to 5 different schemes including Charlton Street, Tanyard Lane, Coxham Lane, & Goring Road junction.

- **Steyning PC Emergency Plan revamp** – **No Cost but great deal of Staff & Cllr time involvement** – Agree fundamentals involved with different scenarios and ensure procedures in place and understood by those responsible. Agree new 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.

- **Canada Gardens Access Upgrade** – **A potential match funded project using Earmarked reserves and some general reserves** – This includes work on the main access road leading to the Allotments entrance gate which for the first time in many years would be a longer term fix, as well as further upgrade to the track within the bounds of Canada Gardens allotment – as per completed two years ago.

- **Cricket Club Lease and development of new clubhouse** – **Paid for by Club and involving asset transference of changing rooms** – Needs a lot of negotiating & seeking both compromise, and much community engagement, with then also appropriate positive support. When demolition and construction are underway, there will be a need to oversee contractors' activities.

- **CCTV purchase and installation** – **Funded by Special Projects budget / topped up by Gen Res. but limited to £10 to £18 K for first phase .-** To agree CCTV monitoring installation for first phase is completed, and then to work on phased additional installations when permissions from third parties in place.

- **Glebe Farm Development (positive influence/ assistance)** **– Little or no cost -** Attempt regular discussions with Vistry at every level to ensure residents' concerns, positives of the planned design and SPC views being implemented

- **Neighbourhood Plan Review completion** – **Paid for by via budget** – Complete a review of the existing document, agree changes and add design code section then gain public support and take back to HDC and to examination, plus continue work on new plan if Council decide worthwhile.

- **Mouse Lane – Op watershed app.** – **Paid for by ext. funding applications -** Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue

- **Devolution Business Planning** – **Potentially approx. £2 to £3K in solicitors fees** – Gain appropriate information concerning potential asset transference of land and buildings, then formulate Business Plan and negotiate final arrangements. Start with attempts to negotiate a Car Park management plan with HDC.

- **Armistice Day event organisation** – **Annual budget funding –** Help the Church and engage with local groups to ensure the event is publicised and well attended and the site and participants are prepared.

- **Last Years Action Plan project completions** – **Paid for by General Res. 'working capital' + Earmarked Reserves** - To complete the unfinished SPC projects from the year 2025/26 agreed Action plan list.

From previous year to finalise

- **Railings on the Roundabout** – **Not a SPC project but vitally important that SPC ensure these works are completed correctly and in keeping – Nil of little cost** – Complete quotes for WSCC and help project manage.

- **Steyning Centre front door replacement** - **Paid for by Earmarked reserves -** Complete feasibility study and install new doors and begin to remodel entrance area

- **Inaugural Steyning Parish Flood Plan** – **Paid for by Community budget funds initially** - Work with EA & AORT to compile a draft plan and understand how to complete first phases of riparian responsibilities/ maintenance works .

ITEM 7.7.1

SPC Grant Application

Organisation	Person responsible for financial Administration
Name Love to move sussex with cherry and anna	Name Cherry tolcher
Year of Formation 2022	Telephone number
Current membership	Email address
Objectives (not more than 50 words) From July our sponsorship from local Sussex care company Ends due to economic climate . To raise awareness and to Fundraise we are doing a sponsored walk from shoreham to Steyning ending at the steyning centre. Here we'd like our Participants aged 80-90 to have refreshments and drinks To meet the walkers and mingle with public to ware awarenes	Postal address Little ravens mill lane shoreham by sea Bn435AG

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

Arrival of sponsored walk from shoreham to steyning in Saxon room in aid ove love to move . Room to meet and gather for ref
Love to move participants aged 80-90 and general public.
Our sponsorship ends in July so we must raise funds and awareness if we are to continue our weekly sessions .
We hope to raise funds .
We hope to raise awareness of financial situation.
We hope to make more people aware of love to move to increase participants of weekly sessions.
Request
Money for room hire £48
Money for refreshments £50
Money for advertising banner of love to move £70

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ 168	£ 168. July so plans can be put in place
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 ..10 th June 2026......................

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

ITEM 7.7.2

SPC Grant Application

Organisation	Person responsible for financial Administration
Name Love to move with cherry and anna	Name Cherry tolcher
Year of Formation 2022	Telephone number
Current membership	Email address
Objectives (not more than 50 words) We have run love to move from the Steyning Centre for 4 Years. Over that period we have supported over 100 people With limited mobility many living with dementia , Parkinsons and similar cognitive conditions.we have a team Of local volunteers who support the group. It is the essence Of community where no one is turned away. To continue we Need financial support until we can gain new sponsorship.	Postal address Little ravens mill lane shoreham bn435ag

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

Our sponsor has ended his support after 4 years . From July our sponsorship ends. We are very active looking for Sponsorship and suitable grants.
We request payment of Saxon room for the year or until we gain sponsorship if before.
This will enable us to plan forward and run weekly sessions.

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£33.90x38=1,288.2 Or less with sponsorship found	£ From September -July 2027

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 ..10 th June 2026.....................

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

1/. More information required
2/. Referred to next meeting
3/. Evidential paperwork required

STC 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

* Up to £500 TO COVER ANNUAL DBS CHECKS FOR NEW DRIVERS ⇒ £25 per Driver - Up to 20 DRIVERS NEEDED.

Grant request – Steyning Area First Responders **Item 7.9**

Dear John,

I hope that this message finds you well.

You may recall that the Parish Council have kindly sponsored the public access defibrillator located at the Steyning Centre for a number of years now. We greatly appreciate the Council's generosity. Their sponsorship has allowed us to fund regular maintenance on the defibrillator including conducting an electrical test and replacing the sticky pads (used to attach to a patient).

I am writing to see whether the Parish Council would be happy to sponsor the defibrillator for another year (**at a suggested cost of £125.)**

Graham
Treasurer
Steyning Area First Responders

GOVERNANCE AND COMMUNITY MATTERS **Item 8.0**

Briefing Notes

8.1 To agree a scheme to address an issue with the access road to Canada Gardens

Please see supporting papers 8.1.1 {And for members 8.1.2}

8.2 To agree to a potential licence agreement for a catering vending operation on the MPF

Over the last few years Steyning Council has worked with the Cricket Club and local traders to help provide an additional service delivery / facility at the MPF every Friday night over the summer period. The gorilla pizza van was a great success but unfortunately is unable to attend this year. Working with the Cricket Club, the STC office have found an alternative who are aware of the arrangements and are willing to pay for the full cost of the summer term as per detailed within supporting paper 8.2. despite missing the early trading period – see picture of van below. Members are asked to consider agreeing this arrangement please.

8.3 Members to discuss SPC Bank Signatory considerations and agree any actions

Hazel has remained as an authorised bank signatory following her departure from the Council to provide additional resilience while Leanne became familiar with the Council's financial procedures and banking processes.

As Leanne is now fully conversant with the Council's financial procedures and day-to-day banking arrangements, this additional contingency is no longer required. It is therefore proposed that Hazel be removed as an authorised bank signatory.

Richard has recently been appointed as an authorised signatory and we have begun the process for Andrew, as per previous agreement at F&GP.

8.4 Update regarding the Community Governance Review.

Following the discussion and proposals at the last Full Council meeting, the Clerk will update on STC Councillor feedback and HDC communications

8.5 Update concerning *Devolution* planning for STC, and agree any actions

The Clerk will update further to the position discussed at the last Full Council meeting including potential meetings to be convened with HDC officers.

8.6 To discuss and agree to setting up an Asset Register review working party, so that recommendations can be made back to Full Council

The STC Asset Register and Land Register are up for review and there is much to discuss, in consideration of Lease agreements/ building ownership / asset transference and other potential updates to the format. Members are asked therefore to consider that this matter is better first served by delegating the responsibility to a working party, and to agree who ought to be on that working party.

8.7 Update from Cllr S Alexander and to consider any recommendations from the CCTV working party and agree any actions

For members please see confidential Supporting Doc 8.7 showing quotes from preferred suppliers of equipment and installation.

The CCTV working party are meeting on the Monday 6th July @ 3pm, to discuss recommendations for this committee to consider, and notes from that meeting will be forthcoming before the 7th F&GP meeting

8.8 To review the Internal Auditor position and quote and agree any actions

Papers 8.8.1 and 8.8.2 are quotes from existing and potential new Internal Auditor service providers. Members are asked to consider whether STC should continue with the current service provider – but that the auditor who attends be a different individual, or to appoint a different service provider for the year 2026/27.

8.9 To consider and potentially agree to a new payment agreement with the Christmas Light company

Please see supporting paper 8.9. It shows the new payment agreement for the existing contract (3rd year out of 3), plus it shows the first of the 3 invoices for payment for members to agree.

8.10 To receive an update concerning the Maudlin Lane DMMO and consider extending and or amending the previous agreement with Bramber Parish Council when this Council supported their last joint application

The Council has received an email from a number of local residents regarding the footpath.

The residents state that, although the DMMO has been made (See Doc 8.10 for ref.), the original route remains blocked, and the current path is not suitable. They raise three main concerns:

1. **Restricted width** – The current path is significantly narrower than the original 10 ft (approximately 3 m) width, making it difficult for two pedestrians to pass and unsuitable for some users of mobility scooters, wheelchairs and pushchairs.

2. **Poor visibility** – The current route includes a sharp double bend with restricted visibility, which they believe creates a collision risk for users approaching from opposite directions.

3. **Safety and security** – The residents state that the route is unlit and no longer benefits from natural surveillance from nearby properties. They consider this has made the route feel unsafe, particularly after dark.

The email explains that, at the time it was written, WSCC had not taken enforcement action as it was anticipated that the landowner would submit an application to divert the footpath.

