

ACTION AND PROJECT PROGRESS LIST

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
F&GP	200.2	05.11.20	Grants & Donations	Panel to review current policy	Grants Panel	asap		Being consider 29.09.21
F&GP	234	07.01.21	Toilets on the Common	Submit Commons Act application	PC / Solicitor	asap		In progress

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.21 - 31.03.22

Per budget 2,500.00	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	20/21	Comments
	Delegated authority	Lindfield Bonfire Society	£500 towards the Society's medical service costs for the November 2021 event.	£500.00	£500.00			£500.00	
	Delegated authority	Fairer World Lindfield	Printing 5000 A6 double sided flyers and 50 A4 colour posters for promotion of Great Big Green Week (20th-25th Sept) at Lindfield Village Day and to local residents of Lindfield.	£77.13				£50.00	Request declined
	Delegated authority	Lindfield Repair Cafe	We are requesting a contribution to our set up costs to support the initiative in its first year: establishment of a Community Interest Company, insurance, a website set up; membership of national/international network of repair cafes, publicity and marketing including banners, purchase of tools, support for venue hire.	£500.00	£500.00				
	Delegated authority	Victim Support	Recruit train and supervise new volunteers to work in the Sussex Community providing emotional and Practical Support to victims and witnesses of crime. In the last 12 months there were 129 reported crimes in your Postcode area RH16 "1" and "2" – 66 of those were Domestic abuse	£100.00	£100.00			£100.00	
	Delegated authority	West Sussex Mediation Service	We would use the money to go towards the recruiting and training of a volunteer mediator from your Parish, but if this was not possible the money would help towards the costs of cases from within the Parish. (the service helped 4 families in Lindfield in 2020/21)	£100.00	£100.00				
	Delegated authority	4Sight	To provide funding for our essential Outreach Services to support people with sight loss who are living in your parish of Lindfield. (currently 33 individuals)	£300.00	£300.00			£245.00	

Total agreed to date

£1,500.00	£0.00
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As at 17.09.21

Balance in hand

1,000.00

GRANT AWARDING POLICY

1. Introduction

1.1 **LINDFIELD PARISH COUNCIL** welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at six points during the year.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council. Applications will be considered by the **FINANCE & GENERAL PURPOSES COMMITTEE**. Committee dates and application deadlines are published on our website.

2.3 Grants will not normally exceed 50% of the cost of the project or activity.

2.4 Applicants will provide details of the project/activity and how **LINDFIELD** residents are expected to benefit.

2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the council.

2.6 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in any publicity material.

2.7 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.8 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the **FINANCE & GENERAL PURPOSES COMMITTEE**. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

2.9 More than one application from a party within a 12-month period will not normally be considered.

3. **Policy Implementation and Review.**

3.1 This policy was implemented on [INSERT DATE]. The policy shall be reviewed every year by the **FINANCE & GENERAL PURPOSES COMMITTEE**. The date of the next review is [INSERT DATE]

GRANTS – IMPORTANT Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's Constitution, signed and dated by the Chair.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation's audited or independently examined accounts.
4. In the case of a newly formed organisation, a budget and business plan should be included if available including an indication of how the project will be managed.
5. Please confirm that your organisation is fully insured and, where necessary, has completed risk assessments covering its activities.

Please note:

The council reserves the right to request additional information in support of an application if there are any queries.

The payment of the grant by the council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Parish Council.

When completed, please send this form together with supporting documents to:
clerks@lindfieldparishcouncil.gov.uk

LINDFIELD PARISH COUNCIL 2021/2022

DRAFT REVIEW OF SURPLUS FUNDS as at 1 April 2021
(With Year End I&E Adjustments)

Calculation of Available Funds

Cash in hand as at 01 April 2021		£	£
Barclays Bank Business Premium Account		101,623.85	
Barclays Bank Business Current Account		14,558.50	
Nationwide Building Society Savings Account		93,000.03	
Petty Cash		160.30	
Total Cash in Hand		209,342.68	
Add Total Debtors		1,620.57	
Less Total Creditors		13,943.14	197,020.11
Add: Anticipated Income for 2021/2022			
Precept	172,000.00		
Other income	11,807.00		
Total Anticipated Income	183,807.00	183,807.00	
Equals:			
Total anticipated Funds 2021/22			380,827.11
Deduct:			
Budget 2021/22	226,300.00		
Capital Reserve	84,170.00		
General Reserve	50,000.00		
Total anticipated Expenditure	360,470.00	360,470.00	
Total Funds Available to Support Earmarked Reserves			£ 20,357.11

AGREED RESERVES 2021/2022

Agreed Reserves 2021/2022	Comments	£
General Reserve	Set figure at £50,000 initially and add any further surplus	50,000.00
Capital Reserve		
Capital Reserve including Toilets on the Common	Capital receipt from sale of asset - can only be used for capital projects. Being reserved for toilets on the Common but cannot be used for architects, planning fees etc	84,170.00
Earmarked Reserves		
		£
E&A Lindfield War Memorial		4,000.00
E&A Wilderness Field S106 Maintenance		24,767.58
	Funds agreed to support earmarked reserves	28,767.58

