

ACTION AND PROJECT PROGRESS LIST

Full Council - 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	DATE DONE	NOTES
Full	55.7	03-Nov-23	Toilets on the Common	To accept the architect's fee schedule (subject to successful grant application to MSDC). To instruct the architects to proceed with items	Clerk / RP		s106 request has been succesful subject to T&CS
Full	55.8	03-Nov-23	Council Vehicle	The vehicle type required for the role is a van. The van be electric-powered. To lease a used electric van on a two-year agreement, including a service contract (max value £7,000 for the contract length).To confirm that the expenditure will be met from the general reserve. To purchase insurance for the vehicle. To provide authority to the Clerk to sign the relevant contracts. The Clerk be provided delegated authority, in conjunction with the F&GP Committee Chair & Vice Chair, to make decisions relating to the running of the van.	Clerk		Vehicle has been obtained
Full	55.9	03-Nov-23	Internal Auditor	To instruct Mulberry & Co for three years as the Council's Internal Auditor.	RFO		Completed
Full	56	03-Nov-23	Cllr Appointments, Induction, & Training	a)to create a Working Group tasked with considering the points raised. b)The Working Group would be formed of the following members; Cllr Webster, Cllr Beecroft, Cllr Grace, & Cllr Upton. c)To produce a report for the F&GP committee (4-Jan-24), and the FC (18-Jan-24) to consider. d)In addition, the Clerk: i) advises the Working Group on the relevant legislation, ii) obtains input from relevant third parties (WSALC, SLCC, and other local authorities).	Working Group		Group has held a meeting. Work is in progress

Financial Reports – Full Council

Item 11 - RFO Summary

Income that was received in September 2023.

Barclays Business Current Account:

- £808.00 CTH Rent for September 2023.
- £370.00 Stallholder Fees – Village Festival Night.
- Plus, regular automatic transfer facility transactions from Barclay's Business Premium account.

Nationwide Building Society:

- £168.17 Nationwide Building Society Interest for September 2023.

Barclays Business Premium Account:

- £344.90 Interest Earned Gross for the period 5 June to 3 September 2023
- £108,000 Precept Payment
- Plus, regular automatic transfer facility transactions from Barclay's current account.

Non-Budgeted Expenditure September 2023

- £780.00 Smith of Derby Ltd – Site Visit KEH Clock (£650.00 net of VAT).
- £960.00 Smith of Derby Ltd – Service of KEH Clock (£800.00 net of VAT).

Earmarked Reserves Expenditure September 2023 (Net of VAT)

- There was no expenditure.

New Account Opening September 2023

- Unity Trust Current Account T1 - £nil balance for September 2023
- Unity Trust Instant Access Savings Account - £nil balance for September 2023

Overspent Budget Heading (15% or more of Agreed Budget)

There is currently one overspent budget heading:

- 4350 F&GP Fire Safety System 149.9% - due to expenditure on replacement emergency lighting, heat detector & smoke detectors.

23rd October 2023

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Finance & General Purposes							
1076 Precept	216,000	216,000	0			100.0%	
1090 Interest Received	1,317	0	(1,317)			0.0%	
1120 Clock Tower House Rental	4,848	0	(4,848)			0.0%	
1125 CTH Service Charge	159	0	(159)			0.0%	
1210 Licence Fee	141	0	(141)			0.0%	
1230 Christmas Festival Night	370	0	(370)			0.0%	
Finance & General Purposes :- Income	222,835	216,000	(6,835)			103.2%	0
4000 Salary	33,354	84,500	51,146		51,146	39.5%	
4010 Tax & NI	2,511	7,200	4,689		4,689	34.9%	
4020 Pension	4,898	13,000	8,102		8,102	37.7%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	400	400		400	0.0%	
4120 Training	400	2,000	1,600		1,600	20.0%	
4140 Audit Fees	(81)	1,700	1,781		1,781	(4.8%)	
4160 Insurance	2,037	2,500	463		463	81.5%	
4170 Postage & Stationery	58	400	342		342	14.6%	
4175 Annual Memberships/Subscriptio	2,189	3,000	811		811	73.0%	
4180 Photocopying	870	2,300	1,430		1,430	37.8%	
4190 Telephone & Broadband	1,350	2,500	1,150		1,150	54.0%	
4200 IT & Website	4,137	4,500	363		363	91.9%	
4210 Office Equipment	0	500	500		500	0.0%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	1,290	2,500	1,210		1,210	51.6%	
4240 Room Hire	448	900	452		452	49.8%	
4250 Cleaning/Catering	1,316	2,700	1,384		1,384	48.7%	
4260 Newsletter & Annual Report	540	2,300	1,760		1,760	23.5%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	4,000	4,000		4,000	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	562	1,500	938		938	37.5%	
4295 Waste Collection	420	1,300	880		880	32.3%	
4310 PWLB Repayment	11,210	22,299	11,089		11,089	50.3%	
4320 Electricity Supply	1,883	3,100	1,217		1,217	60.7%	
4330 Water Supply	79	200	121		121	39.6%	
4340 Security Alarm System	0	500	500		500	0.0%	
4350 Fire Safety System	749	500	(249)		(249)	149.9%	
4360 Health & Safety	9	200	191		191	4.3%	
4370 Publications	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Data Protection	0	300	300		300	0.0%	
4393 Maintenance/Improvements CTH	493	2,500	2,007		2,007	19.7%	
Finance & General Purposes :- Indirect Expenditure	71,353	175,849	104,496	0	104,496	40.6%	0
Net Income over Expenditure	151,482	40,151	(111,331)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	1,936	4,900	2,964		2,964	39.5%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	(614)	2,000	2,614		2,614	(30.7%)	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	0	2,000	2,000		2,000	0.0%	
4521 Wilderness Field S106	1,200	0	(1,200)		(1,200)	0.0%	1,200
4530 Village Orderly Equip/Expenses	359	1,000	641		641	35.9%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	2,669	14,000	11,331		11,331	19.1%	
4650 Climate Change Projects	40	1,500	1,460		1,460	2.7%	
4750 Replacement Street Furniture	199	1,000	801		801	19.9%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	100	100		100	0.0%	
Environment & Amenities :- Indirect Expenditure	10,979	54,975	43,996	0	43,996	20.0%	1,200
Net Expenditure	(10,979)	(54,975)	(43,996)				
6000 plus Transfer from EMR	1,200						
Movement to/(from) Gen Reserve	(9,779)						
120 Allotments							
1200 Allotment Income	1,135	0	(1,135)			0.0%	
Allotments :- Income	1,135	0	(1,135)				0
4600 Allotment Expense	1,026	2,500	1,474		1,474	41.0%	
Allotments :- Indirect Expenditure	1,026	2,500	1,474	0	1,474	41.0%	0
Net Income over Expenditure	109	(2,500)	(2,609)				
130 Planning & Traffic							
4963 SID Maintenance & Replacement	0	1,000	1,000		1,000	0.0%	
4973 RTPI	0	7,000	7,000		7,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4985 Improvements per Traffic Study	0	0	(0)		(0)	0.0%	4,044
Planning & Traffic :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>4,044</u>
Net Expenditure	<u>(0)</u>	<u>(8,000)</u>	<u>(8,000)</u>				
6000 plus Transfer from EMR	4,044						
Movement to/(from) Gen Reserve	<u>4,044</u>						
<u>140 Non Budgeted Expenditure</u>							
4399 GR: KEH Clock	1,535	0	(1,535)		(1,535)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>1,535</u>	<u>0</u>	<u>(1,535)</u>	<u>0</u>	<u>(1,535)</u>		<u>0</u>
Net Expenditure	<u>(1,535)</u>	<u>0</u>	<u>1,535</u>				
Grand Totals:- Income	223,970	216,000	(7,970)			103.7%	
Expenditure	84,893	241,324	156,431	0	156,431	35.2%	
Net Income over Expenditure	<u>139,078</u>	<u>(25,324)</u>	<u>(164,402)</u>				
plus Transfer from EMR	5,244						
Movement to/(from) Gen Reserve	<u>144,322</u>						