The residents ask Steyning Town Council to either approach the landowner to explore a compromise or agree that Bramber Parish Council leads discussions on behalf of both councils, and this is what members need to consider and potentially agree. The email also included correspondence from Nick Scott, Principal Rights of Way Officer at WSCC, setting out the County Council's position.

Update

Further correspondence has confirmed that an application to divert the footpath has now been submitted to WSCC and is currently going through an informal stakeholder consultation before any formal public consultation.

The Clerk has advised the correspondent that the Council's previous position has been to support Bramber Parish Council in leading on the matter, as they have been the authority most closely involved. Bramber PC have discussed and agreed a position at their recent meeting, and before the F&GP meeting the minutes from that meeting should be available.

8.11 To consider Website domain name update and contact/ Councillor email address update schedule

Following the Council's change from Steyning Parish Council to Steyning Town Council, work will need to take place to update the Council's digital identity to reflect its new name.

Updating the website domain will incur a one-off cost of £75 plus VAT. The Council already has a .gov.uk domain in place at an annual cost of £100 plus VAT.

The changes should be introduced in phases to minimise disruption:

- **Phase 1:** Update the Council's website domain.
- **Phase 2:** Migrate office staff email addresses to the new domain.
- **Phase 3:** Migrate councillor email addresses following the May 2027 Town Council elections, as these addresses are used less frequently for external correspondence and this timing will minimise disruption.

The email migration should be a relatively straightforward process. It has been suggested by Tom Packer that this should cost around £75.

The existing mailboxes will remain the same, so all emails will stay where they are. The current domain will be kept as an alias, meaning emails sent to the existing addresses will continue to be delivered to the new ones.

Users may need to sign back into their devices once the migration has taken place. In some cases this will happen automatically, but others may require users to sign out and back in again.

8.12 To consider potential street names for Glebe Fields, and to agree a top ten / fifteen from a list which has been discussed and prioritised by key Stakeholder groups and the Planning and Premises Committee

Whilst this supporting paper is being published, communications continue with Steyning Society and Steyning History Society members deliberating over, and sending back to the STC offices, their preferences for the new street names.

A final list of names and a top 15 from which members will be asked to pick their top 10 preferences will be distributed on Monday 6th July to F&GP members

Item 8.1.1

Canada Gardens Allotments Access Road Project

Briefing Note

This is the larger of two projects which has been designated for this coming year at Canada Gardens and is associated with an upgrade to its vehicular access, and potentially represents a quick first 'win' for our Council in terms of our new Annual Action plan.

We are also separately exploring the second more minor upgrade of the track inside the Allotments themselves by potentially completing similar works to that which was successfully undertaken two years ago, and this will be arranged in due course through the Community Committee.

So this larger element of this allotment access upgrade comes to F&GP because a need to secure the finance, and the fact that the project itself had yet to be agreed for this financial year, as well as it being a project complicated, but happily so, by the potential match funding arrangement and contract which could be agreed with three local residents.

The project could be summerised as a regrading of the existing surface, it being rolled and consolidated, and then it would be butt joined to the other entrance and surface areas, as a much longer-term fix than has been the case for many years.

The works would run from the Newham Lane road right up to the area in front of the Canada gardens gate – a roadway that is currently featuring huge ruts/ potholes which could potentially seriously damage the cars of our allotment plot holders. Previously, the temporary fixes have simply washed away over time and created loose stones and debris along Newham Lane after heavy rain showers.

The confidential papers (because of data protection) following this briefing note show the signed agreement from the three residents who are willing to pay in Total £4,080.00 towards the project. The total cost of the project is £6,799.00 + VAT meaning our Council would need to find funds of £2,719.00. The papers also show details of the preferred quote as well as the three initial quotes which were sought at the beginning of the process.

Funding can come from	1. Earmarked Reserves – Allotment Access		£1,184.00	
	And			
	2. Either	a, General Reserves	£1,535.00	
	Or	b, Grounds Maintenance	£1,535.00	***out of the £4,400 budget***

We urge that members consider agreeing to this project

TERMS OF A LICENCE TO PERMIT MOBILE FOOD VANS IN THE MEMORIAL PLAYING FIELD

1: **Licensor:**	Steyning Town Council, Fletcher's Croft, Steyning BN44 3XZ
2: **Licensee:**	Tom Price Mr Bagel, 5, The Broadway, Brighton Rd, Worthing BN11 3EG The licence is personal to the Licensee and not transferrable to any other party.
3: **Licensed Area:**	Space in the Steyning Memorial Playing Field **Car Park**, site of which is outlined in red on the plan (Below) and hereinafter known as the Licenced Area.

4: **Licensed use:** To site a mobile food van.

5: **Licensed period** **1st April to 31st October 2026**

Each Friday Evening – Leaving site before 10pm

6: **Determination:** The licence shall be determined by:

i Either party giving 1 month's written notice

ii By a breach of licence

7: **Conditions:** The licensee agrees to the following conditions of use:

i) The Licensee will submit to the Council prior to use of the Licenced Area a full Health and Safety assessment and the vehicle is to be kept within the Licensed Area.

ii) The Licensee will ensure the implementation of safety measures to ensure the health and safety of members of the public and their vehicles throughout the licence period and submit to the Council a Risk Assessment prior to use of the Licenced Area.

iii) To comply with all health & safety requirements in the operation of the sale of food and non-alcoholic drinks and to ensure that the public safety is not compromised in any way.

iv) Not to allow or permit any act or thing within the Licenced Area that would be a nuisance or annoyance to adjoining owners and occupiers of land and buildings.

v) The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the Licensed Area.

vi) The Licensee will not cause any noxious, poisonous material or product to pollute, or cause contamination of the surrounding land and undergrowth infrastructure in contravention of the Environmental Protection Act 1990

vii) The Licensee to ensure that all plant and materials are secured at the end of each working day and removed from site.

viii) The Licensee to litter-pick all waste material within 50 metres of the Licensed Area and to clear and clean the Licensed Area after use.

ix) All rubbish generated by the Licensee is to be removed from the site {The Licensed area plus a 50 meters radius} and commercially disposed of appropriately – The Town Council and the Cricket Club bins are not to be used for this purpose.

8. **Licence Fee :** £600 to be payable (Normally on or before the 1st of July).

- To be paid in advance, at the Steyning Town Council Offices

9. **Indemnity:** The Licensee will indemnify Steyning Town Council against all claims for loss or damage caused arising out of the use of the Council's land and must provide the Council with a copy of the indemnity prior to using the Licenced Area {Public Liability Schedule with Limits of £10,000,000 indemnity}.

10. **Legal Interest:** No legal interest whatsoever is to be formed on the land during the licence period.

11. **Miscellaneous:** No secure tenure or legal interest is to be implied or construed upon the grant of the licence and the Council does not undertake to renew the licence at the end of the licence.

12. **Liaison:** The Licensee will liaise with the Deputy Clerk, Leanne Poole: 01903 812042 for all matters relating to the licence prior to and upon completion of the licenced activities and in her absence the Clerk, John Fullbrook.

John Fullbrook

Steyning Town Council Clerk

On behalf of the *Licensee, I agree to the terms of the temporary licence as set out above:*

Signed: …………………………………………………………………………………..

Description Details of signatory: ………………………………………………….

Date: ……………………………………………………………………………………

MULBERRY
LOCAL AUTHORITY SERVICES LTD
Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD
t 07428 647069
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit**: Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit**: Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we supported more than **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million **- £80 per hour + VAT**
- Precept £1 million and above **- £85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard prevailing **HMRC rate**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:
www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Internal Audit Submission

Quotation

Date: 3rd July 2026

Prepared for: Steyning Town Council

Contents

Management of the Service

The person with overall responsibility for the contract will be Angela Ward, Director of Housing.

Tel: 0845 300 3333

Email: angela.ward@tiaa.co.uk

We trust that we have provided you with all the information that you require at this stage. Should you have any queries or wish to discuss our proposal in more detail, please let us know.

Our Understanding of your Requirement

The Brief

This proposal is based upon the information provided to us by Leanne Poole on the 2nd July 2026.

Description of service(s) required:	Provision of Internal Audit Service, to support the annual review of the authority's financial and governance records and controls that form part of the authority's Annual Governance and Accountability Return (AGAR).
Relevant background information:	To provide internal audit services, with year-end review and supporting records and accounts for the annual AGAR.
Reporting to:	Leanne Poole

Our Approach

Designations

The following designations are used in this quotation:

Designated Person	Leanne Poole, for Steyning Town Council will be the designated person with whom our Assignment Director will have contact.
Assignment Director	Angela Ward, Director from TIAA, is designated as the Contract Assignment Director with lead responsibility for ensuring delivery of appropriate staff to fulfil the Institute's requirements.

Scope of Work

The provision of an independent year-end internal audit compliance review, as requested by the Town Clerk and as set out in the Internal Audit Checklist.

Reviews will be scheduled to suit the Council's needs. As part of the audit planning, a detailed scope will be provided. This will clearly set out what is planned to be covered and any exclusions. This ensures that there is no expectation gap between the Council and the Auditor.

The audit will evaluate the effectiveness of risk management, control and governance processes, in accordance with the Global Internal Audit Standards (GIAS) and the National Association of Local Councils Practitioner Guide.

The audit will cover those relevant sections in the Annual Internal Audit control objectives that are set out in the Annual Governance and Accountability Return.

We aim to carry out the work remotely, using Microsoft Teams, email and telephone. Our flexible approach means that in the event of key staff at the Council being unexpectedly absent (sickness, urgent meetings etc.), we will reschedule our meeting with that person. This ensures we get the audit evidence required, rather than reporting we were unable to obtain the necessary information.

Administration of the contract, such as billing, issue of engagement letter, reports etc. will be dealt with from TIAA's Head office in Fareham, Hampshire.

