

Lindfield Parish Council

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

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Parish Clerk: Mr A Funnell

Date of issue: 8 November 2019

Members of Lindfield Parish Council are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 14 November 2019** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

A G E N D A

1. To receive and accept apologies and reasons for absence.
2. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.
3. To confirm and sign the Minutes of the Council meeting held on 1 November (*if available*).
4. Questions/comments from members of the public. (This will be limited to a maximum of 15 minutes. In accordance with Standing Order 3 (e) – (g) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes).
5. Chairman's announcements.
6. Reports by County Councillor / District Councillors.
7. Action list.
8. Consultation Documents - to note / consider documents received.
9. Planning and Traffic Committee
 - i) Report by Councillor Plass on matters considered at the meetings held on 17 September, 8 October, & 22 October 2019, (Previously circulated)
 - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 17 September, 8 October, & 22 October 2019 and to confirm their recommendations.
10. Finance and General Purposes Committee:
 - i) Report by Councillor Henton on matters considered at the meetings held on 5 September & 7 November 2019 (Minutes to follow, if available).
 - ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 5 September & 7 November 2019 (if available) to confirm their recommendations.
 - iii) To note internal control check has been carried out for the period April to June 2019.
 - iv) Statements of Account / Budget Progress and Bank Reconciliation for the periods: 1-31 August, 1-30 September, & 1-31 October 2019 (*if available*) and the quarterly Receipts and Payments Summary.
 - v) Toilets on the Common – update.
 - vi) Budget 2020/2021 – To consider proposed draft budget.
 - vii) Proposed changes to Standing Orders and Financial Regulations.
 - viii) Business Plan – update.
 - ix) Clerks / RFO update.
 - x) List of cheques & debt card payments for approval.
11. Environment and Amenities Committee
 - i) Report by Cllr Blunden on matters considered at the meeting held on 3 October 2019
 - ii) To receive the minutes of the meeting held on 3 October 2019 (*previously circulated*) and to confirm their recommendations.
12. Climate Change – To consider report recommending implementation of policy and formation of Working Group.
13. Comber's Trust: to note letter from the Secretary of Comber's Trust regarding a trustee vacancy
14. Matters Arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.

Members of the public and the press have a right to attend meetings of the Council and its Committees.

Lindfield Parish Council

15. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons.
 16. Clock Tower House - Lease
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Signed

Andrew Funnell

Andrew Funnell
Clerk to the Council

Cc: Mid Sussex Times
Cllr Andrew Lea (WSCC & MSDC)
Cllr Anthea Lea (MSDC)
Cllr Johnathan Ash-Edwards (MSDC)

ACTION AND PROJECT PROGRESS LIST

FULL 14 Nov 19 - Item 7

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
Full Council	467.1	11.11.10	Emergency Plan	Put finishing touches to plan and publish	Clerk	asap		This probably needs looking at afresh
Full Council	215.5	08.11.12	Winter management	Councillors to find volunteers for snow clearing	All	asap		
Full Council	365.1	09.11.17	War Memorial	Apply for listing	Clerk	asap		Apply once renovation work is done
Full Council	517	14.03.19	Village Directory & Year Book	Proceed with product. Change of cover. Ask LRPC how many copies required. Seek quotes for consideration of outsourcing parts of 2021 edition.	Clerk	asap		In progress
Full Council	78.7	12.09.19	Business Plan	Agree to proceed with feedback forms	Clerk	asap	07.11.19	Feedback has been received
Full Council	78.8	12.09.19	Social Media	Proceed with social media subject to useage restrictions	Clerk			In progress
Full Council	79.3	12.09.19	Hickmans Lane Playground	Confirm to MSDC that LPC will pay for the piece of play equipment	Clerk			In progress - MSDC have been advised. Know awaiting MSDC to provide billing arrangements
Full Council	TBC	01.11.19	Denmans Lane Toilets	Confirm, order, and install DDA door	Clerk	asap		In progress

www.westsussex.gov.uk/buses

Consultation on concessionary rail travel for older people

West Sussex County Council is consulting on a proposed change to its concessionary travel scheme.

There will be no changes to 'free bus pass' travel for older and disabled people in West Sussex.

It is proposed that the County Council will no longer offer a free Senior Railcard as an alternative to the Older Person's Bus Pass (Disabled Person's Railcards will still be available to qualifying applicants).

Before any decision is made, we are keen to gather feedback from passengers and others to help us understand the impact of this change.

For further information and to take part in the consultation, please go to www.westsussex.gov.uk/buses or call 01243 642105 to request a paper copy.



**The closing date for your
feedback is 4 December 2019**

NOTE - F&GP have agreed to recommend to Full Council budget 2. This is subject to amendments from Committees and further prices information become available.

This is an annotated copy of the report provided to F&GP Committee.

LINDFIELD PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

AGENDA ITEM 9

BUDGET REPORT FOR MEETING DATED 7TH NOVEMBER 2019

Contents

- **Summary report – includes recommendation and budget setting schedule**
- **Proposed F&GP Administration budget**
- **Proposed F&GP Budget**
- **Comparison between budgets 1 & budgets 2**
- **Precept calculation**

November 2019

Andrew Funnell

Parish Clerk
Lindfield Parish Council

Summary

On the 4th November 2019 a meeting was held between Committee Chairmen and the Clerk to consider the initial budget proposals (Budget 1). It was felt that increasing the precept to £236,000 could not be justified. Participants then considered each of the Committee budgets and drafted proposed amendments (Budget 2). Budget 2 would require a precept of £174,000. The full breakdown of changes between these budgets is shown on the spreadsheet headed 'Comparisons between budgets 1 & 2'.