FUNDS AVAILABLE TO SUPPORT AGREED EARMARKED RESERVES 2021/2022

	Funds available to support earmarked reserves	20,357.00
	Less funds agreed to support agreed earmarked reserves	28,767.58
	SURPLUS FUNDS	(8,410.58)

Committee	Finance & General Purposes
Date	29.09.2021
Item	9

Report:	Budget 2022/3
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The following timetable will be used so that the Council can consider its budget for 2022/23:

October 2021

5 th	P&T	1 st draft of the P&T Committee budget.
7 th	E&A	1 st draft of the E&A Committee budget.
21 st	P&T	

November 2021

4 th	F&GP	1 st draft of the F&GP Committee budget. Receive 1 st draft budgets from P&T and E&A.
9 th	P&T	
11 th	Full	Full Council to note 1 st draft proposals from Committees.
30 th	P&T	To agree the P&T Committee budget request.

December 2021

2 nd	E&A	To agree the E&A Committee budget request.
9 th	F&GP	To agree the F&GP Committee budget request. To receive all committee budget requests. To recommend budget and precept request to Full Council.

Mid-December (tbc) MSDC to notify parishes & towns of their tax base figures.

January 2021

TBC Full Full Council to approve budget and precept request for 2022/23.

No later than 31st Clerk to notify Mid Sussex District Council of precept request.

NOTE

Meetings of the Committee Chairs and staff will also take place during the budget period to (but not limited to):

- Assist in the preparation of draft Committee budgets.
- Consider the impact of Committee budgets on the overall precept request.
- Amend budgets for consideration by Committee/Full Council.

To assist in project management and budgeting members proposing a new idea are asked to complete the enclosed form in conjunction with the office. This can then be used at Committee to assess the viability (cost, benefit, etc). Once the project is agreed a log will then be added to the sheet to record its progress.

Required Action

Members are asked to confirm the above arrangements.

Andrew Funnell
Parish Clerk
17 September 2021

PROJECT PROPOSAL TEMPLATE

Project:	
What is being proposed:	
What are the Positives of the project:	
What are the Negatives of the project:	
Are there any time constraints on the project:	
Does the project require third party support:	
What stages does the project involve:	
What potential issues may cause the project to be delayed or cancelled:	
What quotes are required:	
Which Councillor and Committee will oversee the project:	
Which officer will oversee the project:	
What is the estimate cost of the project:	
If there is an overspend how will this be funded:	
Are s106 funds available for the project: (Officer only)	
What legal power(s) allows the council to undertake the project: (Officer only)	
Environmental impact:	
GDPR implications: (Officer only)	
Equality implications: (Officer only)	

Committee	Finance & General Purpose
Date	29.09.2021
Item	10

Report:	Protection of Parish Council Financial Assets
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FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)

If a bank or building society were to fail and cannot pay back money, the FSCS can automatically pay compensation. The bank or building society must be authorised by the Prudential Regulation Authority. Compensation is provided without cost to LPC.

Compensation up to £85,000 per bank or building society can automatically be provided.

Where money is held can affect entitlement to the amount of compensation payable. If you hold money in multiple accounts with banks that are part of the same banking group (and share a banking license) the FSCS must treat them as one bank. This means that the compensation limit applies to the total amount you hold across all these accounts, not to each separate account.

For the compensation limit to apply to each individual account, money must be held with different banks or building societies that do not share a license.

Barclays Bank Plc 759676
Nationwide Building Society 106078

Parish Council funds are currently held as follows:

Account	Interest Rate Payable	Balance of Funds Held as at 31 August 2021	Balance of Funds Held without FSCS Protection
Barclays Bank Business Current Account (No interest payable)	Nil	Maximum £15,000 with Switch Facility	See below
Barclays Bank Business Premium (Savings) Account	0.010% gross p.a.	£116,366.62	£60,740 rounded*
Nationwide Building Society Business Instant Saver Issue 5	0.05% gross p.a.	£93,000.03	£8,000 rounded

*Total funds held with Barclays Business Current Account and Barclays Business Premium (Savings) Account less FSCS £85,000.

Note: I have excluded Petty Cash as the maximum held is only £200 at any one time.

No regular charges or fees are payable to the above organisations.

LPC currently holds exposed public funds of up to £39,366 without FSCS protection. The balance of these exposed funds will continue to reduce until the second precept payment of £86,000 is received in October 2021.

Possible Options Available to Help Mitigate the Potential Risk to Lindfield Parish Council Funds

Spread the potential risk by considering an additional arrangement to hold funds. Ideally without attracting any fees or regular charges and which can provide instant access.