Reporting

At the end of the review an exit meeting will be held with Steynings Council's key contact for the audit to agree the findings arising from our fieldwork. Within ten workings days of this meeting a draft report will be issued to Steyning Town Council. Once we have received the response from management about the recommendations that have been raised, we will reissue the report as final. The AGAR will be completed on completion of the audit fieldwork.

Fees

Price

Each review selected to be completed by Steyning Town Council will be calculated on a daily rate of £595 per day.

Audit	Number of Days	Total (excluding VAT)
Year-end review and sign off of AGAR	5-7 days	£2,975-£4,165

We will provide the services to your organisation at a fixed rate of £595 per day (plus VAT). This rate assumes all key staff members at Steyning Town Council will be available for the work to be delivered during the agreed dates.

As we are not aware of the size and/or scale of the work to be completed, we have suggested a minimum of 5 days to complete the required work.

We will agree dates and times for meetings with key staff at Steyning Town Council in advance and we reserve the right to charge for additional time in accordance with the Terms and Conditions of this contract. As such, the rate includes all travel and other disbursements providing you with cost and budget certainty.

No Hidden Extras

We operate on the basis that it is a fixed price contract for each year, and as a consequence the cost of the service to the Council will not exceed the quoted amount, unless additional services are specifically requested.

No disbursements

Our fees for Internal Audit work include all travel and other disbursements.

Additional Work

Should the Council require additional work that would ordinarily be provided by the core team, the same daily rate of £595 plus VAT would apply.

Should the Council require additional work that is not of a core Internal Audit nature and that might require the use of specialists, a daily rate or a fee for the assignment would be agreed with the Council on a case-by-case basis prior to the engagement. It is not possible to commit to a rate until exact requirements are understood and we can take into account the specialist experience of the person most suited to undertake that review.

Invoicing

Our payment terms are as follows:

Payment on issue of draft report.

Invoices are due for payment within 30 days.

We would request that you ensure that payment arrangements are in place and where required, we receive a Purchase Order to facilitate payment.

About TIAA

TIAA is a wholly owned operating subsidiary of Adsure Services PLC. TIAA Limited is distinctive in the world of business assurance. We supply a wide range of complementary services from Internal Audit, counter fraud and security management to ICT audit, Cyber security, Artificial Intelligence, Governance Risk and Compliance. We approach your business assurance needs with innovation, experience and intelligence using our experience in the industry, which has been developed for over 20 years across both the public and private sectors.

We have obtained accreditation by every regulator relevant to the sectors we provide our services, and have a high level of client retention. We are also an employee-led company with our staff being the majority shareholders. With over 150 staff based throughout the UK, we are able to provide comprehensive and cost effective services to organisations throughout the length and breadth of the UK.

More information on TIAA and our work can be found on our website www.tiaa.co.uk

Internal Audit Services

Risk-based Internal Audit is vital for strong governance. It provides assurance that business objectives and outcomes are met. Our approach to Internal Audit is to work in collaboration with your organisation. We build a strong relationship with each of our clients based on professional mutual respect, partnership and understanding, ensuring you receive a truly personalised service. We do not offer a “tick-box” service and we use a bespoke approach tailored to your needs and aspirations. We recognise your individuality and use that as the foundation for our methodology.

Our team will always consider the bigger picture behind your organisation’s risks, controls and governance procedures. We deliver much more than just a basic opinion.

TIAA provides a full range of Internal Audit services tailored to meet your specific requirement:

- Fully outsourced Internal Audit service
- Management of the in-house Internal Audit service
- One off assurance projects
- Preparation of audit needs assessments Risk Management and Board/Governance Assurance Frameworks
- Management of Internal Controls
- Governance and Corporate Control consultancy
- Value for Money Reviews

Our Ethos

We are committed to providing a premier service where we are considered to be a valued and trusted asset to your organisation.

Quality review

We operate a comprehensive internal quality review process to ensure that all assurance work is carried out in accordance with the requirements of our IS0 9001:2015 accreditation.

Independence

We are not aware of any potential conflicts of interest, which could in actuality or perception impair our independence. We have robust protocols in place between all our various business services divisions. The Assignment Manager who will work with you are not aware of any actual or perceived conflict of interest.

Insurance Details

TIAA has Public Liability, Professional Indemnity, Employers Liability and Directors and Officers Liability Insurance. A copy of our certificate can be provided upon request.

Audit Manual

A comprehensive Internal Audit Manual is in place, which includes Internal Audit's role and responsibilities, documentation standards, reporting standards and targets, training requirements and expectations. Our Audit Manual fully complies with the Institute of Internal Auditors –UK (IIA-UK) Standards. The Manual is available to all our staff on the staff intranet and is regularly reviewed.

Professional Standards

We have developed a set of Professional Standards to supplement the IIA-UK. These Professional Standards provide practical guidance to our staff on how to effectively deliver our service in full compliance with the IIA-UK Standards. The Professional Standards effectively translate how the IIA-UK standards need to be delivered such that we provide an intelligent and effective service which is non-disruptive to our clients. We consider our Professional Standards Manual is one of the reasons why TIAA has a very high reputation with organisations who use our services. Our compliance with the IIA-UK standards is independently reviewed.

Annex A – Terms & Conditions

TERMS OF REFERENCE

Introduction

1. The Terms of Reference apply to all services provided by TIAA to the Client. When the Client instructs TIAA to advise the Client on a new engagement, TIAA will normally send the Client a letter ("**Letter of Engagement**") confirming the Client's instructions and scope of the services to be provided.
2. These Terms of Reference supersede any earlier terms of reference we may have agreed with the Client unless expressly agreed otherwise. The Terms of Reference apply to the services referred to in any Letter of Engagement attached and all subsequent services we provide to the Client. From time to time, it may be necessary to amend or supersede these Terms of Reference. Where this is the case, we will notify the Client of the changes and unless the Client objects within 14 days after such notification, the amendments or new terms will apply from the end of that period.

Responsibilities

3. For the Client, it is management's responsibility to determine the extent of internal control in the Client's systems. Ensuring the establishment and maintenance of an adequate system of internal controls is the responsibility of the Board (or equivalent) with whom rests the responsibility for ensuring compliance with all laws and regulations, including those in relation to taxation, and for the prevention and detection of irregularities, including fraud. The Client is therefore responsible for ensuring that appropriate and adequate arrangements exist. In addition, the Client agrees and acknowledges that TIAA is not a substitute for effective controls and TIAA is not responsible for determining the Client's compliance with applicable laws and regulations.
4. For the Client, it is the management's responsibility to identify and quantify the risks facing the organisation. The Board (or equivalent) is responsible for establishing and maintaining an adequate risk map, along with appropriate controls to mitigate identified risks. It is also accountable for ensuring effective risk management arrangements are in place. The Client is therefore responsible for ensuring that appropriate and adequate risk management arrangements exist and are in place and agrees and acknowledges that TIAA is not a substitute for an effective risk management process.
5. The role of TIAA is to seek to provide management with an objective assessment of whether systems and controls appear to be working properly. The responsibility for a sound system of internal controls rests with management and the Client acknowledges and accepts that work performed by TIAA must not be relied upon to identify an exhaustive list of all strengths and weaknesses that may exist. TIAA's audit procedures have been designed so that any material irregularity has a reasonable probability of discovery. Despite this, even sound systems of internal control may not be proof against collusive fraud, and as a result, TIAA's reviews may not identify all circumstances of fraud or irregularity, should any exist.
6. TIAA is accountable to the Chief Executive (or equivalent) and the Board (or equivalent), through the Audit Committee (or equivalent), for the performance of the services. The Chief Executive, with the approval of the Audit Committee, may delegate the day-to-day liaison between TIAA and the Client to a nominated contact person in writing. TIAA reserves the right to communicate directly to the Chief Executive and the Board, through the Audit Committee without requiring the prior approval of the nominated contact person.

Scope

7. The work of TIAA will embrace the whole internal control system of the Client as detailed in the Letter of Engagement.
8. It is not within the remit of TIAA to question the appropriateness of policy decisions. TIAA will, however, examine the management arrangements of the Client by which such decisions are made, monitored and reviewed.
9. In providing the services, TIAA will rely on the documents and information which the Client has provided, and TIAA will not seek to independently verify this information, unless expressly agreed in writing.

Standards and Approach

10. TIAA shall perform the services with no less than reasonable skill and care and in accordance with the requirements of the relevant regulator, the International Standards for the Professional Practice of Internal Auditing and relevant guidance issued by the Auditing Practices Board. TIAA will also comply with the Chartered Institute of Internal Auditors' Code of Professional Conduct including the Global IIA's Code of Ethics.

Independence

11. TIAA has no executive role, nor does it have any responsibility for the development, implementation or operation of systems. It may, where specifically agreed in writing, provide advice on controls and related matters, subject to the need to maintain objectivity and resource constraints.

Access to Information Relevant to the Services

12. The Client shall make available to TIAA and/or grant unrestricted rights of access to, as and when required, all relevant information necessary for TIAA's proper performance of the services (the "**Information**"). The Client will ensure the Information is complete and accurate. TIAA will not be responsible for the consequences of any deficiency in Information provided during the provision of the services.
13. The Client undertakes to notify TIAA promptly if anything occurs within a reasonable time after Information has been provided to TIAA to render any such Information misleading, incomplete or inaccurate. The Client also undertakes (if required by TIAA) to take all reasonable steps to correct any document, announcement or communication issued, containing, referring to or based upon any such Information.
14. TIAA shall not be obliged to disclose to the Client, or consider in its services, any Information if doing so might breach obligations owed to other persons or the rules of any governmental or regulatory authorities.

Confidentiality

15. TIAA owes a duty of confidentiality to its clients. However, the Client agrees that TIAA may (1) when required by its insurers or other advisers (including our auditors), provide details to them of any engagement on which it has acted for the Client, (2) disclose confidential information relating to the Client's affairs if required to do so by them or by law or the rules of any relevant professional body, and (3)disclose confidential information as reasonably necessary in the performance of the services subject to appropriate confidentiality restrictions being in place with the relevant recipient.