A summary of the different precept requirements for budgets 1 & 2 is shown in the following table:

	Calculation	Budget 1	Budget 2
A) Expenditure (excluding reserves)		£280,750.00 (E&A £96,350.00) (F&GP £163,900.00) (P&T £20,500.00)	£218,350.00 (E&A £52,350.00) (F&GP £161,500.00) (P&T £4,500.00)
B) Income for 2020/21		£13,535.00	£11,820.00
C) Difference between income & expenditure	(A - B)	£267,215.00	£206,530.00
D) Cash held (as at 31March 2020)		£171,173.35	£171,173.35
E) Earmarked reserves for 2020/21		(£90,170.00)	(£88,170.00)
F) General reserve for 2020/21		(£50,000.00)	(£50,000.00)
G) Difference between cash held & reserves	(D - E - F)	£31,003.35	£33,003.35
H) Precept required	(C - G)	£236,211.65	£173,526.65

The costs of the precept request on a band D property (based on 2019/20 tax base figures) is as follows:

Band D property	2019/20 (existing)	Budget 1	Budget 2
Annual cost	£54.90	£83.06	£61.24
Annual cost increase	N/A	£28.16	£6.34
Weekly cost increase	N/A	£0.54	£0.12

The following points should be noted:

- The proposed budget does not include a deficit. The 2019/20 budget includes a deficit of £11,000. This was agreed in order so to not raise the precept from £156,000. Continuing to run a budget deficit is not sustainable.
- Once the precept request has been finalised the Clerk intends to produce an A4 sheet for members of the public stating what the precept is and what Lindfield Parish Council will be spending the monies on. It will also show how the Council has done its best not to raise the precept over the past 10 years. The precept over the last 10 years on average has been £155,500.00 (lowest £152,000 highest £162,000).
- The Clerk will also maintain a list of potential future projects. It is intended that this will feed into the proposed business plan. This will help with future budget preparations and project scheduling.

Recommendation

Members are requested that they recommend to Full Council (at this stage & subject to further Committee scrutiny) that the Council adopt budget 2.

Members are requested to note the remaining budget schedule (PTO):

Remaining budget setting schedule

November 2019

12th Full Council: To receive and consider F&GP budget recommendations.

19th P&T Full: To formally consider P&TC budget requirement.

28th E&A: To confirm E&A budget requirement.

December 2019

4th MSDC Draft tax base figures published.

11th MSDC Tax base figures to be confirmed at meeting.

12th F&GPP: To confirm F&GP budget requirement. To receive & confirm final budgets from E&A & P&TC

January 2020

16th Full Council: To confirm 2020/21 budget - Following this Full Council meeting the Clerk must notify MSDC by 31st January 2020 (tbc) of the Council's precept request.