- a. Additional Bank Account.

Committee	Finance & General Purpose
Date	29.09.2021
Item	10

Existing banking arrangements with Barclays work well and these are received without incurring any fees or charges. NALC currently recommend Unity Trust Bank Plc. Many parish and town councils have switched to this provider because of their shared social values, belief in developing local UK communities, high level of financial expertise and specialist sector knowledge. A quarterly service fee is charged for their current account. Wider research appears to suggest that most new bank accounts will now attract regular fees and charges.

b. Additional Instant Access Savings Account.

Consider an additional instant access savings account.

Research suggests that there is currently a limited range of products available to parish councils. A few banks and building societies offer savings accounts but in most cases, it is either a requirement for a current account to be opened to service the savings account or else a fee is payable to withdraw funds from their standalone savings product.

Unity Trust Bank Plc offer a savings contract without the need to open a bank account however the only way to withdraw funds would be to use a CHAPS. This is a same day payment but is chargeable at £28 per transaction.

Some accounts on the market can operate on a fixed term basis whereby access to funds is restricted until after a fixed period such as 30 days or 90 days in return for a higher interest rate.

I have identified one simple savings account offered by the Cambridge Building Society. They are offering:

Council Saver Account

- Minimum Investment £1,000 up to £2,500,000
- Interest paid annually on 1 December.
- Interest 0.10% gross per annum
- Account managed by post or in branch.
- Withdrawal of funds twice per month by cheque or online
- Up to 4 authorised signatories permitted, including RFO as administrator.
- Funds covered by FSCS and no regular charges or fees are payable.
- The account must be opened with a cheque drawn from a UK bank account bearing the name of the Council.

c. New Long Term Investment Plan.

Returns are market dependent and designed for longer term savings planning usually for a period more than 5 years.

Action Required

- A. MEMBERS ARE ASKED TO NOTE THE CURRENT FSCS PROTECTION LIMIT OF £85,000 AND THE POTENTIAL RISK TO COUNCIL FUNDS.
- B. MEMBERS ARE ASKED TO CONSIDER OPTIONS TO MANAGE RISK OF COUNCIL FUNDS.

Tracy Ely
RFO
17 September 2021

From: [Tracy Ely](#)
To: [Andrew Funnell](#)
Subject: FW: VAT claim confirmation for the period April to June 2021 £2,747.21 F&GP Agenda Item to Note
Date: 13 July 2021 12:49:21


Hello Andrew,

Thus is just to let you know that I have submitted a VAT claim for refund for the financial period April to June 2021 totalling £2,747.21. We may possibly wish to note this when F&GP next meet?

Best regards,
Tracy

From: noreply@tax.service.gov.uk <noreply@tax.service.gov.uk>
Sent: 13 July 2021 12:38
To: Tracy Ely
Subject: VAT claim confirmation

 **GOV.UK**

 HM Revenue & Customs

Your claim for a VAT refund has been submitted

Dear Customer,

We have received your application to submit your claim for a VAT refund as an organisation unregistered for VAT.

What happens next

- We will contact you if we need further information about your claim

Why you are receiving this email

We send a confirmation email for claims made online.

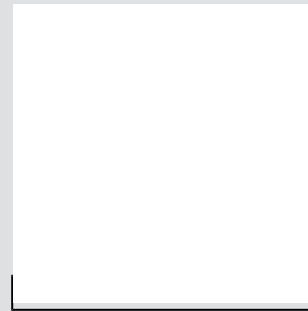
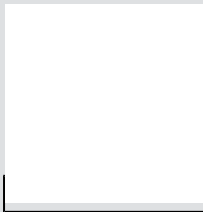
If you need to contact us about your claim, please quote your unique customer reference number that you used to access the online service.

Thank you.

From the HMRC VAT 126 team

If you're unsure an email is from HMRC:

- Do not reply to it or click on any links
- Report the suspicious email to HMRC - to find out how, go to [GOV.UK](https://www.gov.uk) and search for 'Avoid and report internet scams and phishing'



Committee	Finance & General Purpose
Date	29.09.2021
Item	12

Report:	Internal Auditor Arrangements for 2021/2022
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Background Information

LPC appointed Peter J Consultants as Internal Auditor for the financial year 2011/2012. Since this time the staffing has changed, and we have more recently seen council elections take place in May 2019 welcoming new members. Throughout this period Peter J Consultants has provided stability and assisted officers and members by helping to make sure that the authority complies with the legal framework, regulations and guidance that must be followed.

Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

Peter has witnessed LPC introducing use of software packages to help improve the recording and management of accounts, the allotments, and the asset register. In addition, he has helped LPC to improve risk management. His understanding of LPC has increased over the years and his confidence in permitting LPC not to hold an interim audit in November 2020 during the Covid-19 pandemic was appreciated. This course of action had been taken bearing in mind that an internal audit and annual review had been carried out on 16 June 2020 without any concerns being raised.