Planning

16. TIAA will submit plans to the Audit Committee for approval following consultation with the Chief Executive and/or their nominated lead.
17. The Board (or equivalent), advised by the Audit Committee (or equivalent), is responsible for ensuring that the number of audit days and planned audit coverage are sufficient to meet the Client's requirements. TIAA will undertake a programme of work over a cycle authorised by the Board and in doing so TIAA shall use reasonable endeavours to meet any timescales that are agreed in writing accepting that time for delivery shall not be of the essence of the Contract.

Reporting

18. TIAA will provide a draft report, within two weeks of completion of each audit review, to the nominated contact person setting out the findings and recommendations arising, including an opinion on the reliability and adequacy of the system of internal control reviewed. The nominated contact person is required to respond to each draft audit report, within two weeks of issue, stating their proposed action with a timed plan for implementing agreed recommendations. The final report will be issued to the Chief Executive or the nominated contact person within one month after the issue of the draft report.
19. The matters raised in reports are limited to those which came to attention of TIAA during the course of the internal audit reviews and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. To the maximum extent permitted by law, TIAA disclaims any and all liability to any third party in connection with the services and the Client acknowledge and accepts that the reports have not been prepared, and are not intended, for any other purpose other than that set out in the Letter of Engagement.

20. Effective implementation of the recommendations made in each report by management is important for the maintenance of a reliable internal control system. Recommendations for improvements should be assessed by the Client for their full impact before they are implemented.
21. The Chief Executive is responsible for providing copies of the reports to the Audit Committee.
22. TIAA may where agreed in writing by the Client provide an annual report to the Board summarising the work carried out during the year.

UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (Data Protection Laws)

23. The Client and TIAA have assessed their respective roles under Data Protections Laws as separate Controllers. Where required by TIAA, the Client shall enter into a separate data handling agreement setting out their respective roles and obligations.
24. In the course of providing the services and notwithstanding Clause 23, TIAA may need to process personal data regarding the Client's staff, clients and/or suppliers. The arrangements for doing so are set out in the Data Sharing Agreement at Appendix 1.

Use of Artificial Intelligence

25. In providing the Services, we may use artificial intelligence–enabled tools and technologies ("AI Tools") to support certain activities such as research, data analysis, drafting, summarisation, quality assurance, and administrative efficiency.
26. Any use of AI Tools will be subject to appropriate human oversight. We remain fully responsible for all professional judgement, conclusions, and deliverables provided to you, and all outputs generated using AI Tools are reviewed by suitably qualified personnel prior to issue.
27. We will not knowingly input your confidential information or personal data into public or unsecured AI systems, nor permit such information to be used for the training or improvement of third-party AI models. Where AI Tools are used, this will be in accordance with our confidentiality obligations, applicable data protection legislation (including UK GDPR and the Data Protection Act 2018), and our internal information security policies.
28. AI Tools are used as a supplementary aid and do not replace professional expertise or judgement. You acknowledge that AI-assisted outputs may contain limitations or errors and should not be relied upon without appropriate professional review.
29. If you do not wish us to use AI Tools in the delivery of the Services, you must notify us in writing prior to commencement of the engagement. We reserve the right to discuss any resulting impact on scope, timing, or fees.

Electronic Communication and Meetings

30. TIAA and the Client may from time to time communicate electronically with each other, however, the electronic transmission of information cannot be guaranteed to be secure or free of viruses or error and such information could arrive late, be incomplete, intercepted, corrupted, lost, destroyed, or otherwise be adversely affected or unsafe to use. No systems or procedures can guarantee that transmissions will be unaffected by such hazards. TIAA will communicate electronically with the Client on the understanding that the Client is using commercially reasonable procedures to check for the most commonly known viruses before sending or receiving information electronically. The Client is responsible for protecting its own systems and interests in using electronic communications. TIAA accepts no liability on any basis, whether in contract, tort (including negligence) or otherwise, in respect of any error, damage, loss or omission arising from or in connection with the electronic communication of information between each other and the reliance on such information. TIAA may provide access to an electronic portal on an "as is" and "as available" basis.
31. The Director of TIAA (or a nominated deputy) will attend the Board (or equivalent) meetings where TIAA's reports are presented and to receive all notices of and other communications relating to such meetings which any member of the Client's Audit Committee (or equivalent) is entitled to receive, and will be heard at any such meetings, on any part of the business which concerns TIAA as the internal auditor or advisor.

Liaison and Retention

32. TIAA will use reasonable endeavours to liaise with the Client's external auditor to enhance the level of service it provides to the management of the Client.
33. The audit working papers and all correspondence will remain, at all times, the sole and exclusive property of TIAA. The working papers are prepared solely for the purpose of our internal audits and are not planned or

conducted in contemplation, or for the purpose of the work of the PSIAS assessor/the external auditors/ successor internal auditors. TIAA therefore does not warrant or represent that the information in the working papers is sufficient or even appropriate for their purposes.

34. TIAA will retain the working papers for three years from the date of the issue of the final report. Subsequent to that time interval, the working papers will be disposed of in a secure and confidential manner.

Irregularities Including Fraud

35. The Client shall notify TIAA, at the earliest opportunity, of any suspected irregularities in any report or output.

36. TIAA will advise the Chief Executive and if appropriate, the chair of the Audit Committee, at the earliest opportunity of any suspected irregularity identified during the course of the audit work carried out by TIAA.

37. It is the responsibility of the Client's management to take the appropriate action when a suspected irregularity has been identified. TIAA will only carry out investigatory work of a suspected irregularity at the specific instruction of the Chief Executive or the chair of the Audit Committee. Any investigatory work will be additional to the authorised programme of audit work.

Additional Services

38. TIAA may agree in writing from time to time to provide additional services for additional fees. This may involve investigatory work, operational reviews and value for money studies. Such services will be carried out provided that they do not compromise the objectivity, independence or achievement of TIAA's plan to audit the overall internal control framework. Precise requirements will be agreed between the Chief Executive or the chair of the Audit Committee and TIAA before any work is undertaken.

Limitation of liability

39. The Client agrees and accepts that reports are prepared solely for the Client's internal use and must not be disclosed in whole or in part to any third parties without the prior written consent of TIAA. No responsibility to any third party is accepted by TIAA as the report has not been prepared, and is not intended, for any other purpose other than for the Client's internal use. TIAA neither owes nor accepts any duty of care to any third party who may receive the reports and to the maximum extent permitted by law, TIAA hereby disclaims any and all Liability for any loss, damage or expense of whatsoever nature, which is caused or arises from a third party's reliance on TIAAs' services or reports.

40. Notwithstanding any other provision of the Contract, but subject to clause 41:
    a. TIAA shall have no Liability for any:
        i. Direct or indirect loss or damage to: (i) profit; (ii) revenue (iii) business (iv) data; or
        ii. indirect or consequential loss or damage; and
    b. TIAA's total aggregate Liability for all claims of any kind shall be limited to a sum equal to 100% of the fees (exclusive of VAT and disbursements) paid to TIAA under the Contract in the 12 months prior to the event giving rise to the Liability.

41. TIAA's Liability shall not be limited or excluded by any provision of the Contract or otherwise to the extent prohibited or limited by law and in particular nothing shall exclude or limit its Liability:
    a. for death or personal injury caused by its negligence to the extent prohibited by law;
    b. for TIAA's fraudulent misrepresentation or its other fraud.

42. TIAA's obligations regarding the standards for and the quality of the services are only as set out in the express terms of the Contract. All other duties, warranties, conditions, terms and liabilities in respect of the quality of the services that are imposed on TIAA by law (including without limitation terms implied by statute, common law or otherwise) are excluded except to the extent such exclusion is prohibited or limited by law.

43. The Client shall indemnify and keep indemnified TIAA against all losses, damages, claims (including any settlements of claims whether before or after the issue of proceedings), compensation, liabilities, costs and expenses (including legal costs on a full indemnity basis) paid, suffered or incurred by TIAA arising out or in connection with any third party claim against TIAA arising out of the Contract and the services which is in excess of the Liability expressly accepted by TIAA under the Contract.

44. Meaning of "Liability"

    For the purposes of this Contract, Liability means all and every type of liability arising out of or in connection with the Contract and/or the services including, but not limited to, liability: (i) for breach of contract, repudiation, renunciation, restitution, misrepresentation, negligence, other tort or breach of statutory duty; (ii) under any indemnity or arising from any express right or remedy; (iii) arising from any total or partial failure or delay in supply of the services; or (iv) arising from deliberate actions or omissions, and in each case, however fundamental the result.

Fees

45. The calculation of times shown in audit plans and audit briefs includes: preparation prior to visiting the Client; travelling to and from our local office to the Client's head office; travelling to and from the Client's head office to other locations which are visited in connection with the audit; time spent with the Client at their premises or elsewhere in connection with the audit; research, drafting, writing and reviewing management responses on reports arising from audits carried out; internal planning, checking and reviewing undertaken by the auditor directly working on the assignment and their manager and/or a director (if different).

46. The aggregate daily rate or fixed fee for the planned internal audit work is set out in TIAA's Letter of Engagement. In the event that the Client cancels an audit with less than 7 days' notice, half the balance of the total audit fee shall be due and payable and TIAA may invoice for the same.

47. The number of days required for additional work will be agreed with the member of staff designated as the contact point for the Client prior to the work being carried out. The additional days will be charged at the prevailing rates to provide the Service, (including any annual uplift as applied to the planned audit days).

48. Unless otherwise agreed by TIAA, the Client shall pay on demand and be responsible to TIAA for travel and other disbursements. TIAA shall be entitled to invoice separately for those and the Client shall pay any such invoices submitted in accordance with clause 45.