Lindfield Parish Council											
Draft Administration Budget 2020/2021											
		Previous Year Spend 2018/2019	Current Budget 2019/2020	Current Year Spend to 30 Sep 2019	Estimated Spend to Year End March 2020	Estimated Spend Compared to Budget 2019/2020	Proposed Budget Spend 2020/2021		S.137 Spend	Comments 2019/2020	Comments 2020/2021
	Administration										
1a	Salaries (inc. Administration charges & Village Orderly Salary for 2018/2019)	54,765.26	66,000.00	39,281.30	67,744.70	1,744.70	70,500.00	Increase?		Estimated over spend due to April 2019 salary increases.	Unison is arguing a 10% pay rise (unlikely to be agreed?); NJC scales are still to be agreed; Assume 4% wef 1 April 2020? Consideration to be given towards Deputy Clerk Cilca qualification
1b	Additional Hours	3,111.07	3,000.00	321.16	642.32	2,357.68	700.00	Reduce?		Finance software still to be loaded	Deputy Clerk Cilca training additional hours?
2	NIC paid by Parish Council (incl Village Orderly for 2018/2019)	4,146.66	5,000.00	2,736.82	4,703.27	296.73	4,900.00	Reduce?		To include Village Orderly	Reliant upon Budget heading 1a outcome
3	Pension paid by Parish Council (incl Village Orderly for 2018/2019)	9,246.22	11,000.00	6,609.41	12,302.75	1,302.75	12,800.00	Increase?		To include Village Orderly	Reliant upon Budget heading 1a outcome
4	Insurance	1,636.44	2,500.00	1,705.44	1,705.44	794.56	2,500.00	Maintain		Within target - known expenditure under existing contract due for renewal 2020. May need to include Wilderness Field? SIDs to be included + Village Orderly & additional Equipment/Machinery	Renewal of existing contract 2020? Revision of sums insured?
5	Postage	203.64	500.00	71.30	500.00	-	200.00	Reduce		Within target	Within target. Online banking likely to reduce postage? Village Orderly replaces need for posting on occasions.
6	Stationery	461.14	500.00	153.48	500.00	-	500.00	Maintain		Within target	Within target.
7a	Photocopier Rental	685.96	1,200.00	362.98	1,515.30	315.30	1,300.00	Increase		Rent £161.49 per quarter; New contract wef October 2019 - rent increasing to £297 per quarter; Additional expense re hard drive wipe of old machine £395? Possible admin set up new contract fee £150	New rental agreement - £297 per quarter; Allow for 3%/5% inflation
7b	Photocopier Charges	692.97	800.00	566.63	1,130.00	330.00	1,000.00	Increase		Contract renewed October 2019; increased charges possibly reflect additional materials for new councillors/projects/transparency - council meetings	New charges? Unlikely to increase significantly?
8	Travel Expenses (staff)	134.28	200.00	90.63	200.00	-	200.00	Maintain		Current budget sufficient	Within target.
9	Training	2,150.00	3,000.00	1,220.00	1,900.00	1,100.00	2,500.00	Reduce		Cilca training for Deputy Clerk £350 October 2019; Networking Day £240; Councillor Finance training Nov 2019; SSALC courses have been cancelled this year & not re-arranged - hence underspend	2020/21 SSALC courses unknown; allow 5% increase on cost of courses; possible GDPR training for councillors
10	Room Hire	792.10	800.00	381.68	780.60	19.40	800.00	Maintain		Within target. Anticipating 2% increase for hire wef January 2020	Anticipated 2% increase wef January 2020
11	Auditor	801.00	800.00	811.25	1,022.25	222.25	2,000.00	Increase		Interim Review booked for 27 November 2019 - £132.75 2017/18 (£65.00 per hour + travel costs 2019/20 so this may cost £135?)	Care increased external auditor fee if expenditure/receipts exceed £200.000 thresh hold ie £400 or £600? Internal auditor fees remain unchanged
12	Councillors' Travel Expenses	-	300.00	40.50	300.00	-	200.00	Reduce		Councillor take up of courses not as anticipated	Within target. Reduce?
13	Catering/cleaning	2,081.87	3,000.00	1,003.82	2,067.64	932.36	2,600.00	Reduce		Office cleaning per month £151.66, blind cleaning £30 October 2019 & January 2020; window cleaning £120.00 & Office sundry items £100	Tisbury's indicate 4% increase wef April 2020 ie £159.24 per month, blind cleaning £31.25 per clean; CTH Common Area clean to be included; assume 5% inflation for Office Window Cleaning
14	Council Elections	-	4,900.00	-	-	4,900.00	-	NEW DR		Estimate provided by MSDC Feb 2018	Suggest this be treated as a new Designated Reserve?
	Clock Tower House										
15	PWLB: Repayment of loan	24,719.00	24,300.00	12,178.00	24,235.00	65.00	23,800.00	Reduce		Fixed capital and interest payment contract: we know £12299 due to be paid in October 2018 ie total for 2018/2019 will be £24,719.00; for 2019/2020 total estimated to be £24,235	Fixed capital & interest payment, due to be repaid Oct 2027: £11,936 due 27 Apr 2020 and £11,815 due 26 Oct 2020 ie total £23,751
16	Electricity	1,634.95	2,000.00	622.84	1,510.96	489.04	2,000.00	Maintain		Anticipated total spend for 2019/2020 within budget	Current contract ends 31 December 2021; Annual consumption May 2018 to May 2019 might suggest we have increased energy efficiency, hence predicted decrease in expenditure. Based on current rates, suggested 2020 expenditure could be £2,299.20? Newly installed Air Conditioning Unit may reduce costs?
17	Water	172.08	300.00	97.08	194.16	105.84	300.00	Maintain		New contract expires 3 August 2020 for dual water & wastewater services; anticipated spend within budget;	New contract expires 3 August 2020 for dual water & wastewater services; anticipated spend within budget; allowing for a 5% increase 2020/2021 still within existing budget?
18	Telephone/Broadband	2,047.25	2,500.00	1,014.97	2,215.05	284.95	2,000.00	Reduce		Existing contract anticipated spend: £1014.97 Apr to Sep 2019, £166.83 Oct 2019, £435 Nov to Mar 2020	Anticipated expenditure under new contract incl 5% inflation £ 1096.20; Monthly Broadband charge £46.50 per month; Solution charge £40.50 per month; Unlimited UK calls - no charge
19	Security System (Alarm)	468.50	400.00	370.00	370.00	30.00	400.00	Maintain		Assuming 5% increase for standard annual service fee; no allowance for breakdown/replacement of parts	Assume 5% increase? £370 + 5% = £390
20	Fire Extinguishers/Fire Alarm system	630.02	400.00	84.95	453.15	53.15	500.00	Increase		6 monthly Fire Alarm Service due August & February ie £84.95 each; Servicing of Fire Extinguishers Dec £275 + 3% = £283.25	Fire extinguishers replacement not due until December 2021; Allowing 5% inflation £453.15 + 5% = £475.80
21	Repair/Replacement of Office Equipment	74.86	500.00	105.00	500.00	-	3,500.00	Increase		Possible replacement of office chair: Parish Clerk £250? Improved office signage?	Replacement computers £2,500? Improved security storage units eg cleaning chemicals/folders (GDPR)?
n/a	Purchase of Office Equipment	1,146.33	withdrawn	-	-	n/a	-	n/a		Outstanding - shelving for back room estimated £365 inc VAT budgeted for 2018/19?	Shelving completed
22	Service Charge: Lindfield Enterprise Park Ltd	630.00	700.00	630.00	630.00	70.00	700.00	Maintain		Anticipated 5% did not materialise	5% increase did not happen in 2019/2020? Concern re bank condition?
23	Health & Safety	145.00	200.00	-	200.00	-	200.00	Maintain		Keep as contingency fund	First Aid Kits; First Aid Training? Keep as contingency fund
24	Publications	171.74	200.00	56.00	150.00	50.00	200.00	Maintain		£51.50 Clerks Manual; Councillor Guides £56.00	Within target.
25	Software (IT) & Web Site Maintenance (renamed Budget Heading)	3,038.18	4,800.00	3,531.25	3,731.25	1,068.75	3,500.00	Reduce		Subscriptions to include Office 365, website support, maintenance contract, specialist software support. 2019/20 to include pdf upgrade £200 max; Asset, finance & allotment software purchased 2019/20	Subscriptions to include Office 365, website support, maintenance contract, specialist software support; RBS support; Assume 5% inflation. Reduction reflects RBS support only (no purchase fees); End of year accounts RBS training; Possible expenditure £3145.13 plus inflation
26	Data Protection	3,367.40	500.00	150.00	500.00	-	500.00	Maintain		To meet Data Protection legislation & cost of compliance officer	To meet Data Protection legislation & cost of compliance officer; to include additional support towards FOI requests; ICO Renewal Feb 2020 £35
27	Miscellaneous/Sundry	217.08	200.00	75.00	200.00	-	200.00	Maintain		Keys purchased for donated Noticeboard	Commercial shredding costs included under this heading. Maintain?
n/a	Village Orderly & Community Warden (2019/2019 Salary excluded)	3,018.10	withdrawn	-	-	n/a	-	n/a		n/a	
NEW	Maintenance of/Improvements to Clock Tower House Building	-	-	-	-	-	2,500.00	NEW		n/a	Redecoration of CTH; Improvements to First Floor
	Total:	122,389.10	140,500.00	74,271.49	131,903.84	8,596.16	£143,000.00				