Lindfield Parish Council 2023-2024

Expenditure from Earmarked Reserves as at 30 September 2023

Account	Opening Balance	Expenditure	Closing Balance
EMR - Toilets on the Common	84,170.00	-	84,170.00
EMR - Wilderness Field S106 Maintenance	18,695.58 -	1,200.00	18,695.58
EMR - Council Elections	5,400.00	-	5,400.00
EMR - Traffic Improvement & Planning Support	4,500.00 -	4,044.26	4,500.00
	112,765.58	- 5,244.26	112,765.58

23/10/2023

Lindfield Parish Council Current Year

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Summary Income & Expenditure by Budget Heading 30/09/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	222,835	216,000	(6,835)			103.2%
	Expenditure	71,353	175,849	104,496		104,496	40.6%
	Net Income over Expenditure	<u>151,482</u>	<u>40,151</u>	<u>(111,331)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>151,482</u>					
110	Environment & Amenities						
	Expenditure	10,979	54,975	43,996		43,996	20.0%
	plus Transfer from EMR	1,200					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(9,779)</u>					
120	Allotments						
	Income	1,135	0	(1,135)			0.0%
	Expenditure	1,026	2,500	1,474		1,474	41.0%
	Movement to/(from) Gen Reserve	<u>109</u>					
130	Planning & Traffic						
	Expenditure	0	8,000	8,000		8,000	0.0%
	plus Transfer from EMR	4,044					
	Movement to/(from) Gen Reserve	<u>4,044</u>					
140	Non Budgeted Expenditure						
	Expenditure	1,535	0	(1,535)		(1,535)	0.0%
Grand Totals:- Income		223,970	216,000	(7,970)			103.7%
Expenditure		84,893	241,324	156,431	0	156,431	35.2%
Net Income over Expenditure		<u>139,078</u>	<u>(25,324)</u>	<u>(164,402)</u>			
plus Transfer from EMR		5,244					
less Transfer to EMR		0					
Movement to/(from) Gen Reserve		<u>144,322</u>					

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	30/09/2023	Barclays Current Account	15,000.00	
2	30/09/2023	Business Premium Account	207,113.49	
3	30/09/2023	Nationwide Building Society	93,000.03	
4	30/09/2023	Petty Cash	112.25	
5	30/09/2023	Unity Trust Current Account	0.00	
6	30/09/2023	Unity Trust Savings Account	0.00	
				315,225.77
<u>Receipts not on Bank Statement</u>				
1	29/09/2023	Interest	168.17	
				168.17
Closing Balance				315,393.94
<u>All Cash & Bank Accounts</u>				
1		Barclays Current Bank A/c		15,168.17
2		Barclays Business Premium A/c		207,113.49
3		Nationwide Building Society		93,000.03
4		Petty Cash		112.25
5		Unity Trust Current Account		0.00
6		Unity Trust Savings Account		0.00
		Other Cash & Bank Balances		0.00
		Total Cash & Bank Balances		315,393.94

Date: 23/10/2023

Lindfield Parish Council Current Year

Full Council - Items 11.3 onwards

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Cashbook 1

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Barclays Current Bank A/c

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2023	Barclays Business Premium A/c	Automatic	564.59			210		564.59	From 20623318
05/09/2023	Open Spaces Society	ONLINE	45.00			4175	100	45.00	Open Spaces Society 1 Sep 2023
05/09/2023	B-9 Fire Protection Ltd	ONLINE	899.22		149.87	4350	100	749.35	Smoke/Heat Detectors&Lighting
05/09/2023	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window cleaning 22.8.23
05/09/2023	Smith of Derby Limited	ONLINE	960.00		160.00	4399	140	800.00	King Edward Hall Clock Service
08/09/2023	Monitor Cleaning Services Ltd	ONLINE	483.28		80.55	4561	110	402.73	Cleaning Service Aug 2023
08/09/2023	Smith of Derby Limited	ONLINE	780.00		130.00	4399	140	650.00	King Edward Hall Clock: Fault
08/09/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Aug 2023
11/09/2023	SWALEC	DD	284.78		13.56	4320	100	271.22	CTH Electricity Q2 23/24
11/09/2023	West Sussex County Council	ONLINE	8,202.97			4000	100	6,670.76	Salaries August 2023
						4010	100	502.14	NICs Aug 2023
						4020	100	979.67	Pen Contributions Aug 2023
						4530	110	50.40	VO Travel Expenses Aug 2023
13/09/2023	BNP Paribas Leasing Solutions	DD	311.99		52.00	4180	100	259.99	Photocopy Rental 13Sep-12Dec23
18/09/2023	Apogee Corporation Ltd	DD	72.00		12.00	4180	100	60.00	Printing Costs 7Jun-7Sep2023
19/09/2023	Castle Water Limited	DD	66.36			4561	110	66.36	Water Supply Aug 2023
19/09/2023	Npower Commercial Gas Ltd	DD	210.81		10.04	4450	110	200.77	Electricity Supply Aug 2023
20/09/2023	Castle Water Limited	DD	13.12			4330	100	13.12	CTH Water Supply Aug 2023
20/09/2023	Castle Water Limited	DD	-0.70			4330	100	-0.70	CTH Water Supply Jul 2023
21/09/2023	British Gas Trading Ltd	DD	42.89		2.04	4561	110	40.85	Electricity Supply 7Aug-5Sep23
22/09/2023	King Edward Hall	ONLINE	212.40			4240	100	212.40	Comm Meetings Jul-Sep 2023
22/09/2023	King Edward Hall	ONLINE	9.50			4650	110	9.50	Room Hire 15 Sep 2023
22/09/2023	Moore	ONLINE	756.00		126.00	4140	100	630.00	External Audit 2022/23
22/09/2023	CommuniCorp	ONLINE	110.00			4175	100	110.00	Subscription Renewal Nov 2023
29/09/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection Aug 2023
Subtotal Carried Forward:			14,374.45	0.00	752.85			13,621.60	

Date: 23/10/2023

Lindfield Parish Council Current Year

Full Council - Items 11.3 onwards

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Cashbook 1

User: TRACY

Barclays Current Bank A/c

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/09/2023	Victim Support (Sussex)	ONLINE	100.00			4230	100	100.00	S137 Victim Support (Sussex)
29/09/2023	4Sight Vision Support	ONLINE	440.00			4230	100	440.00	S137 4Sight Vision Support
Total Payments:			14,914.45	0.00	752.85			14,161.60	