49. All fees will be subject to VAT (or exempt from VAT) in accordance with VAT regulations and guidance. The Client will also pay any taxes, including VAT, that are due concerning the services.

Payment Terms and Invoicing

50. Invoices will be rendered in accordance with the terms of the Engagement Letter or otherwise upon issue of a draft report. Invoices are payable without deduction or setoff within 30 days of the date of the invoice. Without prejudice to any other rights or remedies, TIAA may charge interest on any outstanding balances from their due date at the rate prescribed from time to time under Section 6 of the Late Payment of Commercial Debts (Interest) Act 1998.

Variation

51. Subject to clause 2, any variation to the Contract shall only be effective if it is agreed in writing and signed by the Client and TIAA in the form set out in Schedule 1

Termination

52. **Client's right to terminate**

Unless stated otherwise in the Letter of Engagement, the Client may terminate the Contract in writing by providing TIAA with no less than 90 days' written notice.

53. **TIAA's right to terminate**

TIAA may terminate the Contract for good reason, for example if the Client (1) does not pay an invoice; (2) fails to pay a reasonable sum on account for TIAA's costs or disbursements upon proper request ; (3) fails to give proper instructions; (4) is in material breach of any term of the Contract. TIAA will notify the Client of such a decision.

54. **Payment of fee on termination**

If TIAA or the Client decides to terminate the Contract, the Client will pay all outstanding fees and expenses incurred including those not yet invoiced.

Force Majeure

55. If TIAA is prevented from performing the Contract or providing services there under, by reason of industrial dispute or other circumstances beyond its reasonable control, TIAA shall be entitled to suspend performance of its obligations for so long as such circumstances continue. In the event that such circumstances shall prevent performance for a continuous period of more than 180- days, the Client shall be entitled to terminate the Contract by written notice to TIAA. In such event TIAA will provide the Client with a report of all work done up to the date performance was suspended and the Client shall pay an appropriate proportionate part of the fees

for such work and reimburse all out of pocket and travelling and subsistence expenses. Payment will be made in accordance with Clause 45 (invoicing).

Money Laundering Regulations

56. The Client acknowledges that TIAA is under an obligation to apply client identity due diligence measures under The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 as amended.

Notices

57. Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to that party at its registered office or such other address as that party may have specified to the other party in writing, and shall be delivered by hand, or sent by recorded delivery or other next working day delivery service, commercial courier, or email.
58. A notice or other communication shall be deemed to have been received: if delivered by hand, when left at the address referred to in Clause 52; if sent by recorded delivery, at 9.00 am on the second business day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed; or, if sent by email, one business day after transmission.

General

59. The parties agree that the Contract constitutes the entire agreement between them and supersedes all previous agreements, understandings and arrangements between them, whether in writing or oral in respect of its subject matter.
60. The Client may not assign, transfer, mortgage, charge, subcontract or deal in any manner with all and any of TIAA's rights under the Contract except with TIAA's prior written consent.
61. TIAA shall be entitled to set-off under the Contract any liability which it has or any sums which it owes to the Client under the Contract.
62. The parties are independent persons and are not partners, principal and agent or employer and employee and the Contract does not establish any joint venture, trust, fiduciary or other relationship between them, other than the contractual relationship expressly provided for in the Contract. None of the parties shall have, nor shall represent that they have, any authority to make any commitments on the other party's behalf.
63. If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.
64. No failure, delay or omission by TIAA in exercising any right, power or remedy provided by law or under the Contract shall operate as a waiver of that right, power or remedy, nor shall it preclude or restrict any future exercise of that or any other right, power or remedy.
65. No one other than a party to this Contract and their permitted assignees shall have any right to enforce any of its terms.

Governing Law and Jurisdiction

66. Any dispute or claim arising out of, or in connection with the Contract, its subject matter or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the laws of England and Wales.
67. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of, or in connection with, the Contract, its subject matter or formation (including non-contractual disputes or claims).

April Skies Accounting

Leanne Poole

Steyning Town Council

6 July 2026

Dear Leanne

Provision of Internal Audit Services - 26-27 Financial Year

Thank you for your recent email regarding internal audit services. We are pleased to quote for this work and set out details of our services below.

1. Audit Fee

The quote is for the 26-27 financial year. We would charge the following fees for the annual internal audit.

Type of audit	Cost
2 in person audits	£450
Travel Nutley to Steyning x 2	£75

The quote for future years would incur an additional 5% charge per year.

This quote covers 2 audits, an interim in December / January, and a final audit in April / May.

This quote is based on figures disclosed in the 25-26 AGAR. Additional work would be charged at £70 per hour, to be agreed in advance with you, should this be considered necessary.

2. Audit Programme

Ordinarily we would anticipate 2 audits in the financial year. The interim audit would typically cover the following:

- Bank reconciliations.
- Risk assessments.
- Controls over non precept income (includes hall and pitch hire)
- First 9 months income and expenditure testing.
- Monitoring of council finances; and
- Salaries and wages – first half of financial year.
- Review of key governance documents
- Reporting of previous years audit and inspection periods

The final audit would be carried out in May / June each year, after compilation of the financial statements, and I cover the following work at this stage:

- Agreement of accounts to ledgers
- Review of fixed asset and investment registers
- Review of information for external audit

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mike@aprilskies.co.uk
Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

- Year-end bank reconciliation
- Transaction testing for second half of financial year.

3. Audit Process

Our audit process is driven by the 12 control objectives of the internal audit section of the Annual Governance and Accountability Return (AGAR). I am required to sign off that the Council has proper controls in place against each of these control objectives, and my testing seeks to gather evidence to support the required sign off. The control objectives I must review are set out below, together with examples of tests I carry out to confirm proper controls are in place.

Control Objective	Example of audit test proposed
Appropriate accounting records have been properly kept throughout the financial year	Confirm transactions recorded on ledger are supported by relevant vouchers – ledgers up to date and properly reconciled
The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	Test sample of expenditure transactions from ledger, test expenditure authorised in line with financial regulations, VAT accounting correct and payment is for goods services delivered to Council
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Review risk assessment process. Test insurance is in place and at appropriate levels. Review ICT back up.
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Review budget and precept setting process. Ensure effective budget monitoring process is in place. Review reserves levels at year end and ensure proper levels of earmarked and general reserves are in place.
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Test sample of income transactions from ledger, test that amount invoices accords with fees approved by council. Review debt collection process.
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	Ensure petty cash is reconciled on a regular basis
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Test sample of salary payments from ledger – confirm pay rates for staff are in line with approved rates of pay / NALC scales.
Asset and investments registers were complete and accurate and properly maintained.	Review asset register and ensure it is up to date with all additions / disposals properly entered on to register. Check all assets accounted for on correct basis.

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Periodic and year-end bank account reconciliations were properly carried out.	Review and reperform bank reconciliations, ensure proper reporting at a Council meeting
This authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations	Check that inspection periods are set in line with regulations
The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Review for compliance with Practitioners' Guide

4. Reporting

We issue written reports to the Clerk on completion of both the interim and final audits. The report follows the structure of the AGAR, with details of audit testing and findings set out against each control objective defined in the internal audit section of the AGAR.

The report will include a schedule of recommendations, and we check for implementation of recommendations at each audit visit. The reports should be presented to Councillors to assist in preparation of the Annual Governance Statement.

5. April Skies Accounting

April Skies Accounting is staffed by 2 qualified accountants, with extensive experience in the town and parish council sector.

Mike Platten
Mike is a CIPFA qualified accountant with more than 30 years' experience in the public sector, mainly in local government audit. I have moved into the Parish and Town Council sector in the last 5 years and have the following relevant experience.

- Experienced user of the RBS system both as auditor and as RFO
- I have a portfolio of around 70 parish and town council audits I complete annually.

Karen Whiley FMAAT
Karen Whiley is a practicing qualified accountant with over 30 years of experience working within local government, including town and parish councils, as well as supporting private companies and local schools. She has worked as the Responsible Financial Officer (RFO) for one of the largest town councils in the South East for the past 6 years, where she oversees financial management, governance, and regulatory compliance

- Experienced user of the RBS system both as auditor and as RFO

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April Skies
Accounting

We look forward to hearing from you, and please
contact me if you need any further information, or would like the names of referees.

6. **Independence**

We confirm April Skies Accounting Limited is completely independent. Should we be successful in this tender, we confirm we are debarred from taking on further work with the Authority.