LINDFIELD PARISH COUNCIL											
DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET 2020/2021											
		Previous Year Spend 2018/2019	Current Budget 2019/2020	Current Year Spend to 30 Sep 2019	Estimated Spend to Year End March 2020	Esimated Spend Compared to Budget 2019/2020	Proposed Budget Spend 2020/2021		S.137	Comments 2019/2020	Comments 2020/2021
	Finance and General Purposes Committee										
A	Administration	122,389.10	140,500.00	74,271.49	131,903.84	8,596.16	143,000.00	Increase		See Admin Budget breakdown	See Admin Budget breakdown
B	Chairman's Fund	324.97	1,000.00	118.00	1,000.00	-	500.00	Reduce		Increased to reflect inflation & extension of goodwill	Within budget; No additional expenditure anticipated - reduce as Chain of Office was included in 2019/20 figure
C	Grants/Donations	2,350.00	2,800.00	1,800.00	2,800.00	-	2,500.00	Increase		Increased from 2018/19 to reflect level of demand	Within budget; increase to reflect additional demand
D	Annual Memberships/Subscriptions	2,544.33	2,600.00	2,299.39	2,600.00	-	2,800.00	Increase		Within budget. Withdraw membership of West Sussex Archives Society £35	£2,600 = 5% inflation = £2,678, plus £100 Update
E	Village Directory	5,152.70	6,500.00	-	5,640.00	860.00	3,000.00	Reduce		Allowed for estimated printing costs £5931.60, postage expenses £40 in 2019/20	Project review to take place, 2021 editon quotes have been requested
F	Newsletter/Annual Report/Advertising	1,600.00	2,500.00	900.00	1,900.00	600.00	2,200.00	Reduce		Increased 2019/20 to reflect anticipated additional advertising	Allowance to include reference to SIDS & Wilderness Field articles?
G	Members' Allowances	-	2,500.00	1,291.00	2,500.00	-	2,500.00	Maintain		Retained to allow for new membersfollowing Council Election May 2019	Maintain
NEW	Professional Fees	-	-	-	-	-	5,000.00	NEW		n/a	To cover solicitors fees for items such as the toilets on the Common
	Total cash fund:	134,361.10	158,400.00	80,679.88	148,343.84	10,056.16	161,500.00		-		
	Capital Projects										
	None at present										
	Sub total		-	-	-	-	-				
	Designated Reserves										
	Capital Reserve including Toilets on the Common	-	84,170.00	-	-	84,170.00	84,170.00	Maintain		On going project	Ongoing Project
Amend	Maintenance of Clock Tower House Building (2018/2019 incls Repairs & remedial work)	2,236.67	5,000.00	1,607.00	1,607.00	3,393.00	-	WITHDRAW		Replaced Designated Reserve Heading CTH Sinking Fund 2018/2019; Ongoing repair/maintenance of CTH building	To be withdrawn & replaced by new budget item in the Administration Budget
	Total reserves:	2,236.67	89,170.00	1,607.00	1,607.00	87,563.00	84,170.00		-		