The Accountability and Governance Practitioners' Guide March 2021 (section 4.11.), states that 'there is no requirement to rotate auditors, but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Cllr Pickett on behalf of F&GP carried out an annual review of the effectiveness of the overall internal audit arrangements on 25 February 2021, which concluded that the Council's internal auditor arrangements were adequate and met the needs of the Council.

Peter has provided a copy of his two-page checklist covering the areas that he reviews when carrying out Internal Audits. See appendices A and B. His reports are copied to the External Auditors. He currently attends around fifty councils in Surrey and Sussex. Enjoys a good relationship with WSALC/ESALC and his particulars appear on their website.

He does not hold a professional insurance policy. He passed the Institute of Bankers exams, many years ago and was a Corporate Bank Manager for twenty years, prior to leaving Barclays Bank and then becoming a Council Internal Auditor, around fifteen years ago.

Fees for the current financial year 2021/2022 remain the same: £65 per hour for the review, report and any associated emails.

Action Required

MEMBERS ARE ASKED TO CONSIDER THE APPOINTMENT OF PETER J CONSULTANTS AS INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2021/2022.

Tracy Ely
RFO
17 September 2021

Internal Auditor Arrangements for 2021/2022 Appendix A

Peter J Consultants: INTERNAL AUDIT PLAN – REVIEW of BOOK-KEEPING

Current number of Electors:

Current number of Councillors:

Rules: Internal Financial Regulations (Code of Conduct – Financials) – Annual Review
Standing Orders (Code of Conduct – Procedural) - Annual Review

Receipts & Payments Accounting – (If R or P) < £200k for the year or for one of two preceding years) – or
Income & Expenditure Accounting – (If R or P) or (I or E) >£200k for 3 consecutive years)

Cash Book or Ledgers

Petty Cash Regime

Invoices re Income – Transaction Chase (Invoice → Cash Book → Bank)

- Precept (Invoice → Cash Book → Bank) Support Grants listed in AGAR Box 3

Invoices re Outgoings - Transaction Chase (Invoice → Cash Book → Bank)

Aged Debtors & Creditors. Significant variances year-on-year to be reported with the AGAR
EU Late Payment Directive – 30 days Settlement of Invoices by Councils, 60 days by a Business

VAT Registered/not Registered: Claims under HMRC VAT Notice 749 (L/Authorities) Para 12.

VAT Claim/Return (including Petty Cash Items) – backdated Max 3 years.

Returns to be Online 4/19, if Taxable Turnover (Income) > £85k. HMRC-approved Software required.

Contracts of Employment or Letters of Appointment}

Terms & Conditions, Job Description

} Annually reviewed - References taken re new Staff

Staff Performance Appraisals (SLCC has template)

Salary Calculations (P11 or equivalent, P35 & P60), Payroll Package (charges in Box 4)

P11D needed if: Salary >£8.5k pa + a) travel expenses > HMRC limits, b) Work from Home Allowance

I/Revenue Return PAYE/NIC – RTI (whenever salaries/wages are paid)

Report to HMRC, even if Payment is below PAYE limit (name, amount, hours worked, frequency)

Councillors' Allowances – subject to PAYE, if for other than Expenses. Chairman's Allowance not taxed

AGAR – current/previous year, comments from External/Internal Auditors

AGAR & related Records – Public Rights published on a Website (can also be on a Notice Board)

AGAR – if exempt from Ext Audit, ignore any 5% Testing – Int Audit: list Review Dates in Year

Reasons for Variances year on year to accompany the AGAR:

Littlejohn: if >15% & >£200 (AGAR by 1st July) – Moore Stephens: if >15% & > £500 (AGAR by 15th July)

Reasons for movements to/from Zero to accompany the AGAR

Bank Reconciliations checked: a) to AGAR b) during the year c) signed by a Councillor or Nominee

Reserves – reasons why they exceed 200% of Precept to accompany AGAR

Precept Budgeting Process > Budget and Variance Analysis, ongoing Monitoring

Register of Assets & Investments (No Depreciation applied)

Term Investments, ie those that change in value – list in Asset Register & Box 9 at cost or proxy value

Assets listed – see GALC 2018: 5.59 Gifts value at £1

Assets listed – see GA Guide 2018: from 1/04/2016 Basis of Valuation can be changed

Assets held by Council as Custodian Trustee listed – but not in Box 9

Trust arrangements : Separate Bank Accounts, Books, Meetings & Minutes re Charity

Only note "yes" on Section 1 of AGAR if Council is Sole Trustee

Returns to PRS/PPL (1% + VAT)

Minutes of Meetings - final page signed by Chairperson (each page numbered & initialled) – stored safely

Agenda for Meetings not to include "Any Other Business"

Receipts from Asset Disposals if >£10k only used for Capital Expenditure or Debt Reduction

Meetings (minimum of 4x pa) not held on Licensed Premises. OK if alcohol is not served at the time

Property: Non-Domestic Rating Assessment – N/A. Small Business Rating Multiplier might be applied

Legal Deposit Libraries Act 2003: Copy Publications to British Library. NALC LTN 40.