Please do not hesitate to contact me if you have any queries at all. I look forward to hearing from you in the near future

Yours sincerely

M. Platten

Mike Platten - April Skies Accounting Limited

07958 990310
mike@aprilskies.co.uk
Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Invoice

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

Invoice Date

Invoice Number

Reference

Project Name
Steyning PC / Main Scheme / 2026 / 3 of 3

P.O. Number
Invoice 1 of 3

VAT Number

The Festive Lighting Company Ltd
Blackmoor
West Buckland
Wellington

Notes

Year 3 of 3 as per Hire Agreement dated 12/09/2024

Items

Description	Quantity	Unit Price	Tax rate	Tax	Total
Hire Charge (60% of total)	1	1789.45	20%	£357.89	£2,147.34
Delivery Charge (40% of total)	1	80.00	20%	£16.00	£96.00
Installation (40% of total)	1	776.00	20%	£155.20	£931.20

Sub-total	£2,645.45
Tax	£529.09
Total	£3,174.54
Amount outstanding	£3,174.54

Please remit payment by bank transfer to

Account Name: The Festive Lighting
Acc Sort code:
Account No.:
VAT No.:

Please send remittance advice to

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

If you need to edit or update your order you may contact us via email at

Order Summary

festivelighting THE COMPANY

Order Date
30 March 2026

Order Reference

The Festive Lighting Company Ltd
Blackmoor
West Buckland
Wellington

Project Name
Steyning PC / Main Scheme / 2026 / 3 of 3

Ordered By:

Steyning Parish Council
Mr John Fullbrook
The Steyning Centre
Fletchers Croft
STEYNING
Steyning
Sussex
United Kingdom
BN44 3XZ

Email address clerk@steyningpc.gov.uk

Direct phone 01903812042

Deliver To:

Dan Rose
The Steyning Centre
Fletchers Croft
STEYNING
Steyning
Sussex
United Kingdom
BN44 3XZ

Return From:

Positive Lighting Installations Ltd
United Kingdom

Collection Instructions:

The Festive Lighting Company

	Type	Unit price	Quantity	Total
Column Mounting Bracket	Rental	£6.64	36	£239.04
2m Star Cluster	Rental	£148.50	18	£2,673.00
130mm Stainless Steel Tamtorque Banding	Rental	£1.96	36	£70.56
Installation & takedown 2026/27	Adjustment	£1,940.00	1	£1,940.00
Balance adjustment in line with original agreement	Adjustment	£-0.18	1	£-0.18

Items Total	£4,922.42
Delivery	£200.00
SubTotal	£5,122.42
Tax @ 20%	£1,024.48
Refundable Deposit	£0.00
Order Total	**£6,146.90**
Total Payments	£0.00
Amount Due	£6,146.90

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ITEM 7.3

The Planning Inspectorate

Order Decision

On papers on file

by Susan Doran BA Hons MIPROW

an Inspector appointed by the Secretary of State for Environment, Food and Rural Affairs

Decision date: 09 September 2024

Order Ref: ROW/3330824

- This Order is made under Section 53(2)(b) of the Wildlife and Countryside Act 1981 and is known as the West Sussex County Council (Chanctonbury No.1: Bramber and Steyning (Addition of a Public Footpath) Definitive Map Modification Order 2023.
- The Order is dated 28 February 2023 and proposes to modify the Definitive Map and Statement for the area by adding a public footpath as shown in the Order plan and described in the Order Schedule.
- There was one objection outstanding when the Order was submitted to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Summary of Decision: The Order is confirmed

Preliminary Matters

1. This Order concerns the addition of a public footpath between Coombe Drove, Bramber and Bostal Road, Steyning, points A to B on the plan attached to the Order ('the Order plan'). The application to add the Order route to the Definitive Map and Statement ('DMS') was made by Bramber and Steyning Parish Councils.

2. Whilst the sole objection to the Order has not been withdrawn, it raises matters I am unable to take into account in determining it (paragraphs 16 and 17).

3. My decision is reached on the basis of the papers on file. I have not visited the site but am satisfied that I can reach my decision without the need to do so.

The Main Issues

4. The Order is made under Section 53(3)(c)(i) of the Wildlife and Countryside Act 1981. This requires me to consider whether, on a balance of probabilities, the evidence shows that a public footpath subsists over the Order route. Dedication through public use arises either by presumed dedication as set out in Section 31 of the Highways Act 1980 ('the 1980 Act'), or by implied dedication under common law. The Council relies on statute.

5. Accordingly, the 1980 Act requires me to establish the date when the public's right to use the Order route was brought into question, then determine whether use by the public has been as of right (without force, secrecy or permission) and without interruption for a period of not less than 20 years ending on that date. Finally, I need to consider whether there is sufficient evidence to show the landowners did not intend to dedicate public footpath rights during that period.

Reasons

When use of the Order route was brought into question

6. A notice was put up on the Order route in 2020 by the owner of Penland Cottage, stating it was not a public right of way and its use was permissive. It was this action that prompted the submission of the application to West Sussex County Council ('the Council') to add the Order route to the DMS.

7. Prior to this both the current and previous owners of Penland Cottage had lodged deposits with the Council under section 31(6) of the 1980 Act covering the period 1996 to 2019. These prevented the acquisition of any unrecorded public rights of way over the land in their ownership between these dates. In addition, land at Penland Cottage had been fenced off in 1996 to create a garden and address incidents of anti-social behaviour at the property. Accordingly, the Council determined the 20-year period for the purposes of section 31 of the 1980 Act to be 1976 to 1996. I agree with this conclusion.

Use by the public

8. The application was accompanied by 14 user evidence forms (UEFs) and 113 statements claiming use of the Order route between 1964 and 2020. Some 91 individuals claim use for part or all of the 20-year period, with 24 claiming use between 1976 and 1996. Consultations carried out by the Council in relation to the alignment of the Order route, elicited a further 29 individuals claiming use during the 20-year period. Most described use on foot, with 13 claiming use with a bicycle. One person had observed someone being turned away from the route and 4 had seen the notice (paragraph 6). Others had been seen using the route on foot or with a bicycle, and some referred to use on horseback.

9. Users indicate their use was 'as of right', that is without force, secrecy or permission. Use was without interruption, with no-one stating they had been challenged or stopped. Claimed use is described as regular, ranging from 20 to 730 times a year, with most people going to and from the town centre, accessing shops, the bus stop, health centre, community centre, post box, churches, schools, going to work, and visiting friends, or for recreation, with the Order route providing a short-cut between residential areas.

10. I find the user evidence compelling and sufficient to raise a presumption of dedication on foot.

Alignment and width

11. Some 33 users describe the original route being wider and following a more direct or straight alignment. However, the fencing in 1996 (paragraph 7) had reduced the available width and introduced bends. Some users submitted maps dating to the 1960s to illustrate the original features of the route. Evidence in Council files dating to 1996 indicates this original alignment had been in regular use by the public for at least 32 years at that time.

12. It is clear that the route available to users at present and during the 20-year period differ. The original alignment as represented on the Order plan (a copy of which is appended to this decision) is wider and crosses land now forming part of the garden to Penland Cottage. The current path lies beyond the garden fence, is narrower and less direct. It follows that the alignment in use during the 20-year period as represented in the Order and shown on the Order plan.

The evidence and actions of the landowners

13. Continuing the actions of previous owners of Penland Cottage, the current landowner believes use of the Order route to be permissive. However, actions taken by the owners to prevent the acquisition of a public right of way over the land (paragraph 7), postdate the 20-year period. There is nothing to suggest that any landowner took any actions during the 20-year period to demonstrate a lack of intention to dedicate a public right of way over the land.

Conclusions on presumed dedication

14. I am satisfied that use by the public was brought into question in 1996. I conclude that use has been as of right and without interruption throughout the 20-year period 1976 to 1996. I am satisfied the alignment during this period is that shown on the Order Plan. I find there is no evidence to demonstrate that the landowners did not intend to dedicate it for public use. It follows in my view that the tests are met, and a right of way subsists over the Order route.

15. Whilst I note references to use with a bicycle and on horseback (paragraph 8), there is insufficient information before me from which I could conclude the existence of public rights beyond those on foot.

Other matters

16. The objection raises concerns about the privacy and security of the owners of Penland Cottage and their children, and the impact the Order would have on their human rights. There have been incidents of anti-social behaviour on the route which already exists outside their boundary, and of theft and burglary at their property. To re-position the path immediately adjacent to the dwelling, it is argued, would exacerbate such issues; and the Order is not necessary.

17. I understand the concerns raised and their importance to those expressing them. However, they are matters I am unable to consider in reaching my decision. Under the Human Rights Act 1988 rights are qualified such that they may be interfered with in certain circumstances. The relevant provisions of the 1981 Act are strictly limited, and do not allow me to take personal considerations into account. I am unable to interpret the 1981 Act in such a way so as to do so (Section 3 of the 1998 Act). It follows that, if I decide to confirm the Order, that decision would not be unlawful as provided by Section 6(2) of the 1998 Act. Accordingly, I have not attached weight to the issues raised in the objection in reaching my decision, which must be based on the evidence as to whether the way exists, and if so, its status and alignment.

Conclusion

18. Having regard to these and all other matters raised in the written representations, I conclude the Order should be confirmed.