LINDFIELD PARISH COUNCIL - BUDGET 2020/2021 - COMPARISON BETWEEN BUDGETS 1 & 2							
Committee Expenditure							
Committee	Budget Code	Budget Heading	2018/19	2019/20	Anticipated 31.03.20	Budget 1	Budget 2
F&GP	A	Administration	142,780.00	140,500.00	131,903.84	146,600.00	143,000.00
	B	Chairman's Fund	500.00	1,000.00	1,000.00	500.00	500.00
	C	Grants/Donations	2,350.00	2,800.00	2,800.00	2,800.00	2,500.00
	D	Annual Memberships/subscriptions	2,600.00	2,600.00	2,600.00	2,800.00	2,800.00
	E	Village Directory	6,500.00	6,500.00	5,640.00	6,500.00	3,000.00
	F	Newsletter/Annual Report	2,000.00	2,500.00	1,900.00	2,200.00	2,200.00
	G	Members' Allowances	2,500.00	2,500.00	1,806.00	2,500.00	2,500.00
	H	Professional Fees				0.00	5,000.00
Total - F&GP:			159,230.00	158,400.00	147,649.84	163,900.00	161,500.00
E&A	1a	Street Lighting - Energy/maintenance costs	4,350.00	4,900.00	3,200.00	4,900.00	4,900.00
	1b	- Upgrading Street lights	3,000.00	4,000.00	700.00	4,000.00	4,000.00
	1c	REMOVED - Christmas Lights	8,500.00				
	1c	Christmas Lights: High Street		5,000.00	5,000.00	5,000.00	5,000.00
	1d	Christmas Lights: Pond		4,000.00	0.00	2,000.00	0.00
	2	Maintenance / Gardening (including Spring Clean and Maintenance)	4,000.00	5,000.00	1,000.00	5,000.00	2,000.00
	3	Allotments	2,500.00	6,000.00	5,000.00	2,500.00	2,500.00
	4	Christmas Festival Night	1,000.00	1,000.00	1,000.00	1,200.00	1,200.00
	5	Mobile Civic Amenity Freighter	2,000.00	2,100.00	2,100.00	2,100.00	2,100.00
	6a	Denmans Lane Toilets - running costs (cleaning & utilities)	13,000.00	13,000.00	13,000.00	15,000.00	15,000.00
	6b	Denmans Lane Toilets - Repair & Manitenance		1,000.00	3,000.00	3,000.00	3,000.00
	7	Digital mapping	250.00	400.00	320.00	250.00	250.00
	8	Grass cutting (High Street)	2,000.00	2,000.00	1,800.00	2,000.00	2,000.00
	9	Wilderness Field (fees & expenses)	5,000.00	5,000.00	1,000.00	5,000.00	1,000.00
	10	Reprint of the Lindfield Leaflet	1,000.00				
	tbc	Village Orderly Equipment		2,000.00	2,000.00	3,000.00	1,000.00
	tbc	REMOVED - Lindfield War Memorial Renovations		4,000.00	0.00	0.00	
	tbc	AMENDED - Inclusive play equipment		20,000.00	20,000.00	20,000.00	
	tbc	NEW - Climate change projects				10,000.00	2,000.00
	tbc	NEW - Emergency equipment				1,200.00	1,200.00
	tbc	NEW - Replacement street furniture				4,000.00	1,000.00
	tbc	NEW - Village Archives				200.00	200.00
	tbc	NEW - Community Assets				1,000.00	1,000.00
	tbc	NEW - Joint projects				5,000.00	3,000.00
	tbc	NEW - Electronic Bus Stops				0.00	
		REMOVED - Joint Project MSDC/WSCC - Post & rail fencing - Pond & Common					
		REMOVED - Common Footpath - contribution: joint project with MSDC/WSCC					
	Total - E&A:			46,600.00	79,400.00	59,120.00	96,350.00
P&T	(i)	REMOVED - Miscellaneous	200.00	200.00	0.00		
	(ii)	REMOVED - Traffic Study	4,300.00			Completed	Completed
	(iii)	REMOVED - Speed Indicator Devices	6,000.00			Completed	Completed
		Permanent SID				10,000.00	0.00
		Mobile SID				3,500.00	1,500.00
		Neighbourhood Plan				5,000.00	1,000.00
		Professional fees				2,000.00	2,000.00
	Sub Total - P&T:			10,500.00	200.00	0.00	20,500.00
Budget Total for Committees			216,330.00	238,000.00	206,769.84	280,750.00	218,350.00
Designated Reserves			2018/19	2019/20	Anticipated 31.03.20	Budget 2020/21	Budget 2020/21
Committee	Budget Code	Description					
F&GP		Capital Reserve including Toilets on the Common	84,170.00	84,170.00		84,170.00	84,170.00
		Capital Project: Repairs and remedial work to Clock Tower House	2,236.67				
		CTH Sinking Fund	5,000.00	Withdraw			
		Maintenance of Clock Tower House Building		5,000.00	1,607.00		
		NEW - Council Elections					
E&A		Street Map of Lindfield	4,000.00	4,000.00		2,000.00	0.00
		Lindfield War Memorial				4,000.00	4,000.00
		Emergency Equipment (to incude purchase of salt bins)	1,250.00	1,200.00	185.98		
		Denmans Lane toilets - Maintenance sinking fund	1,723.75	Fully Spent			
		Repair/Maintenance of Community Assets Sinking Fund	4,000.00	4,000.00			
		Maintenance of King Edward Hall Clock	3,000.00	Completed			
		Replacement of Litter Bins	4,000.00	4,000.00	2,077.96		
		Upgrade of Hickmans Lane Playground	20,000.00	Change			
		Christmas Lights including Pond Lights	4,000.00	Change			
		Street Lights: LED Upgrade	4,384.86	Completed			
		Village Archives	200.00	200.00			
		Joint Project with MSDC/WSCC Maintenance of Post & Rail Fencing: Pond and Common	5,373.00	5,000.00			
		Upgrade of Street Lights		1,534.86			
		REMOVED - Posts around Open Spaces					
		REMOVED - Joint Project with WSCC: Dropped kerbs					
P&T		Professional fees/Neighbourhood Plan					
		Traffic Study					
Sub Total - Designated Reserves excluding Capital Reserve			59,168.28	24,934.86	3,870.94	6,000.00	4,000.00
Sub Total - Designated Reserves			143,338.28	109,104.86	3,870.94	90,170.00	88,170.00
General Reserve			73,233.14	50,000.00	4,002.00	50,000.00	50,000.00
Sub Total - General Reserve:			73,233.14	50,000.00	9,102.00	50,000.00	50,000.00
Total: General and Designated Reserves			216,571.42	159,104.86	12,972.94	140,170.00	188,170.00
Cash Required to Support Budget Reserves for precept calculation			216,571.42	159,104.86	n/a	140,170.00	188,170.00
Income							
Description			2018/19	2019/20	Anticipated 31.03.20	Budget 1	Budget 1
Bank/Building Society Interest			228.00	1,000.00	1000.00	1,000.00	1,000.00
Allotment Tenancies			730.00	730.00	730.00	730.00	730.00
Licence Fee (Land at Denmans Lane)			90.00	90.00	90.00	90.00	90.00
Village Directory: Advertising			3,500.00	2,500.00	1,705.00	1,705.00	0.00
Village Directory - Donations			10.00	10.00	10.00	10.00	0.00
Village Directory: Contribution from LRPC			700.00	0.00	0.00	0.00	0.00
Christmas Festival Night			250.00	250.00	292.50	300.00	300.00
Clock Tower House: rental			9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
Other income:			700.00	400.00	70.00	200.00	200.00
Total income			15,708.00	14,480.00	13,397.50	13,535.00	11,820.00
precept			156,000.00	156000.00	156,000.00	TBC	TBC
Total anticiptated receipts and income			171,708.00	170,480.00	169,397.50	13,535.00	11,820.00