LINDFIELD PARISH COUNCIL 2023-2024									
Full Council Meeting Thursday 9 November 2023									
Cheques Drawn, Debit Card Payments and Online Banking Payments Authorised since the Full Council Meeting held 14 September 2023									
Cheque No/Debit Card/ Online	Payee	Description of service	Gross Payment £	VAT included £	S.137	Comments			
29 Sep 2023									
Online	Victim Support (Sussex)	Grant Award	100.00	-	100.00	Paid 29 Sep 2023			
Online	4Sight Vision Suport	Grant Award	440.00	-	440.00	Paid 29 Sep 2023			
October 2023									
Online	Kipper Creative Ltd	Newsletter: Lindfield Life Oct 2023 Edition	648.00	108.00	-	Paid 6 Oct 2023			
Online	RJW Bradshaw Ltd	Bus Stop Pole Repair £95.00; Refurbishment of Pond Bench £580.00; Litter Bin Repair £95.00; All 22/23 budget expenditure	770.00	-	-	Paid 6 Oct 2023			
Online	B-9 Fire Protection Ltd	CTH: Six Monthly Fire Alarm Service	119.88	19.98	-	Paid 6 Oct 2023			
Online	Monitor Cleaning Services	Denmans Lane Toilets: Daily Cleaning Services Sep 2023	483.28	80.55	-	Paid 6 Oct 2023			
Debit Card	Screwfix	Purchase of Heavy Duty Rubble Sacks & Ready Mix Wood Filler Natural Wood 1.25kg	70.85	11.81	-	Payment authorised 12 Oct 2023			
Debit Card	Rossetts UK	Mercedes-Benz UK Limited Van Hire: Deposit	1,000.00	-	-	Payment authorised 12 Oct 2023 (Refunded)			
Online	West Sussex County Council	Salaries September 2023 incl VO Travel Expenses	8,202.97	-	-	Paid 13 Oct 2023			
Online	Tisburys Cleaning Services	Office Cleaning: September 2023 incl Cleaning of CTH Communal Area	227.50	-	-	Paid 13 Oct 2023			
Online	Ian Woodhams	CTH Window Cleaning 2 Oct 2023	22.00	-	-	Paid 13 Oct 2023			
Online	Smith of Derby Ltd	KEH Clock Service/Repair	1,440.00	240.00	-	Paid 23 Oct 2023			
Online	Austins Cradles (Eastbourne) Ltd	Provision of Scaffolding: KEH Clock Service/Repair	834.00	139.00	-	Paid 23 Oct 2023			
Online	Countrymans Contractors Ltd	Meadow Cutting Sep 2023	1,440.00	240.00	-	Paid 23 Oct 2023			
Online	Streetlights	Street Lighting: Annual Maintenance Contract 2023/24 Payment 2 (of 2)	737.92	122.99	-	Paid 23 Oct 2023			
Online	Zurich Municipal	Van Insurance	581.15	-	-	Paid 27 Oct 2023			
Debit Card	Hotbin Composting (Engineered Foam Products L	Purchase of HOTBIN Model: HOTBIN Mega (450 ltr)	480.00	80.00	-	Payment authorised 30 Oct 2023			
Online	Process Matters 2 (David Chaffe)	GDPR: DPO Role Annual Renewal Aug 2023	150.00	-	-	Paid 31 Oct 2023			
Online	Blackburn IT Services Ltd	Allotment Inspection App Service 2023	180.00	30.00	-	Paid 31 Oct 2023			
November 2023									
Online	Blachere Illumination UK Ltd	Installation of Xmas Lights 2023 (Sparklights)	4,830.00	805.00	-	Paid 7 Nov 2023			
Online	Blachere Illumination UK Ltd	Installation of LPC Festive Lighting 2023	3,780.00	630.00	-	Paid 7 Nov 2023			
Online	West Sussex County Council County Fund	Payroll Admin Charges 1 Apr to 30 Sep 2023	213.70	35.62	-	Paid 7 Nov 2023			
Debit Card	Connected Kerb	EV Charging - Denmans Lane car park	9.53	-		Paid 7 Nov 2023			
Debit Card	Amazon.co.uk	Purchase of Office Stationery & IT Equipment	76.87	15.37	-	Payment authorised 7 Nov 2023			
Online	Healthmatic Ltd	Denmans Lane Toilets: Renewal of Annual Service & Maintenace Contract 14 Jul 2023 to 13 Jul 2024	6,424.77	1,070.79	-	Paid 9 Nov 2023			
Online	Monitor Cleaning Services Ltd	Denmans Lane Toilets: Daily Cleaning Services October 2023	483.28	80.55	-	Payment Set Up for 13 Nov 2023			
Online	Ian Woodhams	CTH Window Cleaning 31 Oct 2023	22.00	-	-	Payment Set Up for 13 Nov 2023			
Online	SLCC Enterprises Ltd	Training Course: How to use ChatGPT Clerk 30 Jan 2024	18.00	3.00	-	Authorisation Pending			
Online	SLCC Enterprises Ltd	Training Course: How to use ChatGPT Clerk 30 Jan 2024	36.00	6.00	-	Authorisation Pending			
Online	SLCC Enterprises Ltd	Training Course: Managing Local Council Elections Clerk 29 Jan 2024	18.00	3.00	-	Authorisation Pending			
Online	West Sussex County Council	Salaries October 2023 incl VO Travel Expenses	8,202.97	-	-	Authorisation Pending			
Online	Tisburys Cleaning Services	Office Cleaning: October 2023 incl Cleaning of CTH Communal Area	227.50	-	-	Authorisation Pending			
Online	Gould Property Consultants LLP	Toilets on Common Project - Interim Fees: Stg 2 Building Regulations & Stg 3 Draft Discharge of Condition App	2,280.00	380.00	-	Authorisation Pending			
Online	Nicholas Jones Consultants Ltd	Allotments: Tree Survey	480.00	80.00	-	Authorisation Pending			
Online	Nicholas Jones Consultants Ltd	Wilderness Field: Tree Survey	540.00	90.00	-	Authorisation Pending			
Online	Haywards Heath Town Council	Grass Cutting & Seasonal Planting 2023-2024	2,026.20	-	-	Authorisation Pending			
Online	Balcombe Pest Control Limited	Allotments: Treatment of Wasp Nest	72.00	12.00	-	Authorisation Pending			
Online	Kipper Creative Limited	Christmas Festival Night: Advert Lindfield Life Dec 2023 Edition	60.00	10.00	-	Authorisation Pending			
Online	B M Air Limited	Air Conditioning Units CTH: Routine Maintenance 1 Nov 2023	405.91	67.65	-	Authorisation Pending			
		Balance as at 9 November 2023	48,134.28	4,361.31	540.00				
Petty Cash drawn since Full Council Meeting held 14 September 2023									
		Balance as at 14 September 2023		112.25					
		Add: Cash From Bank	-						
		Less:							
		Postage	2.75						
		Stationery	-						
		Catering/Cleaning	9.45						
		Allotments - Petrol for Machinery	12.50						
		VAT	2.50						
		Less total expenditure	27.20	- 27.20					
		Balance as at 9 November 2023		85.05					
Received and AGREED at Full Council Meeting held on 9 November 2023									
	Signature of Chairman of Meeting								
	Date								

LINDFIELD PARISH COUNCIL**Mobile Phone Policy**

This document of Lindfield Parish Council (LPC) serves to outline the policy on the use and storage of parish council-provided mobile phones.