CIL Monies & S106 Funds – Council with no Powers of Competency - Exp = usual limits (LGAs or S137)

Legal Action - Council with no Powers of Competency – Expenditure LGA 1972 S222? = no limit

Internal Auditor Arrangements for 2021/2022 Appendix B

Peter J Consultants: INTERNAL AUDIT PLAN – RISK

INTERNAL AUDIT PLAN – REVIEW of RISK

Insurance: Buildings

Other Council Assets

Public Liability

Employers Liability

Hirers Liability/Indemnity

Consequential Loss: a) loss of Revenue – b) Business Interruption

Officials Indemnity (Zurich include under Public Liability) (Hiscox > in Policy Doc)

Personal Accident (Allianz/Aon: Councillors > 85 check cover) (Aviva: no cover > 90)

(Zurich: reduced cover > 90) (Hiscox – cover to 90) (Ecclesiastical > 90) (AXA > 90)

Fidelity Guarantee (Member/Employee Dishonesty) - Aviva & Zurich standard £100k

Cyber Crime – a) Financial Loss – b) Non-financial foul play (Hiscox) c) F/Wall & AV

Legal Expenses

Libel & Slander

Key Person

Security & Maintenance: Quotes & Tenders

Contractors' Targets & Performance monitoring

Book-keeping information backed-up and stored safely (including Passwords)

Banking/Finance: Signatories on Bank Accounts - Parish Councils can now opt for a single signature

Credit References taken on Signatories by Bank

Credit References taken by Council on Signatories (NALC Fin Regs 5.1) – needed?

Cheque stubs or invoice summaries signed

Leasing/HP/Borrowing. PWLB Balances on-line

If non-PWLB loan, evidence of loan outstanding

Electronic/Internet Banking - Parish Councils can now opt for a single Password

Credit/Debit Card facilities - Parish Council Officials can have Cards - single signature

Health & Safety - Emergency spending limits for the Clerk (see Fin Regs) - Policy in writing if > 5 staff

Legal Powers – Payments minuted with details of which Local Government Act (LGA) provides authorisation (may also be covered in Council's Financial Regulations)

– LGAs not needed if General Power of Competence held (Clerk with CiLCA – 2/3 elected Councillors)

– Payments under LGA 1972 - S137 (list relevant Para) 2018/19 £7.86 per Elector (19/20 = £8.12)

Register of Councillors Interests. Meetings: Personal Interest - Prejudicial Interest (Public Perception) - Disclosable Pecuniary Interest (Dispensation agreed)

Local Government Transparency Code: Publishing Requirements from 4/15:

a) Exp or Income <£25k pa (see Govt Website for details of Publishing Requirements from 4/16)

b) T/o £25k - £200k (no LGTC requirements), c) T/o £200k - £6.5m

Internal Controls: Effectiveness reviewed annually in full Council & minuted

a) Governance & Accountability Guide 2020

b) Accounts & Audit Regulations 2015 (for Local Authorities) {NB Section 5 (1) means "arrange for"}
Members' Code of Conduct adopted

Litigation

Freedom of Information Act 2000 – Core Model or Bespoke Version adopted. Declaration sent & acknowledged. Publication Scheme completed and minuted. Complaints Procedure for ICO.

Data Protection Act (GDPR): Data held in writing/electronically/orally

: Data Controller, Data Protection Officer (who reports to ICO)

Risk Register: Risks annotated Low/Medium/High or Severity/Likelihood. Monitoring. Annual Review

Internal Auditor – effectiveness reviewed. A/Return (Section 6) confirmation. Appointment Minuted

Committee	Finance & General Purposes
Date	29.09.2021
Item	14

Report:	Lindfield Parish Directory & Yearbook
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Summary Members are asked to consider the future of the Parish Directory & Yearbook. The report recommends that a review is undertaken that considers what information is communicated to residents and how this is carried out.

Background

At Full Council (11 March 2021) the following was agreed:

- 246.1 Members reviewed the report on the Parish Directory Yearbook 2022. A decision on the future of the product had been referred to Full Council from the Finance & General Purposes Committee (4th March). The report detailed the level of product uptake and the discussion around the product future that had taken place at the Finance & General Purposes Committee. Members considered three options:
- 1) Continue with the product in its current format for 2022 (subject to quote acceptance).
 - 2) Stop the product.
 - 3) Pursue an alternative product.

It was **AGREED** to pursue an alternative product. The product would be a directory of local information that would be included in an existing product circulated to all households in the village.