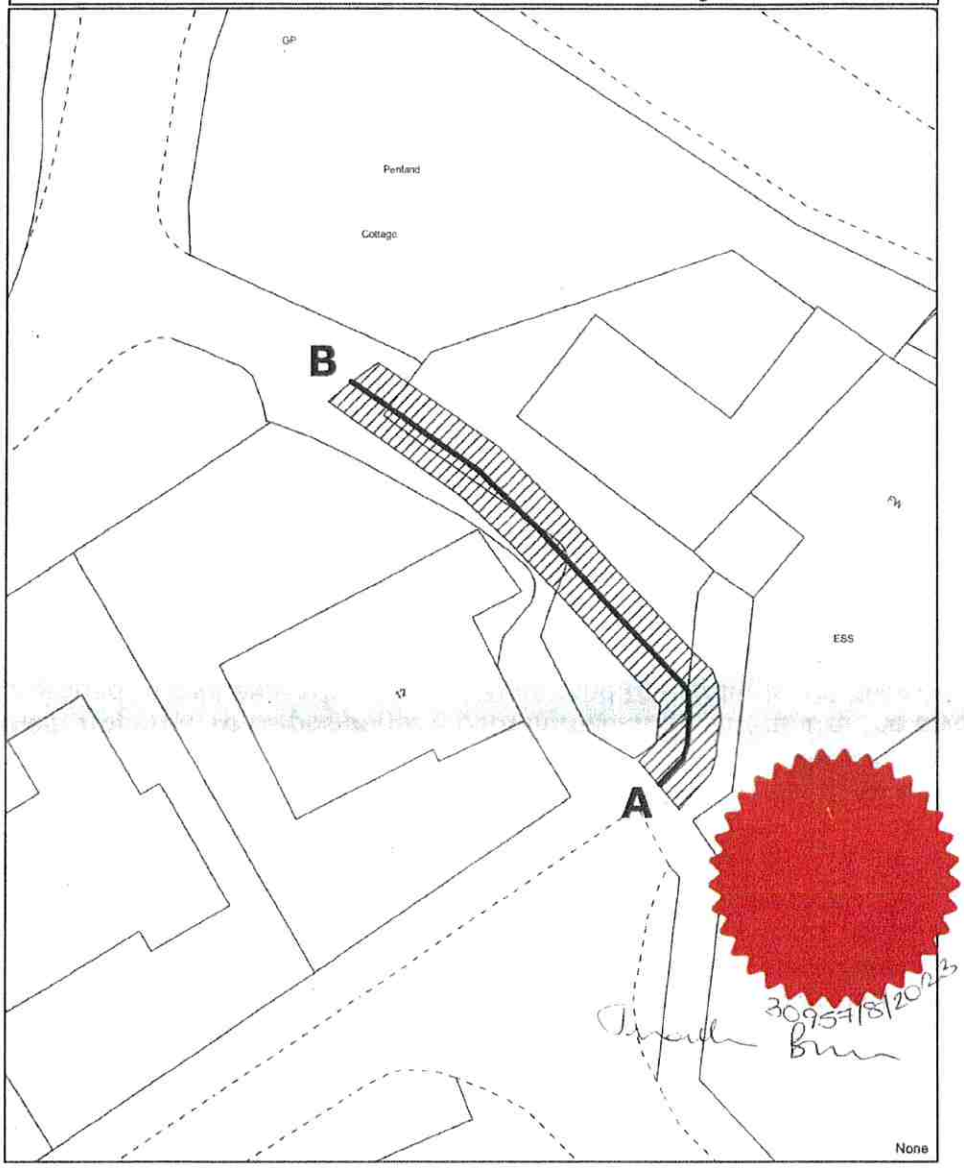
Formal Decision

19. I confirm the Order.

Inspector

MAP NOT TO ORIGINAL SCALE

Parish: **Bramber/Steyning** Agenda Item No...........



Order Plan for DMMO 4/20
Coombe Drove to Bostal Road Twitten

Plan: 01818	1:250	OS Sheet: TQ 11 SE	west sussex county council	Photocopy liable to distortion	Matt Davey Director of Highways, Transport and Planning
Date: 23.02.2023		Grid Ref: 5178 1106			

Glebe Fields proposed Street Names **Item 8.12**

The Town Council has been tasked with assisting the Glebe Fields developers with coming up with the new street names for the project. Planning and Premises Committee considered and put forward a number of names and the Clerk was tasked with contacting the Steyning Society and the History Society who were kind enough to come up with several more, and to give a view on an initial list.
Therefore listed below is the full list with so far a top 8 names (in **red**), remember we need to present a top 10 and include 2 reserves please from this list and if any others spring to mind during the 7th July F&GP meeting.
We are unfortunately without a great deal of time, as the developers need to start to assign utility outlets to properties and roads that are not under construction yet!
Hence we need to get back to them by 8th of July

Here's the list so far;

1. ***Old Harbour** View* - Due to proximity to Steyning's Harbour in medieval times.
2. ***Adur** View* - Due to proximity to the river Adur
3. ***Beeding** View* - Due to proximity to Upper Beeding
4. ***Kings Orchard*** - Due to proximity to Kings Barn, and the newly planted Orchard
5. ***Donaldson** Drive* - One of Britain's best-known children's writers & long-time local resident
6. ***Gluck** Grove* - One of Britain's most distinctive 20th-century artists; lived at Chantry House for decades.
7. ***Olivier** Close* - Laurence Olivier, lived nearby for many years and was part of the artistic community centred in Steyning
8. ***Plowright** Close* - Joan Plowright, shared the long association with the Steyning area alongside Laurence Olivier.
9. ***Gruffalo** Grove* - Donaldson's most famous children's book characters
10. ***Old Station** View* - Due to proximity to the old Railway Station
11. ***Alfred** Road* - Alfred the Great – Owned the royal manor of Steyning and established a mint there, demonstrating the town's importance in Saxon England
12. ***Gunnell** Lane* - Olympic champion and one of Steyning's best-known modern residents.
13. ***Sir Ernest** Drive* - Sir Ernest Marshall Cowell - Distinguished military surgeon and Major-General, born and educated in Steyning
14. ***Delafield** Lane* - Author of the *Diary of a Provincial Lady* books; born and raised in Steyning
15. ***Yeats** Lane* - William Butler Yeats, wrote many of his later poems at Chantry House in Steyning, giving the town international literary significance.
16. ***St Cuthman** Close*
17. ***Ivatt Way*** - *named after the 19th century railway engineers. Also this was the class of engine last used on the Steyning line.*
18. ***Charles Parnell*** - *Irish politician who married Kitty O'Shea in Steyning Register Office in 1891.*
19. ***Sarah Cox (Fanny Cornforth)*** - *born in Steyning, she was the muse and model of Pre-Raphael painter Rossetti*
20. ***Bertram Nicholls*** *(1883-1974) - Artist who lived in Goring Road*
21. ***Sir Olaf Caroe*** *- diplomat and writer who retired to Newham House in Sheep Pen Lane.*
22. ***Water's** Way* - Brought electricity to Steyning in the early 1920s, located on the High Street . He is mentioned in a display in the Steyning Museum.

23. ***Cowerson** Close* - William Cowerson was a local stonemason and smuggler. On the night of the 21/02/1832 he was shot by a Customs Coastguard near Worthing. He had led his gang of 200 men to ‘retrieve’ a valuable cargo of Dutch gin, French brandy and perfume. His body was carried back to Steyning, and he is buried in the churchyard. His funeral was attended by more than 1,000 people and the bells rang for four hours. His grave was dug 7 feet 6 inches long, suggesting a man of great stature. Apparently, most of the cargo was never recovered!!... A Local Hero

24. ***Cockman** Close* - George Cockman taught all his career for SGS supported Boarding House, .wrote history of town and railway and independent District Councillor, strong supporter of the Church
25. ***Dr Frank** Drive* - probably the last traditional Town doctor lived nearly all his life in Steyning delivered many local children, chatted to everyone and knew everyone .In retirement supported Victims of Torture
26. ***Stillwell** Street* - Ronnie Stillwell long serving SGS Teacher. Lead trips to Italy . Many Stillwell’s in Steyning and on war memorial.
27. ***Shackleton** Way* or some such after Edith Shackleton (1885-1976) ‘straddled the literary and newspaper worlds’; she was a ‘pioneering Fleet Street reporter’ who first made her mark in 1923 as the 1st female Parliamentary Correspondent for a major newspaper; Arnold Bennett called her the "most brilliant reviewer" in London and Yeats "the best paid woman journalist of her time". She became chief literary critic for the *Evening Standard* after Arnold Bennett’s death and reviewer for the *Observer, The Queen, The Lady* & *Time & Tide*. She fell in love with the near derelict Chantry House in 1934 and lived there for 42 years; she brought down her friends - Yeats who wrote many of his later works there, Edmund Dulac the illustrator with Helen Beauclerk the novelist, Alison Settle editor of the *British Vogue* 1926-35 who bought a house nearby, and Gluck in 1946.

28. ***Read** Walk.* - Norman Read was born in Portsmouth but grew upon in Steyning and, as a young man, emigrated to New Zealand. He won a gold medal for NZ at the 1956 Olympics in Melbourne for the 50 km walking race. His brother Dennis still lives in Steyning and was a walker
29. ***Samuelson** Drive* - Sir Francis Samuelson farmed at Staplefields for many years but is known as an amateur motor racing driver in the first half of the last century.
30. ***Glebe** Approach* - For the vehicular access to the estate
31. ***Glebe** Gate* - For the pedestrian /bike entrance/exit onto King's Barn Lane
32. ***Heriot** Way* - Name of the family that farmed at Glebe Farm - I have not yet verified the spelling
33. ***Grigg** Gardens* - Charlie Grigg and his father ran a grocery store at 94 High Street from 1888 until about 1965 with a market garden on what is now the Health Centre and carpark
34. ***Stubbings** Street* - Betty ran a well-known sweet shop for many years at what is now Chez Joel; her father ran a toyshop, petrol station and motorcycle and bicycle repair business next door; and her mother ran a China shop next door to that.
35. ***Woods** Way* - CF Wood and then his son Lewis ran a garage and car sales business where Truffles now operate. There was also a Wood's butcher next to the Post Office but I don't know whether they were related.
36. ***St Andrew** Cresent*
37. ***Field** Way*
38. ***Paddock** Road*
39. ***Meadow** Close*
40. ***Church** End*
41. ***Farm** Road*

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

Please contact us via email: steyninganddistrict@gmail.com

Steyning & District Food + Drink Festival Saturday 5th until the 13th of September 2026 - overview and Funding Request

- **Funding Request**

We are asking for a grant of approx. £500 from Steyning Parish Council's 2026/27 Grants Fund to enable us to publicise the forthcoming Steyning & District Food+Drink Festival as well listing STC as the children's event title sponsor.

- **Background**

The Steyning & District Food+Drink Festival Working Party of the Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning this years Festival with some new and exciting events included.

The Festival is an outstanding series of events in the District calendar, where our aim is to promote our area and attract as many new faces as possible - bringing valuable business to our traders, together with enjoyment to our residents. The High Street still remains vulnerable and the Partnership continues to do as much as they can to support our businesses by coming up with events and projects that will give a boost to the local economy.

The Festival is run by a hard working team of Partnership volunteers with the fantastic support of the "foodie" outlets/shops in our District, who annually come up with both events and special offers for the Festival duration. Because of this outstanding business support, our Festival now celebrates its 15th year. The Farmers Markets opens the event, which is of course, a natural highlight with its wonderful array of local food and drink stalls, together with adding special "extras" to celebrate the Festival - demonstrations, tastings, offers & music, etc with the grand finale being the Streetfood Piazza, now in its 3rd year.