Calculation of Precept Required for Proposed Budget 1				
Budget 1		Anticipated funds in hand as at 31 March 2020		
		Receipts		Expenditure
	Cash Book Balance b/fwd as at 01.04.19	221,518.63	Budget Total	206,769.84
	Add: Anticipated receipts to 31.03.20	169,397.50	General & Designated Reserves	12,972.94
	Total	390,916.13	Total	219,742.78
	Anticipated funds in hand as at 31.03.20 (receipts minus expenditure)	171,173.35		
		2020/21 Receipts & Income		
		Receipts		Expenditure
	Anticipated funds in hand as at 31.03.20 c/f	171,173.35	Revenue budget 2020/21	280,750.00
	Budgeted income for 2020/21	13,535.00	Cash to support reserves	140,170.00
	Total	184,708.35	Total	420,920.00
	Shortfall to be financed by precept (difference between 2019/20 receipts and expenditure)	236,211.65		
Comparison against previous year's precept:	2020/2021 Possible Precept	236,211.65		
	Less: 2019/2020 Precept	156,000.00		
	Difference in Precept Requirement	80,211.65		

Calculation of Precept Required for Proposed Budget 2				
Budget 2		Anticipated funds in hand as at 31 March 2020		
		Receipts		Expenditure
	Cash Book Balance b/fwd as at 01.04.19	221,518.63	Budget Total	206,769.84
	Add: Anticipated receipts to 31.03.20	169,397.50	General & Designated Reserves	12,972.94
	Total	390,916.13	Total	219,742.78
	Anticipated funds in hand as at 31.03.20 (receipts minus expenditure)	171,173.35		
		2020/21 Receipts & Income		
		Receipts		Expenditure
	Anticipated funds in hand as at 31.03.20 c/f	171,173.35	Revenue budget 2020/21	218,350.00
	Budgeted income for 2020/21	11,820.00	Cash to support reserves	138,170.00
	Total	182,993.35	Total	356,520.00
	Shortfall to be financed by precept (difference between 2019/20 receipts and expenditure)	173,526.65		
Comparison against previous year's precept:	2020/2021 Possible Precept	173,526.65		
	Less: 2019/2020 Precept	156,000.00		
	Difference in Precept Requirement	17,526.65		

Committee	Full Council
Date	14.11.2019
Item	11 vii

Report:	Standing Orders and Regulations
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Introduction

In order to prevent disruption to existing council services it is proposed that the below paragraphs are incorporated into the council's standing orders and financial regulations. The wording is based on what is already used by Cuckfield Parish Council.

The F&GP Committee of 7th November agreed to recommend the changes to Full Council.