Purpose

Mobile phones are an essential communication tool, allowing employees to communicate council business. This Policy describes the controls necessary to minimize information security and mobile telephone damage risks. Mobile phones may be viewed as an essential and convenient business tool, but their very portability makes them particularly vulnerable to physical damage or theft.

Scope

This Policy and the procedures herein affect all employees who are issued with a mobile phone by the Parish Council. Employees are also advised that in addition to the terms and conditions of mobile phone usage as reflected in this Policy, employees shall also have to adhere to any terms of their respective employment agreement which mandate or restrict any action in this regard. An employee using council-provided mobile phones is responsible for the security of that mobile phone, regardless of whether the mobile phone is used in the office, at one's place of residence, or in any other location such as a hotel, conference room or while travelling. This Policy contains certain guidelines and restrictions on the usage of mobile phones that are required to be strictly adhered to by all employees while using these mobile phones.

Use of Council Mobile Phones

1. If the Parish Council provides you with a mobile phone to assist communications between staff, councillors, and other business-related contacts, it is solely for use for work-related matters and is not – other than in an emergency – to be used to make or receive personal calls or text messages.
2. For this reason, no personal data should be stored in the handset or SIM card, other than an emergency contact.
3. Similarly, your work mobile number should be given only to work-related contacts, not personal ones (other than an emergency contact).
4. Unless you are required to be available outside normal hours there is no obligation on you to make or respond to calls/texts outside your normal working time for the Council.
5. You must not use a handheld mobile phone to make or receive calls while you are driving. This includes points at which you are temporarily stationary. If caught by the police, you may be liable to a fixed penalty and potentially points on your licence. If the Parish Council becomes aware that you have been using a phone whilst driving – whether or not you have been caught by the police – you may be subject to disciplinary action (including, in serious cases, your dismissal)
6. If you have a hands-free / Bluetooth kit fitted to your vehicle, it is your decision as to whether you answer or make calls. The Council does not expect you to do so and you must judge whether the conditions are safe enough to use your hands-free equipment. If in doubt, do not use.

LINDFIELD PARISH COUNCIL

7. If it appears that the use of your phone is excessive or there appear to nonwork calls, we may investigate matters. If it appears that there has been wilful misuse of the phone, then we may consider disciplinary action & recover any incurred unauthorised usage costs.
8. All council mobile phones will be pass number protected. The Parish Clerk will supply the pass number, with any amendments agreed. Employees must not share their pass numbers with anyone else.
9. At the end of your employment, the phone must be returned in good condition

Policy Approved:

Review Date:

LINDFIELD PARISH COUNCIL (LPC)

VEHICLE USAGE & DRIVING AT WORK POLICY

1 Works Vehicle

LPC provides a works vehicle to be used by employees for business purposes only.

LPC will ensure that when choosing a works vehicle to be used on behalf of the council it is entirely suitable for the intended purpose and that utmost importance is placed on safety features.

The works vehicle is a Mercedes Benz Evito. It has an automatic transmission.

The vehicle is stored at Lindfield Enterprise Park when not in use or being charged.

LPC will ensure that all work vehicles are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules.

2 Authorised Driver

Only employees over the age of 25 who hold a full driving licence valid for driving in the UK may drive the vehicle with the knowledge of the Parish Clerk or Deputy Clerk.

Anyone wishing to use the vehicle must provide the Parish Clerk with a copy of their driving licence prior to driving the vehicle.

Employees must notify the Parish Clerk of any changes to their driving license details as soon as possible, this includes any penalty points and the reason for the penalty, or any health conditions that may affect their ability to drive. Failure to do so could invalidate any insurance cover, and may lead to disciplinary action for employees.

All employees will be required to present their driving documents every six months for inspection.

3 Works vehicle usage

The works vehicle is for use on **LPC business only, NOT personal use**. This means:

- a. Use by the Village Orderly to carry out their job roles, or any other tasks instructed by the Parish & Deputy Parish Clerk;
- b. Visits to conferences, meetings or training courses etc.

The works vehicle **MUST NOT** under any circumstances, be taken home prior to a journey.

The works vehicle **MUST be returned to Lindfield Enterprise Park** at the end of your journey and not taken home.

Each journey must be logged in the 'Journey log' kept in the vehicle. The log shall record the name of the driver, the date and the details and purpose of the journey.

If it appears that there has been wilful misuse of the vehicle, then we may consider disciplinary action & recover any incurred unauthorised usage costs.

LINDFIELD PARISH COUNCIL (LPC)

4 Private vehicle usage

Employees and councillors may elect to use the works vehicle over the use of their own vehicle to undertake council duties. If the works vehicle is not available then they can choose to use their own vehicle and are entitled to claim travel allowance at 45p/mile (rates are subject to change) for each journey by completion of a Travelling allowance claim form.

Employees must ensure that any vehicle which is used on LPC business is adequately insured for personal business usage.

Any vehicle used should be fit for the purpose it is being used for and the same vehicle safety checks required for driving the works vehicle should also be carried out before employees and councillors drive their own vehicles for LPC business. Private vehicles should not be used for LPC business in an un-roadworthy condition. Vehicles may be subject to spot checks to ensure they are roadworthy.

Councillors and/or employees travelling for the same purpose should travel together in order to save costs.

5 Fuel

The vehicle is electrically powered.

Drivers of the vehicle are not expected to pay for charging themselves. Accounts will be set up and maintained for EV charging via the Connected Kerb app.

6 Vehicle Safety

Before driving the vehicle, each driver must complete a vehicle safety checklist & defect form which are kept in the vehicle. It is the driver's responsibility to ensure that the vehicle is roadworthy before every journey. The checklist must be dated and signed. Completed forms are kept in the LPC office.

A vehicle defect form must be completed as soon as a defect is found. The completed form must be handed to the Parish Clerk immediately. Verbal reporting of a defect without completing a defect form is not acceptable.

All reported defects will be dealt with promptly. If the works vehicle has a serious defect making it unsafe for drivers and/or members of the public it will be taken off the road immediately until a repair has been carried out.

Any damage to the works vehicle must be reported immediately.

Anyone using the vehicle must ensure that it is kept in good condition. This includes keeping it clean and ensuring the tyre pressures, lights, oil, water, etc are up to the required standard.

LINDFIELD PARISH COUNCIL (LPC)

7 Driver Safety

LPC has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of LPC's policies and procedures, e.g. what to do in the event of an incident.

All drivers must follow all procedures detailed in the driver handbook. All drivers must report all at-work crashes and collisions promptly having followed the procedure detailed in the driver handbook.