An alternative option was considered but this proposal did not fit within the existing budget, and the timescales required for completion were not achievable. Unfortunately, it is not possible to produce an alternative or the original product in time for distribution in late November / early December.

Suggested Action

A small working group be formed to review how the Council communicates information with residents. The group should look to ask residents how they wish to be communicated with and what information is important to them. This should then be used to help formulate options going forward. These options should include producing information in various formats, for example, print, email newsletter, social media, website, and in person events.

Action Required

Members are asked to create a Communications working group to undertake the actions suggested above or propose an alternative. Cllr Plass has advised that he would be willing to join this working group.

Andrew Funnell
Parish Clerk
17 September 2021

Committee	Finance & General Purposes
Date	29.09.2021
Item	15

Report:	Electricity Contracts
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Summary

Members are asked to give delegated authority to enable the renegotiation of electric contracts.

Background

Three of the Councils electricity contracts are shortly due to expire (Public toilets, Clock Tower House, & Streetlighting). The Council has instructed brokers in the past to find the best deals, this method does not easily fit within our Committee meeting schedule. Prices are only valid for a very short period. For these reasons delegated authority is sought. In addition, since the Council last reviewed these contracts we have implemented the Climate Action Plan:

This Parish Council can develop and improve its own performance to reduce environmental impacts through procurement as well as the management of its own assets. Activities include but are not restricted to: energy efficiency and carbon reduction; procurement of materials, improving waste minimisation; conserving and reducing water use in the Council's buildings. The Council can seek to influence key local stakeholders including both Mid Sussex District Council and West Sussex County Council.

One of the aims of the action plan is:

- To review the provision of electricity and look into the feasibility of carbon neutral energy suppliers.
- To identify 3 green electric suppliers and approach them for information on what they can provide.

Action Required

Members are asked to delegate authority to the Clerk (and RFO), in conjunction with the Committee Chair, ViceChair, and Cllr Grace (as a member of the Climate Change Working Group) authority to renegotiate the three electric contracts that will shortly be expiring.

Andrew Funnell
Parish Clerk
17 September 2021

From: [economicdevelopment](#)
To: [Clerk](#)
Subject: Welcome Back Fund Proposal Update
Date: 14 September 2021 16:45:05

Dear Andrew,

Thank you for submitting proposals for funding from the Government’s Welcome Back Fund (WBF). This provides Mid Sussex District Council with an allocation of funding against which it can claim for activity to support the safe reopening of high streets. The total funding available is £151k and must be spent by 31 March 2022.

We have reviewed all of the proposals submitted against rigorous funding and procurement criteria, with input from the funding gatekeepers, MHCLG and the Cabinet Member for Economic Growth. Below is a summary of the activity which we would like to offer Lindfield Parish Council assistance in delivering.

These proposals meet the criteria of the fund and it is believed they will maximise the collective impact of the fund across the district, and ultimately improve the high streets and increase footfall.

Activity	Funding available
Events programme i.e. outdoor cinema or other outdoor type event such as markets to promote footfall	£8,500 per Town £4,000 per Village
Art Trail or similar, to promote footfall and high street appeal	£8,000 per town
Shop window vinyl prints to enhance the appearance of vacant units/shop parades	£4,000 per Town £2,000 per Village (dependant on number of vacant units)
Village action plans to help identify a future programme of action to support the long-term viability of these centres	£4,000 per village

To support the above, a range of district-wide communication activities will also be rolled out, starting early autumn, to promote a return to the high street and the ‘shop local’ agenda. Subject to feasibility, this will be supported by the development of a ‘Virtual High Street’, to allow consumers to better navigate and interact with the district’s high street trader’s on-line presence.

As previously noted, we need to adhere to strict procurement rules to be able to claim funding. MSDC will therefore lead and instruct procurement and will work with you to identify suitable suppliers. It is aimed to complete supplier instructions by early November.

Please could you confirm your initial interest in implementing the above activities by 24th September? We recognise your previous note regarding a lack of capacity in delivering these projects, we hope to be able to work with you in order to offer assistance. Once interest is confirmed, the Economic Development Team will contact you to discuss these proposals further and how to progress the scheme most effectively.

If you have any questions, please do let us know.

Kind regards,

The Economic Development Team

Economic Development Team
Planning Policy and Economic Development
www.midsussex.gov.uk