Proposed new wording as approved by F&GP:

Standing Orders

- 7.c *If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Chairman of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Chairman, the Vice Chairman, and Chairmen of committees. All decisions agreed by the panel must be unanimous and must be reported by the panel to Full Council or the appropriate standing committee at the earliest opportunity. If a unanimous decision cannot be reached by the Panel the matter must be considered at the relevant standing committee or Full Council.*

Financial Regulations

- 4.6 *In further cases of extreme risk to council services, expenditure may be authorised up to a limit of £10,000 upon agreement from the Emergency Consultation Panel, which states that if a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Chairman of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Chairman, the Vice Chairman, and Chairmen of committees. All decisions agreed by the panel must be unanimous and must be reported by the panel to Full Council or the appropriate standing committee at the earliest opportunity. If a unanimous decision cannot be reached by the Panel the matter must be considered at the relevant standing committee or Full Council.*

Note subsequent paragraph numbering will be altered from 4.6 - 4.9 to 4.7 - 4.10.

Recommendation

Members are asked to consider the above and recommend to Full Council that above paragraphs are incorporated into the council's standing orders and financial regulations.

Andrew Funnell
Parish Clerk
Lindfield Parish Council

8th November 2019

Committee	Full Council
Date	14.11.2019
Item	12

Report:	Climate Change – Draft Policy Document
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1) Background

Lindfield Parish Council has formally agreed the following resolution:

Lindfield Parish Council acknowledges that climate change is a serious issue. Lindfield Parish Council has already taken steps to mitigate against climate change and will continue to do so. The Council will seek to keep up to date with advice from its regional and national associations regarding climate change and the role that local authorities can play. The Council will consider this at its first Environment and Amenities meeting where it will be discussed fully. The Council, where possible, will consider climate change alongside other factors when decision making. The council will seek to help residents, through educational means, to reduce their carbon footprint.

It should be stated at the onset that the adoption of any environmental policy by this Council can only succeed if it is adopted by the people in the village, and that active personal participation is paramount in the success of the project. We should also be aware that making the transition towards a more environmentally based community is going to cost – in time, effort and money.

2) Administrative

The Environmental and Amenities Committee will be responsible for initially reviewing this document.

The E&A Committee will as of next financial year include a budget heading specifically to help fund these objectives.

Committees will regularly report to Full Council on their activities relating to climate change.

3) Objectives

The objectives of this policy are:

- Facilitate the reduction of energy consumption throughout the Parish, and identify steps which can be taken to reduce CO2 emissions.
- Assist in improving the natural environment within the Parish.
- Provide advice to residents on how they can reduce their carbon footprint.

The Council will maintain an appendix to this report which shows the way these objectives will be achieved.

4) Organisation Structure

The Village

The amount of work represented by the above will be far more than the Parish Council is able to do on its own, so ideally, we would call upon volunteers from the village to take ownership of the various projects and report back/seek assistance where applicable.

Local Authorities

There will be opportunities to link projects and discuss ideas with other local authorities. This may also include lobbying.

Actions for Individuals

All householders could carry out a domestic audit to identify ways to reduce emissions, save energy, and assess impact on the environment of their vehicles. The Parish Council could have a page on the website which could give advice on how to reduce energy usage/calculate carbon footprint etc.

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The page could include information on grants that individuals can apply for, for example insulation/glazing. It will be noted that these grants depend on circumstances. Information such as this could easily be added to the LPC website. It is not the duty of the Parish Council to tell people how to spend money. It may though be useful to inform parishioners that reducing energy usage may not cost them as much as they may have thought, and will pay for itself over time. The website could also provide links to external advice, for example the Energy Saving Trust.

Note - the following are possible ways the Council could seek to implement the above draft policy objectives. In practice the Council could maintain a 'live' appendix list of what it is doing (and has done).

Appendix

- Recommend to MSDC that if a tree/hedge is to be removed at least one replacement must be planted.
- Resist the removal of trees/hedges where safety is not a consideration.
- Work with MSDC to seek the provision of more electric vehicle charging points in the village.
- Continue to deploy Speed Indicator Devices in the village to encourage safe and environmentally responsible driving.
- Seek that any large-scale developments include electric car charging points.
- Seek to use more environmentally friendly machinery / tools.
- Support community groups who aim to improve the local environment – for example Lindfield in Bloom.
- Seek to reduce the use of harmful chemicals by the Council (and its contractors).
- Consider the installation of solar panels on the Denmans Lane toilets and any future public conveniences.
- Consider providing a tree / seed scheme.
- Consider providing recycling points for certain items (cassettes / VHS etc).
- Consider introduction of water fountains in the village to help cut down on single use plastic bottles.
- Continue to provide community freighter to help cut down on fly tipping.
- Invite partner agencies to attend LPC events to encourage recycling (where appropriate).
- Consider replacing existing Christmas Lights with more energy efficient versions.
- Fund and organise screenings of documentaries for the community that raise awareness of climate change.
- Fund and organise community talks on waste & recycling (for example we could invite MSDC / WSCC representatives and Colin McFarlin).
- Consideration will be given to using environmentally friendly energy providers for the Council's office and amenities.
- Encourage staff and councillors to use sustainable transport to travel to meetings or events. Where use of a motor vehicle is necessary, look to share transport.
- Provide waste and recycling bins for the staff to use in the office.
- When required look to replace existing office equipment/fixtures/fittings for more environmentally friendly alternatives.
- Encourage shop local and buy food that is in season.