All drivers are required to report any road safety concerns that they have within a reasonable period of time.

Seat belts must be worn at all times when fitted.

The Works vehicle has Bluetooth connectivity for mobile phones, and drivers may connect their mobile phones to the works vehicle 'smartphone display audio' facility prior to setting off on a journey, but must only use the phone through the audio facility when appropriate, and must try and keep calls brief.

8 Driver's Responsibilities

Anyone driving a vehicle on LPC business, whether it is the works vehicle or in their own vehicle have a responsibility to drive safely and make every effort to safeguard their own safety and that of others.

Drivers have a responsibility to ensure that they are fit to drive. Any driver who may be unfit to drive must inform their line manager or the Parish Clerk immediately. They must not drive.

Drivers must comply with all road traffic laws. Any speeding fines and parking tickets will be the responsibility of the person driving the vehicle when the fine was incurred, and will not be paid for by LPC.

Never leave valuables or possessions on show in the vehicle. Keep valuable items out of view when it is parked or unattended.

Always lock all doors and windows when leaving the vehicle.

Do not leave the vehicle unattended with the engine running.

Smoking is not allowed in any vehicle used for LPC business.

All rubbish is to be removed from the vehicle at the end of the journey.

9 Journey Planning

Road journeys will only be carried out when they are really necessary.

LPC will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods.

LINDFIELD PARISH COUNCIL (LPC)

LPC will monitor weather conditions and will reschedule if conditions become too dangerous for the drivers.

10 Drink and Drugs, including medicines

LPC operates a zero-tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action for employees, and any employee prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drunk driving limit must inform their line manager or the Parish Clerk. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may be taken. Any driver taking prescription or over-the-counter medicines must check that they are still fit to drive.

Item: 12
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date: 9 November 2023
Subject: Plan 2023-27

Purpose of Report:

1. To consider implementing a strategic document.

Summary:

2. Members are asked to consider the latest draft of the Council's Plan 2023-27

Recommendation(s):

Members are recommended to:

- A) Agree to the implementation of the Plan 2023-27.

Background:

3. In Autumn 2022 the draft Plan was agreed by the Full Council.⁽¹⁾ It was agreed that public feedback on the document should be obtained. Advertisements requesting public feedback were placed in Lindfield Life, on our noticeboard, on social media etc. In January 2023 the council hired a room in the King Edward Hall for members of the public to come and view the plan and provide feedback. Feedback collection continued, including from visitors to our stall on Lindfield Village Day.
4. All members were asked for their comments on the plan in June. This feedback and that obtained from the public was then presented to the Working Group. This was then considered and has resulted in some changes in objectives. In addition, the title has changed from Plan 2022-27 to Plan 2023-27. The latest version was then considered by F&GP who have now recommended the Plan 2023-27 to Full Council for approval and implementation.⁽²⁾
5. Members are asked to note the following:
 - Accompanying notes – This is set out in F&Q form queries that have been raised on how the Plan will work.
 - Progress tracker sheets – These will be used to record the progress of the objectives. The information to be recorded includes the responsible committee(s), assigned members, activities/evidence to date, timescales, and progress. We will also be able to show expenditure on objectives via data from our accounting software.

Financial Implications

6. Once implemented the Plan should form a key component of the annual budget-setting process. The objectives in the Plan range from influencing others to carrying out actions that are fully within our control. As such the level of financial requirement for each objective will vary. The ability to deliver objectives will depend on several factors including costs and available funds.

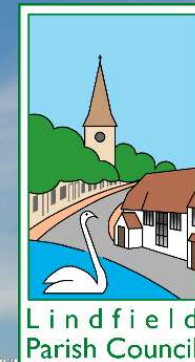
¹ Meeting dated 13th October 2023

² Meeting dated 2nd November 2023

Legal Implications:

7. The Parish Council exercises the General Power of Competence, as confirmed at its meeting dated 17th May 2023.

Lindfield Parish Council



Plan 2023-2027

Introduction

This is a statement of Lindfield Parish Council's (LPC) draft plan for Lindfield. It states our vision, aims and objectives for the period 2023-2027. It sets out what LPC does now, aims to achieve in the future, either directly or increasing its influence on the relevant delivery body, such as the District(MSDC) or County Council (WSCC).

An agreed plan for the future will enable LPC to operate in a more forward looking, consistent and coordinated way. It will also help LPC with the setting of its budgets.

The plan will be updated regularly and reported against, enabling LPC to track and monitor its progress against key priorities and develop new objectives as circumstances change. Budgets and the level of co-operation will impact on delivery timescales. It is our intention that each year at the Parish Meeting the Chair will set out our current progress. Reviews of the plan will take place each year at a Full Council meeting.

Some projects can be delivered by us, others will require collaboration with outside agencies for example MSDC, WSCC etc. Some projects will be achieved in a short period of time, others may take longer depending on funding availability and external co-operation.

Vision

Support the community and ensure Lindfield continues to develop as an attractive place to live, work, visit, recognising its rich heritage and looking forward to embracing the benefits offered by environmental and technological advances.



Aims

Village environment	To maintain Lindfield as an attractive place to live, work, and visit.
Community engagement	To increase working relationships between the council and the Lindfield community. Understand and act on the needs or issues of community experiences, helping to achieve positive change. Use the most appropriate tools to share information relating to council assets & services, promoting tourism and obtaining community feedback.
Effective engagement with local authorities	Maintain and build good working relationships with other local authority stakeholders.
Environment and sustainability	Recognise the threat of climate change and help the community tackle the environmental emergency at a local level.
Health and Wellbeing	Increase the health and well-being of the community.
Governance	Maintain proper arrangements to ensure that the Council's intended objectives are achieved and that it remains financially sustainable.

Village environment

Term	Objectives
Ongoing	<p>Litter picking – to continuing organising and running Village Clean Up events and seek to support volunteer litter pickers.</p> <p>Continue to work with WSCC to implement traffic calming measures in the village.</p>
Short term	<p>Consider the recommendations of the Village Action Plan.</p> <p>Children’s Playground – Seek for inclusive Play Equipment to be installed in Lindfield.</p> <p>Lindfield War Memorial - To work with partners to consider applying for the War Memorial to be listed.</p>
Medium term	<p>Work with MSDC & WSCC to ensure services and assets are maintained and/or undertaken to a sufficient standard.</p> <p>Install electronic bus information boards and speed indicator devices in the village.</p> <p>Undertake a review of the Neighbourhood Plan and consider village speed limits.</p> <p>Construct and operate a block of public toilets on Lindfield Common that includes a changing places facility.</p> <p>Lobby West Sussex County Council for greater provision of active travel in the village.</p>
Longer term	<p>Undertake refurbishment of Denmans Lane public toilets.</p>

Community engagement

Term	Objectives
Ongoing	<p>Cllrs to attend Village Day each year to enhance community engagement.</p> <p>Conduct Councillor engagement sessions.</p>
Short term	<p>Launch updated Communications strategy.</p> <p>Create a community webpage that promotes local groups, events, facilities, attractions, and includes a directory of local businesses.</p>
Medium term	<p>Undertake residents satisfaction survey to understand community needs and enhance future plans.</p> <p>Encourage and assist the promotion of the village as an attractive place to visit.</p> <p>Create an online Village Welcome pack for new residents.</p>
Longer term	<p>Consider whether there would be support for a Youth Council.</p> <p>Review LPC's current assets and consider potential enhancements.</p>

Effective engagement with local authorities

Term	Objectives
Ongoing	Maintain existing Officer meetings (with County, District, and authorities within WSALC) and seek to enhance where possible.
Short term	Councillors to attend the Mid Sussex County Local Forum. Councillors to attend MSALC and SALC update and networking events.
Medium term	Develop regular Cllr to Cllr meetings (with County, District, and neighbouring authorities). WSCC & MSDC community sessions.
Longer term	Promote LPC as an active and valued stakeholder in helping shape and influence policies of other local authorities.