2021 Autumn Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
Broken Glass / Sharp objects	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to pick up broken glass but report to base + Publicised contact number for base + Adult to collect broken glass using litter pickers/gloves/brush/shovel + dispose of broken glass in solid container not bags + Children not to be sent to areas where broken glass is known to be common. + Children to be accompanied by adults - Unseen glass beneath foliage - Advice ignored	Low	Risk Assessment High cannot be accepted Yes - no further action required. All practical steps taken and overall Low RA	
Aggression/ abuse from members of the public	Volunteers Councillors Staff	Risk of conflict with member of the public	Medium	Low	+ We do not recommend that you approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. Ignore this behaviour and report it if necessary either to your local authority or police if a confrontation occurs. + Do not trespass onto private property whilst litter picking. - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA Report any incidents to the police. For an immediate threat or emergency use 999. For a non emergency please use 101 to report the incident.	
Bottles breaking in transit	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to collect bottles in bags but in solid containers + Transport containers in wheelbarrows + Work in pairs so one can seek help to clear up while the other directs people away from the hazard + Publicised contact number for base - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA	
Syringes / Condoms / Other Drug related paraphernalia	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Complex and longer term health issues	High	Medium	+ Identify potential areas of risk in advance + Children not to be sent to areas of risk + Advice sheet to volunteers not to touch hazardous items but report to base + Publicised contact number for base + In conjunction with base decide whether to proceed with clear up or report to authorities (MSDC / Police as appropriate) + If decision taken to proceed, responsible adult to undertake, use gloves and litter pickers to avoid accidental contact; place in solid container to be kept safe and collected by MSDC + Transport containers in wheelbarrows + report back to base with developments / completion + Work in pairs so one can seek help to clear up while the other directs people away from the hazard - Advice ignored	Medium	Yes. No further action required. All practical steps taken and robust guidance in place alongside appropriate equipment	
Heavy bags/ boxes / other items	Volunteers Councillors Staff	- Back strain - Limb damage	Medium	Low	+ Advice sheet not to collect too much weight in one container + use of wheelbarrows to transport heavy items + bags and boxes to be put together in safe place + seek help from base to move large or heavy items + Publicised contact number for base - Advice ignored	Low	Yes. No further action required. Clear guidance and awareness of H&S issues is generally higher	
Litter scattered from bags of rubbish left for SERCO to collect	- Residents - Facility users - MSDC / Contractors	Litter scattered around Common by wind, youths, wildlife- injury from sharp items, bottles thrown around and broken - Unsanitary / unhygienic - Cuts / Bleeding - Contamination from contents - Complex and longer term health issues - Increased clear up costs	Medium	Medium	+ MSDC to be notified in advance of event date to confirm rubbish collection details. + Sacks to be left on Common at Backwoods Lane Car Park + All rubbish to be securely tied in bags and stacked appropriately. Area to be fenced off. Notice advising rubbish collection point for the event. - Contractor delay	Medium	Yes. No further action required. Provided contractors prompt should be no problem. Consider more secure area in future years if problems experienced	
Secluded areas and Stranger danger	Volunteers Councillors Staff	- Assault/abduction or other serious incidents	High	Low	+ Advice sheet no-one to go into lonely areas on their own + Work in pairs + Children to be in groups with adult supervision at all times - Advice ignored	Low	Yes. No further action required. Clear instructions and group working.	
Traffic	Volunteers Councillors Staff Drivers Public	Road Traffic Accident	High	Medium	+ Advice sheet stating stay off the roads + Hi visibility jackets to be worn for work adjacent to highway + Children not to be allocated to risk areas + Children to be in small groups and supervised by parents or adult group leaders to control behaviour that could lead to accidents when out on streets - Advice ignored - Vehicle loses control	Medium	Yes. No further action required.	
Vegetation	Volunteers Councillors Staff Public	Cuts and scratches / infection / irritant	Medium	Low	+ Advance publicity to advise on suitable clothing + Parents or group leaders to be briefed on the day + Required use of gloves / litter pickers and advice to wear suitable clothing when litter picking in hedgerows etc + Children not to be given trimming of vegetation as an activity and to be supervised by parents/adult group leaders at all times + Washing facilities and basic first aid supplies available at base - Protective equipment not used - Slippage/accident	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious cuts/infection relatively low provided guidance followed	
Slips and falls (slopes and banks etc)	Volunteers Councillors Staff Public	Personal injury	Medium	Low	+ Advice sheet warning not to take risks and do not get close to edges (road, pond etc) + Use of litter pickers for out of reach litter + Misjudgement/wet or otherwise slippery surfaces	Low	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury relatively low provided guidance followed	
Tools (accidents & missue)	Volunteers Councillors Staff Public	Injury from sharp or heavy tools Trips caused by tools being left unattended	Medium	Medium	+ Advice sheet children not to use sharp or heavy tools + Specialist tools only to be used by trained operatives + Gloves to be worn + Suitable footwear to be worn - tools temporarily put down to be moved later	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury minimised provided guidance followed	