Community Guidance - Provide guidance on climate change by using the following:

- Newsletter
- Website
- Social Media
- Noticeboard
- Partnership working

In addition, Councillors will be offered the opportunity to go paperless or reduce the amount of materials they require in hard copy (subject to statutory requirements).

CONSIDERATIONS

The above policy was considered by the E&A Committee on the 4th October 2019. The Committee agreed the following:

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50.1 It was **AGREED** that the Committee would recommend to Full Council that the policy be adopted and that a Climate Change working group be created in order to oversee how the Council can meet its objectives. The proposed working group would consist of the following members:

- Linda Grace,
- Cavan Wood,
- John Stevens,
- Ian Wilson.

Recommendation.

Full Council agree the E&A Committee recommendation to:

- 1) Implement the Climate Change policy.
- 2) Create a Climate Change working group. Confirm its membership and terms of reference. The possible terms of reference for the Climate Change Working Group could be:
 - Consider how best the Council can meet its Climate Change policy objectives.
 - Provide the E&A committee and Full Council with regular updates.
 - Provide updates and advice for the local community.
 - Obtain quotes for any projects / ideas.
 - Propose future & ideas that could be included in a business plan / future budgets
 - Subject to Committee and/or Full Council approval implement projects / ideas.
 - Monitor effectiveness of any implement projects / ideas.
 - Liaise with third parties.

In addition to the above recommendations it is the intention of the Clerk to:

- Include Climate Change as a permanent E&A agenda item.
- Ask each member whether they wish to continue receiving paper minutes, agenda and reports (subject to any statutory requirements) or whether they are happy to only receive documents electronically.

Andrew Funnell
Parish Clerk
Lindfield Parish Council

8th November 2019

17 SEP 2019

COMBER'S TRUST

(Registered Charity No.1055500)

17th September 2019

The Parish Clerk, Lindfield Parish Council,
 The Clock Tower House,
 Lindfield Enterprise Park,
 Lewes Road,
 Lindfield,
 West Sussex,
 RH16 2LH.

To the Lindfield Parish Council Clerk,

As I am sure you are already aware one of our Trustees, Gerard Irwin, has sadly passed away recently. I am therefore formally writing to ask the Council to find and appoint a replacement Representative Trustee for Gerard to fill this vacancy. Comber's Trust is a registered charity supervised by the Charity Commission and the following paragraphs from the Comber's Trust Governing Document are relevant to appointing a replacement.

"13. *Vacancies*. Upon the occurrence of a vacancy the Trustees shall at their next meeting cause a note thereof to be entered in their minute book. Any competent Trustee may be re-appointed. (1) In the case of a vacancy in the office of Representative Trustees they shall cause notice thereof to be given as soon as possible to the Council so that a replacement Representative Trustee shall be appointed by the Council. (2) There is no requirement to fill a vacancy arising from a Co-opted Trustee ceasing to be a trustee. The body of Trustees may appoint a co-opted Trustee at any time in accordance with the provisions of Clause 10."

Trustees

7. The body of trustees shall consist of up to seven competent persons, being-
 ONE Ex-officio Trustee,
 THREE Representative Trustees, and.
 Up to THREE co-opted Trustees.

8. THE Ex-officio Trustee shall be-
 The VICAR for the time being of the Parish of Lindfield.

Comber's Trust is the working name of Joseph Comber, a charity registered in England and Wales, No 1055500. Its purpose is to help those in Lindfield who are in need, hardship or distress. It was founded in Lindfield in 1815.

9. The Representative Trustees shall be appointed by the civil urban Parish Council of Lindfield. Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the appointing Council. The Chairman of the Council meeting shall forthwith cause the name of each person appointed to be notified to the Trustees or their Clerk or Secretary. The person appointed may be, but need not be, a member of the appointing Council. No individual shall be disqualified from being appointed a Trustee, and no Trustee shall be required to vacate that office by reason only of the fact that he has attained the age of 70 years."

Eligibility for appointment: There is no geographical residence nor business qualification. In identifying someone to serve as a trustee:

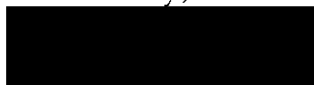
- We are looking for someone who will be available as a matter of course to attend our two trustee Board meetings each year and that he/she is normally also available to come to all of the events, currently an annual tea party.
- We would like someone with suitable experience of running a charitable endeavour.
- We would like someone with a particularly wide network of acquaintances or involved with Village organisations so that he/she is likelier to come across possible beneficiaries.

Process for finding candidates for consideration.

Expressly the appointed trustee does not have to be serving Parish Councillor. They are appointed for Terms of four years and can be re-appointed. The trustees are not a 'committee' of the Parish Council and the administration of the charity is not to be undertaken by the Parish Council. The regulator of Comber's charity is the Charity Commission. Its trustees, once appointed, must act in the best interests of its beneficiaries. The interests of parishioners, expressed through their parish Councillors, are provided for through the appointment of trustees by the Parish Council.

At this moment, I am simply alerting you to the need to fill the vacancy. Our next trustees meeting will be held on 12th October. There is no immediate urgency about making the appointment. The Board of Trustees remains quorate.

Yours sincerely,



Caroline Brann
Hon. Secretary

Comber's Trust is the working name of Joseph Comber, a charity registered in England and Wales, No 1055500. Its purpose is to help those in Lindfield who are in need, hardship or distress. It was founded in Lindfield in 1815.