- **Overview of the Steyning and District Community Partnership**

Steyning & District Community Partnership was formed in 2001 and incorporated as a non-profit making limited company in May 2007. The "& District" consists of Ashurst, Wiston, Upper Beeding, Bramber, Edburton & Small Dole. Since its onset it has instigated and overseen a great many community projects and events, working with groups of hard working local volunteers. There are 5 sub-groups working within the Partnership and reporting to the Management Committee, one of these being the Visitor & Tourism Committee, who as a Committee and its sub-Committees are responsible for organising and running numerous projects and event, one of which is the Food + Drink Festival, for which funding is now sought.

The Partnership currently has 5 directors with approximately 14 other management Committee members and a further 60-70 active volunteers across all Committees.

- **Aim of the Steyning & District Food + Drink Festival**

    - To host an event following the success of a decade long running festival entering its 15^{th} year.

    - To promote the town and the surrounding villages to residents and visitors for them to experience a range of eateries and drinking establishments as well as those business taking part to support the event.

    - To promote bring key events to Steyning High Street and help support local businesses.

    - To build community cohesion

    - To provide a level of education and knowledge

    - To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

- **Purpose of the publicity campaign**

    - To publicise the Steyning & District Food + Drink Festival in order to provide a good level of attendance to support the events, which are part of the Festival, as well promoting local businesses whilst creating a level of energy and excitement around the event.

    - To promote Steyning Town Council's support for this event and to continue the approach to collaborative working between Steyning Town Council and the Steyning & District Community Partnership.

- **Publicity**

  The publicity campaign has already started will ramp up at the start of August 2026 with branding and key local sponsors and the production of; flyers, leaflets, posters and banners, to be presented and distributed locally. Nearer the time three banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street, one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and hopefully a radio slot and all publicity will link to more details about the Festival on our websites; (www.steyningdistrictfooddrinkfestival.co.uk)
  (www.VisitSteyning.co.uk) as well as on Facebook and Instagram via all our social media channels.
  Handout will also be distributed to local traders and venues.

- **Total anticipated costs for this part of the project.**

  Printing:

  A4 posters x 60 = £40 + VAT (Inc SPC Logo)
  A3 posters x 100 = £60 +VAT (Inc SPC Logo)
  A5 flyers (double sided) = £300 (no VAT) (Inc SPC Logo)
  2 New Branded Banners = £120 + VAT (Inc SPC Logo)
  Total cost therefore = £520.00 + VAT

- **Total anticipated for Children's Event**

  Printing:

  Event venue, materials and products = £250 + VAT

- **Match Funding from V&T Committee**

  Value of volunteer time to plan and execute the Festival, including the time of volunteers outside the V&T Committee and the Food + Drink Festival Sub-Committee who will assist: circa 500 hours @ £15ph = £7,500.00

  Note; there are also a range of other costs associated with the festival, but these are general running costs, services and registrations, which do not form part of this grant breakdown.

- **Amount of Grant to be requested**

  A contribution from the Parish Council of £500 from its Grants budget to fund the publicity materials to promote the new Festival format and to have a larger presence, than previous years, as a collaborative partner to build on in the future as well as being our headline sponsor for the children's event.

- **Back account details - Internal Use Only**

  Bank: HSBC, Storrington

  Sort Code: 40 43 48

  Account No: 61253972

  Name of account: Steyning & District Community Partnership Ltd.

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

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

  Date: 03.07.26

Dear Parish Clerk and Councillors,

RE: Withdrawal of Compromise Proposal – Proposed Public Path Diversion Order – Penlands Cottage, Steyning – Footpath 3802

Further to my recent email regarding our Informal Objection to the proposed Public Path Diversion Order at Penlands Cottage, I am writing to formally update the Parish Council on our position.

In our original Informal Objection, we suggested a 2-metre width compromise. However, following further research, including into the legal weight of the cine film footage from the 1970s—which we have already submitted as evidence—we are formally withdrawing this compromise suggestion with immediate effect. Please note that we have also updated the legal department at West Sussex County Council (WSCC) to reflect this change.

Formal Withdrawal of Compromise:
The 2-metre path width compromise was a preliminary, pragmatic proposal. Because the landowner is actively pursuing a formal application to divert and permanently restrict the path to a route that is remains unacceptably narrow in places, that preliminary compromise proposal is hereby formally withdrawn from the table.

Demand for Full Historic Width and Reversion to Full Legal Rights:
Our research into the legal weight of the cine film footage confirms that the public holds an absolute, vested right to the entire width of this path. Under the common law principle of *"once a highway, always a highway,"* this documented public asset cannot be diminished or bargained away.

Lapse of Landowner Protection (Section 31(6)):
Furthermore, we highlight for the Parish Council that the Section 31(6) landowner deposit lodged in 2009 carried a strict statutory 10-year expiration limit. Because the landowner failed to renew this protection, it legally lapsed in 2019. For the past seven years, there has been no active statutory declaration countering the public's continuous, uninterrupted use of the historic path width, heavily undermining the landowner's case.

Correction on Right to Family Life:
A private property owner's privacy or unlawful encroachment cannot override a recorded public highway. Furthermore, private convenience cannot bypass the strict statutory convenience tests required under Section 119 of the Highways Act 1980.

Statutory Duties:
We trust that the Parish Council will align its recommendation with WSCC to protect the community's full historic right of way from this unlawful reduction.

Yours sincerely

Giles Cockman
On behalf of Twitten Committee

Fact Sheet for Councillors: Objections to Proposed Public Path Diversion Order (Footpath 3802)

Key Legal Status

- **Footpath Name**: Footpath 3802 (Coombe Drove to Bostal Road connection).
- **WSCC Decision**: Confirmed original, historic 3-metre-plus width on 7th February 2023.
- **Current Issue**: Private fencing has since encroached on highway, creating an active, illegal obstruction and applicant from Penlands Cottage has now submitted diversion application which fails as follows:

Convenience Test Failures (Highways Act 1980, Section 119)

- **Narrow Access**: Restricted 1-metre entry/exit for wheelchairs, mobility scooters, and double pushchairs at both ends.
- **Pedestrian Gridlock**: Too tight for passing, routinely forcing walkers to reverse out of the corridor at multiple points. Also kink in middle eliminates line of sight from Bostal Road entry point to Coombe Drove entry point.
- **Vehicular Obstruction**: Regular parking at the Bostal Road entrance of cars connected with the Penlands Cottage property completely chokes remaining space.

Safety & Public Enjoyment Failures

- **Tunnel Effect**: High residential fencing blocks natural and ambient street light.
- **Crime Fear**: Vulnerable users, women, and the elderly actively avoid the path after dark.
- **No Escapes**: Confined corridor traps path users with zero alternative exits.

Policy & Compliance Violations

- **PSED Duty**: Fails the Public Sector Equality Duty under the Equality Act 2010.
- **National Guide**: Active Travel England mandates a 2-metre minimum width for inclusive paths.
- **County Policy**: Not in line with the West Sussex Active Travel Strategy 2024–2036.
- **Defra Rules**: Privacy guidance explicitly bans creating severe public detriment for private gain.

Community Goodwill & Rejected Compromise

- **April 2026 Offer**: Residents formally proposed a compromise route via Mr Charles Ashby.
- **Applicant Rejection**: Mr. Ashby said that the landowner had rejected this compromise. However, the landowner claims he never received it.
- **Current Offer**: Residents remain prepared to withdraw objections if safety minimums are met (see below):

Non-Negotiable Safety Standards for Withdrawal

- **Minimum Width**: Uniform 2 metres wide along the entire route to allow users to pass.

- **Line of Sight**: Straight diagonal alignment from Coombe Drove to Bostal Road to remove blind spots.
- **Security Lift**: End-to-end visibility lets streetlights at both ends fully illuminate the route safely.

Irrefutable 1970s Cine Film Evidence

- **White Wall Anchor**: 1970s footage proves the historic path ran flush against the property's white walls and far away from the boundary of the Coombe Drove property on the other side.
- **No Historic Garden**: The current garden was created by systematically enclosing public highway land.
- **Self-Inflicted Privacy**: Privacy issues stem entirely from the applicant encroaching outward onto the path.
- **Legal Principle**: *Once a highway, always a highway*—soil ownership cannot override public transit rights.

Required Action from Council

- **Object Now**: Reject the application for failing Section 119 Convenience and Enjoyment tests.
- **Section 130 Duty**: Uphold statutory duty to assert and protect the public right of way – a key, historic and strategic public right of way connecting Steyning with Bramber.
- **Avoid Public Inquiry**: Supporting this substandard diversion triggers a costly Planning Inspectorate Inquiry.

STEYNING TOWN COUNCIL

Local Government Act 1972
The Local Elections (Parishes and Communities) Rules 2006

NOTICE OF VACANCY IN THE OFFICE OF PARISH COUNCILLOR

1. NOTICE IS HEREBY GIVEN that due to the resignation of Councillor Vicci Johnson a vacancy for a town councillor exists.

2. A by-election to fill a vacancy will be held if within 14 days (not counting a Saturday or Sunday, Christmas Eve, Christmas Day, Good Friday, or a Bank Holiday) from the date below (ie by 22 July 2026) ten electors for the parish give notice in writing claiming such an election to the Proper Officer. The Proper Officer for the purpose of Electoral matters is The Returning Officer.

3. The Address of the Returning Officer is :-
   Horsham District Council
   Albery House
   Springfield Road
   Horsham
   West Sussex RH12 2GB

4. If no such notice is given, the Town Council will fill the vacancy by co-option and persons interested should notify the Clerk to the Town Council.

Date: 2 July 2026

Parish Clerk
Steyning Town Council
clerk@steyningpc.gov.uk

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