Environment and sustainability

Term	Objectives
Ongoing	<p>Continue to promote and achieve the aims and objectives of the council's climate policy.</p> <p>Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online).</p> <p>Share information with the community relating to local and national environment initiatives.</p> <p>Maintain Management Plan for Wilderness Field that promotes wildflowers and ecosystem.</p>
Short term	<p>Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly clearance.</p>
Medium term	<p>Investigate installation of solar panels on LPC buildings.</p> <p>Work with local schools to assist in designing messaging for environmental campaigns.</p> <p>Flower & fauna, and biodiversity survey of the Wilderness Field.</p> <p>Consider free water refill provisions within the village.</p>
Longer term	<p>Ensure that LPC provides input into long term MSDC & WSCC Climate Change policy documents.</p>

Health and wellbeing

Term	Objectives
Ongoing	<p>Promote awareness of campaigns linked to health and wellbeing.</p> <p>Ensure the council includes a grant budget each year to support the work of charities and community interest companies within the village.</p>
Short term	Support local charities and community interest companies by promoting the LPC grants scheme and other sources of funding.
Medium term	Investigate opportunities to support youth and elderly services in the village.
Longer term	Review impact of existing schemes and investigate working with outside bodies to fill gaps.

Governance

Term	Objectives
Ongoing	Ensure continued staff and councillor training to ensure best practices are adopted.
Short term	Produce and implement an LPC Councillors manual, in time for the new council term, that sets out expected roles and responsibilities for elected members.
Medium term	Implement rolling asset replacement programme and budget appropriately.
Longer term	Promote the May 2027 elections and encourage individuals from all backgrounds to stand at the elections. Apply for NALC good council accreditation.

Feedback

The plan will be a way of communicating how LPC is trying to meet the needs of the community. It is intended to be a two-way conversation. Please tell us what you think about it. We welcome your comments. If you require further information that would help you understand what we are trying to achieve, please let us know. We can also provide additional information on the issues raised in the Plan. Please respond to:



Survey Money: INSERT
Email: clerk@lindfieldparishcouncil.gov.uk
Tel: 01444 484155
Post: Clock Tower House
 Lindfield Enterprise Park
 Lewes Road
 West Sussex

Further information

Further information on the role, responsibility, and management of LPC can be obtained by viewing the following links:

- The three-tier local government system
- Role, function, & responsibilities of LPC
- How LPC is managed.
- Structure chart
- Our Values - The Nolan principles & Code of Conduct

Plan 2023-27 accompanying notes

What is the purpose of the plan?

The plan sets out the Parish Council's vision, aims and objectives for the period 2023-2027. An agreed plan for the future will enable LPC to operate in a forward-looking, consistent and coordinated way. It will assist with planning budgets.

How can members of the public comment on the plan?

Members of the public will be able to provide feedback on the plan by:

Survey Monkey	INSERT LINK
Email	clerks@lindfieldparishcouncil.gov.uk
Writing	Clock Tower House Lindfield Enterprise Park Lewes Road West Sussex RH16 2LH

Feedback forms will also be available at the annual Parish Meeting.

All feedback received will be collated into an annual report that will be considered by F&GP and then Full Council (May to July).

How can Councillors comment on the plan?

Members can provide internal feedback via email. This feedback can then be incorporated into the relevant reports.

How will objectives be actioned?

Objectives have been assigned to the relevant committees. At the start of each council year (April/May) the committees will set out their work schedule and assign members to the objectives for that year. Depending on the objective the following may be required:

- Attendance at an event(s)
- Liaising with other parties
- Background research
- Obtaining costing

Members will be encouraged, and supported by staff, to play an active part in the undertaking of research and formation of the necessary reports for committees and the Full Council to consider. Once a report has been drafted it will be included on the relevant agenda.

How will progress on the plan be monitored?

To monitor the progress of the plan, and its objectives the following will be implemented:

- Assigned members will liaise with staff, assist in research, and provide progress reports to the relevant committee.

- Committees will receive reports from the assigned members to scrutinise.
- Full Council will receive updates from the Committee Chairs when they provide updates on the work of the committees.
- The Parish Meeting will be presented with the annual report which will include updates on the progress of the Plan.
- The Working Group will assist with collating feedback and ideas in preparation for the relevant reports.

How will objectives be budgeted for?

Members will be asked to consider committee budgets between September and December of each year. The Full Council will then agree on the final budget at its meeting in January. Our precept request is then submitted to the Mid Sussex District Council. As members will have set a work schedule for the objectives in the plan these can then be factored into the budget-setting process.

Will all the objectives be achieved?

The Council has set ambitious objectives and these will be influenced by several factors not limited to but including:

- Resources (Staff and Councillor time).
- Funding.
- Third-party consent and engagement.

What happens in May 2027 when the new Council is elected?

The next elections are due to be held in May 2027. Due to external factors, the council will in January 2027 need to submit its precept request to the Mid Sussex District Council. To enable appropriate budgeting during this period of transition the objectives will potentially extend until March 2028. This will allow the new council time to set its objectives for the remainder of its term and ensure that the required budgeting can be implemented.

Appendices

Progress tracker spreadsheet

Village Environment

Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
VE1	Litter picking – to continue organising and running Village Clean Up events and seek to support volunteer litter pickers.							
VE2	Continue to work with WSCC to implement traffic calming measures in the village.							
VE3	Consider the recommendations of the Village Action Plan.							
VE4	Children’s Playground – Seek for inclusive Play Equipment to be installed in Lindfield.							
VE5	Lindfield War Memorial - To work with partners to consider applying for the War Memorial to be listed.							
VE6	Work with MSDC & WSCC to ensure services and assets are maintained and/or undertaken to a sufficient standard. (E&A & PTT)							
VE7	Install electronic bus information boards and speed indicator devices in the village.							
VE8	Undertake a review of the Neighbourhood Plan and consider village speed limits.							
VE9	Construct and operate a block of public toilets on Lindfield Common that includes a changing places facilities.							
VE10	Consider existing Festive Lighting scheme and explore potential alternatives.							
VE11	Undertake refurbishment of Denmans Lane public toilets.							
VE12	Lobby West Sussex County Council for greater provision of active travel in the village.							