2021 Autumn Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
Detergent	Volunteers Councillors Staff	Skin reaction or swallowing chemical	High	Medium	+ Mild detergent to be used + Waterproof gloves to be worn + All volunteers to be asked about allergies / skin reactions + Children to be supervised - Unknown allergy	Medium	Risk Assessment High cannot be accepted Yes. No further action required. Sensible precautions taken and likelihood of severe reaction minimised provided guidance followed	
Insects / Animals	Volunteers Councillors Staff Public	Bites, infection, reaction, aggressive animals	High	Medium	+ Advice to be given that suitable clothing and footwear and gloves should be worn + All volunteers advised not to work / to stop working if any evidence of problems identified (e.g. rats, nests) and supervisors advised - professional contractor to be contacted if appropriate + Children to remain under adult supervision and within sight of adults at all times + All volunteers to be asked about known allergies / bite reactions + Volunteers/staff to maintain vigilance for dogs off leads - Unknown reactions	Medium	Yes. No further action required. Sensible precautions taken and likelihood of bite or infection minimised provided guidance followed. Report any dangerous dogs to police.	
Claims for injury etc	Volunteers Councillors Staff Public Parish Council	Lack of evidence – insurance payments withheld. Policy Exclusions – insurance payments withheld. Potential PC liability / costs	Medium	Low	+ Insurance cover – personal accident and public liability in place. + Insurance company notified prior to event. + List of participants retained + Guidance and controls detailed in this assessment + All accidents and incidents to be reported and recorded with written statements signed by witnesses on the day.	Low	Yes. No further action required. Sensible mitigants in place and insurance company notified	
Fetching and replacing equipment in the shed	Volunteers Councillors Staff	Injury Lone working	Medium	Medium	+ Work in pairs or groups + If person goes to shed alone, supervisor should be informed and track return + Key control and adults only to be allowed access	Medium	Yes. No further action required. Sensible controls in place	
Lack of first aid supplies at King Edward Hall (base)	Volunteers Councillors Staff	Unable to provide sterile dressings etc Materials out of date	Medium	Low	+ Check KEH First Aid Kit prior to and on day of spring clean + Supplement with Parish Council Office First Aid kit (check prior) + Organiser to contact emergency services as appropriate	Medium	Yes. No further action required.	
Dog faeces (and other animal waste)	Volunteers Councillors Staff Public	Roundworm parasites (see: https://www.nhs.uk/conditions/toxocariasis/)	High	Low	+ Do not touch animal faeces. + Do not use litter-pickers on animal waste. + Always wear gloves and use a plastic spade when removing dog faeces. + If a volunteer steps in dog faeces, clean shoes if possible + If found warn others in the vicinity + If touched, thoroughly wash your hands. + Thoroughly wash any cuts or abrasions as soon as possible, however minor. + Seek medical attention where appropriate.	Low	No further action required. Clear instructions to be given to participants.	
Collection of litter – toxic materials / hazardous chemicals / explosives	Volunteers Councillors Staff Public	Contact with toxic or hazardous material.	High	Low	+ Volunteers instructed to never to approach suspicious looking containers with or without hazard warning badges. + Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453) + Volunteers to be advised not G22to touch any large flytipping.	Low	No further action required. Clear instructions to be given to participants. Flytipping to be reported to Mid Sussex District Council.	
Discovery of ordnance	Volunteers Councillors Staff Public	Unexploded bombs, shells and flares, severe cuts bruising, severe burns, broken bones, eye damage, shock	High	Low	+ If you or any volunteer suspect an object to be a type of ordnance, stop what you are doing and report this immediately to the event organiser who then must instruct everyone to return to the designated meeting point, whereby a roll-call will be taken, the event cancelled and the emergency services must be contacted (call 999)	Low	No further action required. Clear instructions to be given to participants.	
Extreme Weather	Volunteers Councillors Staff Public	Sunstroke, sunburn, dehydration and heat exhaustion due to hot weather. Discomfort from cold weather, wind and rain.	Medium	Low	+ Volunteers advised to dress appropriately for weather conditions. Gloves to be worn on all occasions. + Advise volunteers to take regular breaks and seek shade if necessary. + Volunteers advised to wear sun hats and sun cream, re-apply as needed. + Volunteers to have access to water + Volunteers instructed to warm up and stretch prior to event during cold weather and to pay particular attention not to overexert themselves in order to avoid back injury.	Low	Staff to monitor weather conditions. Event could be shortened or cancelled	
Coronavirus	Volunteers Councillors Staff Public	Contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). COVID-19 transmits when people breathe in air contaminated by droplets and small airborne particles. Symptoms vary. Can be asymptomatic, mild symptoms include a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. Can result in complications leading to hospitalisation and fatalities. Recovery can be hampered by long covid.	High	Medium	+ Anyone showing symptoms will not be allowed to take part. + Track and trace qr code on King Edward Hall. + Social distancing with in King Edward Hall. + Surfaces in hall to be regularly wiped down. + Equipment to be wiped clean. + Alcohol gel at King Edward Hall for hand cleaning. + Government & local authority guidance to be observed. - Advice ignored.	Medium	Staff to monitor and promote good practice. All staff are double jabbed. Believe all cllrs to be double jabbed. Note as part of booking conditions we need to observe King Edward Hall Covid-19 risk assessment & guidance.	