Community Engagement

Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
CE1	Cllrs to attend Village Day each year to enhance community engagement.							
CE2	Conduct Councillor engagement sessions.							
CE3	Launch updated Communications strategy.							
CE4	Create a community webpage that promotes local groups, events, facilities, attractions, and includes a directory of local businesses.							
CE5	Undertake residents satisfaction survey to understand community needs and enhance future plans.							
CE6	Encourage and assist the promotion of the village as an attractive place to visit.							
CE7	Create an online Village Welcome pack for new residents.							
CE8	Consider whether there would be support for a Youth Council.							
CE9	Review LPC's current assets and consider potential enhancements.							

Effective Engagement with Local Authorities

Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
LA1	Maintain existing Officer meetings (with County, District, and authorities within WSALC) and seek to enhance where possible.							
LA2	Councillors to attend MSALC and SALC update and networking events.							
LA3	Develop regular Cllr to Cllr meetings (with County, District, and neighbouring authorities).							
LA4	WSCC & MSDC community sessions.							
LA5	Promote LPC as an active and valued stakeholder in helping shape and influence policies of other local authorities							

Environment & Sustainability

Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
ES1	Continue to promote and achieve the aims and objectives of the council's climate policy.							
ES2	Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online).							
ES3	Share information with the community relating to local and national environment initiatives.							
ES4	Maintain Management Plan for Wilderness Field that promotes wildflower and ecosystem.							
ES5	Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly clearance.							
ES6	Investigate installation of solar panels on LPC buildings.							
ES7	Work with local schools to assist in designing messaging for environmental campaigns.							
ES8	Flower & fauna, and biodiversity survey of the Wilderness Field.							
ES9	Consider free water refill provisions within the village.							
ES10	Ensure that LPC provides input into long term MSDC & WSCC Climate Change policy documents.							

Health & Wellbeing								
Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
HW1	Promote awareness of campaigns linked to health and wellbeing.							
HW2	Ensure the council includes a grant budget each year to support the work of charities and community interest companies within the village.							
HW3	Support local charities and community interest companies by promoting the LPC grants scheme and other sources of funding.							
HW4	Investigate opportunities to support youth and elderly services in the village.							
HW5	Review impact of existing schemes and investigate working with outside bodies to fill gaps.							

Governance

Reference	Action	Committee(s)			Cllrs	Evidence / Activities to date	Timescale	Progress
		E&A	F&GP	PTT				
GV1	Ensure continued staff and councillor training to ensure best practices are adopted.							
GV2	Promote the May 2027 elections and encourage individuals from all backgrounds to stand at the elections.							
GV3	Produce and implement an LPC Councillors manual, in time for the new council term, that sets out expected roles and responsibilities for elected members.							
GV4	Implement rolling asset replacement programme and budget appropriately.							
GV5	Apply for NALC good council accreditation.							

Item: 13
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date: 9 November 2023
Subject: Amendment to Standing Orders

Purpose of Report:

1. To amend the Council's Standing

Summary:

2. Members are to explicitly define the position of councillor's attendance at a committee of which they are not a member.

Recommendation(s):

Members are recommended to:

- a) Note the contents of the report
- b) Refer the matter to Full Council for consideration.

Background:

3. At Full Council¹ the Council Chair advised that the position of councillor's attendance at a committee of which they are not a member would be considered further.
4. At an F&GP meeting⁽²⁾ the Clerk was asked by the Committee Chair whether a non-committee council member could participate in discussions. The Clerk provide the following guidance from the SLCC:
Any member not being a member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.⁽³⁾

The following paragraphs of the Council's Standing Orders were then reported:

- 3(e) *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- 3(f) *The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.*
- 3(g) *Subject to standing order 3(f) above, a member of the public may speak once only and shall not speak for more than three minutes.*
- 25(d) *The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.*

¹ Meeting dated 14th September 2023.

² Meeting dated 7th September 2023.

³ Society of Local Council Clerks - <https://www.slcc.co.uk/effective-governance/#page-row-14>

5. The Standing Orders were confirmed by the current council in May 2023. ⁽⁴⁾ LPC's Standing Orders are based on the template provided by The National Association of Local Councils.
6. The Clerk emailed the West Sussex Association of Local Councils to seek their advice on this matter. Mr Leggo (WSALC CEO), during a meeting with the Clerks, advised that the advice given at the meeting was accurate.
7. Members are reminded that is the Clerk's role to advise the Council on the legalities relating to the running of meetings and decision-making. When a Chair is unsure of the legality of an issue it is right they seek guidance. The Chair of the meeting is ultimately responsible for how the meeting is run.

Position of other local authorities

8. MSDC's constitution has the following relevant points:
A Member of the Council shall have the right to attend any Committee of the Council of which they are not a member, but they shall not vote thereat.⁽⁵⁾

The member shall (provided prior notice has been given to the Chairman) be enabled to speak on a matter of direct concern to them which relates to their ward but shall not speak on any other matter except by consent of the Chairman.⁽⁶⁾

A Member of the Council who has proposed a motion which has been referred to any Committee may attend the meeting at which it is proposed to consider the motion, and if they attend shall have an opportunity of explaining it.⁽⁷⁾
9. Following discussions between the Clerk and the Clerk of Cuckfield Parish Council regarding this matter CPC have added the following to their Standing Orders:
All council members may attend all committee and sub-committee meetings of the council. They cannot vote, but may speak at the discretion of the Chairman.
10. Note – a non-committee council member, even if permitted to take part in discussions, is not permitted by law to vote at that meeting.
11. At F&GP⁸ it was agreed to refer this matter to Full Council.

Considerations

12. Consideration should be given to clarifying the Standing Orders. There appear to be multiple options available:
 - a) Do nothing – this leaves the decision purely with the relevant Chair as to how they wish to manage the attendance of non-committee council members.
 - b) Restriction discussions at meetings to only members who have been appointed to the committee in question.

⁴ Annual Meeting of Council 17th May 2023

⁵ MSDC Constitution, page 70
(<https://midsussex.moderngov.co.uk/documents/s16470/CONSTITUTION%20AUGUST%202023.pdf>)

⁶ ibid, page 70

⁷ Ibid, page 71

⁸ Meeting dated 2nd November

- c) Allow members of working groups overseen by a committee of which they are not a member the opportunity to participate in discussion relating to the recommendations/findings of the working group.
 - d) Allow all members the opportunity to take part in discussions at committee meetings irrespective of whether they are a member of that committee.
13. Should members wish to amend the Standing Orders as per 8 C above then the following wording could be considered:

A Member of the Council shall have the right to attend any Committee of the Council of which they are not a member, but they shall not vote thereat.

The member shall (provided prior notice has been given to the relevant Chair) be enabled to speak on a matter of direct concern to them but shall not speak on any other matter except by consent of the Chairman.

Legal Implications:

14. The Parish Council exercises the General Power of Competence, as confirmed at its meeting dated 17th May 2023.

Committee Meeting:	Full Council
Item	14
Report of:	Parish Clerk & Responsible Financial Officer
Date:	3 November 2023
Subject:	Budget 2024/25

Purpose of Report:

1. Members are asked to consider the draft committee budgets for 2024/25.

Summary:

2. This paper provides a narrative for the draft committee budget for 2024/25. Recommended budgets (appendice 1-3) are broken down into Income and Expenditure sections and are based on past actuals and anticipated projects/works.

Recommendation(s)

Members are recommended to:

- A) Consider the proposed committee budgets.
- B) Consider the level of the General Reserve.
- C) Note the current overall budget level.

Background:

3. The Society for Local Council Clerks advises that:
The budget, approved annually, is the principal tool by which the council controls how its money is spent. It is also the council's primary planning tool, so that the budget setting process should be used to consider what the council is seeking to achieve, the major issues it faces and how it is going to address them.
4. We are now in the process of obtaining information from our suppliers/contractors regarding potential price increases. Once this information is received it will be incorporated into the relevant budget headings. The figures presented are the best estimate at this stage. The RFO is continuing, in conjunction with the Clerks, to assess the anticipated funds in hand on 1st April 2024.
5. Members should note the Council has now been advised that its grant application to Mid Sussex District Council for nearly £250k has been successful (subject to conditions). These funds are not treated as a source of income for committee budget setting.
6. F&GP has authorised the Committee Chairs & F&GP Vice Chair to meet to discuss the budgets and impact of the latest, as available, predicted funds in hand on 1st April 2024.⁽¹⁾
7. Going forward committees will consider their budgets again before the end of the calendar year. The final budget will be set at Full Council in January 2024. The Council will then submit its precept request to MSDC before the end of January.

¹ Meeting dated 2nd November 2023.

8. Summary of Anticipated Council Income

Income	23/24 (Current Financial year)	24/25 (Anticipated)	Difference
Precept	216,000	TBC	TBC
Interest	400	1,500	+ 1,100
Clock Tower House Rental	9,696	9,696	0
CTH Service Charge	1,359.06	1,400	+ 40.54
Licence Fee	142.96	142.96	0
Christmas Festival Night	600	800	+ 200
Allotments	1,140.00	1,243.20	+ 103.20
Total (excluding precept)	13,335.06	14,782.16	+ 1,447.10

General Reserve

9. The General Reserve is used to support any unexpected expenditure. Currently, the General Reserve is £60,000. This is 27.77% of the precept. Members should carefully consider whether this figure should be increased. F&GP has recommended, at this stage, that the General Reserve be raised to £70,000.⁽²⁾

Overall Summary

10.

Year	General Reserve	Budget	Reserves	Total (GR + B + R)	Precept
2022/23 Previous	£ 60,000	£ 228,033	£ 120,277.58	£ 408,310.58	£ 189,000
2023/24 Current	£ 60,000	£ 241,324	£ 112,765.58	£ 414,089.58	£ 216,000
2024/25 Proposed	£ 70,000	£ 262,215	£ 117,365.58	£ 449,580.58	£ TBC

Financial Implications

11. The Council must ensure that it has enough funds to support its budget. The overall council funding position will be considered by F&GP and Full Council.

Legal Implications

12. The Parish Council has a statutory duty to set a budget and resulting precept each year.

Appendices

- 1 F&GP Budget
- 2 E&A Budget
- 3 PT&T Budget

² Meeting dated 2nd November 2023.

Appendix 1 - F&GP Budget 2024/25

Summary of F&GP budget

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed
Budget	164,633	175,849	192,390
Earmarked Reserves	84,170	89,570	85,520
Total	248,803	265,419	277,910

Summary of F&GP Expenditure

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed	Difference
Salary	74,797	84,500	90,000	+ 5,500
Tax & NI	5,200	7,200	6,800	- 400
<u>Pension</u> – Employer contributions to the West Sussex Local Government Pension Scheme fund.	11,553	13,000	13,200	+ 200
Staff Expenses	200	200	200	0
<u>Payroll Administration</u> – WSCC payroll provider charges.	350	400	500	+ 100
<u>Training</u> – Cllr and staff training.	2,000	2,000	2,000	0
<u>Audit Fees & Year End</u> – Internal and External Auditor fees. Rialtas end of year close down for financial software.	1,500	1,700	3,000	+ 1,300
<u>Insurance</u> – Covers all council activities, inc vehicle.	2,500	2,500	3,500	+ 1,000
Postage & Stationery	500	400	400	0
Annual Memberships/Subscriptions	2,950	3,000	3,000	0
<u>Photocopying</u> – Monthly hire charge, printing & toner costs	2,300	2,300	2,300	0
<u>Telephone & Broadband</u> – Office phones, mobiles, & broadband	2,500	2,500	2,500	0
<u>IT & Website</u> – Software licences, website, IT support etc	4,000	4,500	5,000	+ 500
<u>Office Equipment</u>	1,000	500	1,000	+ 500
<u>Lindfield Enterprise Park</u> - The annual service charge for the estate.	700	700	700	0
<u>Grants Paid</u> – Community grants to local charities etc	2,500	2,500	2,500	0
<u>Room Hire</u> – Charges for meetings.	850	900	1,000	+ 100
Cleaning/Catering – Weekly office clean (inc communal areas)	2,700	2,700	3,000	+ 300
Newsletter & Annual Report	2,300	2,300	2,500	+ 200
F&GP Professional Fees	5,000	5,000	5,000	0
Chairs Allowance	500	250	250	0

Appendix 1 - F&GP Budget 2024/25

Members Allowances – each elected member is entitled to £516 (Chair £774)	4,000	4,000	6,450	+ 2,450
Councillor Expenses	200	200	200	0
Community Engagement	3,000	1,500	1,500	0
<u>Waste Collection</u> – Weekly recycling and waste collection.	1,500	1,300	1,500	+ 200
<u>PWLB Repayment</u> – Loan for the Clock Tower House office.	22,783	22,299	21,815	- 484
Electricity Supply	2,100	3,100	4,000	+ 900
Water Supply	300	200	200	0
Security Alarm System	550	500	500	0
Fire Safety System	550	500	500	0
Health & Safety	200	200	200	0
Publications	200	200	200	0
<u>Data Protection</u> – External Data Protection Officer, ICO registration, and support costs.	850	300	400	+ 100
Maintenance/Improvements CTH	2,500	2,500	2,500	0
NEW - <u>Bank Fees</u> - £6 monthly charge for the Unity Trust account.			75	+ 75
NEW – <u>Vehicle</u> – 24-month agreement, and running costs.			4,000	+ 4,000
Total	164,633	175,849	192,390	+ 16,541

F&GP Earmarked Reserves

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed	Difference
<u>Toilets on the Common</u> - This reserve is earmarked for the Toilets on the Common project and will support the grant application funds	84,170	84,170	84,170	Nil
<u>Council Elections</u> - It is proposed to build up over the next four years a reserve for the cost of the 2027 elections		5,400	1,350	- 4,400
Total	84,170	89,570	85,520	- 4,400

Appendix 2 - F&GP Budget 2024/25

Summary of E&A Budget

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed
Budget	55,900	54,975.00	66,925
Allotments	2,500	2,500.00	2,500.00
Earmarked Reserves	21,107.58	18,695.58	25,000
Total	79,507.58	6,170.58	94,425

Summary of E&A Expenditure

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed	Difference
<u>Street Lighting Energy/Maintenance</u> - Unmetered electricity supply contract, maintenance contract and cost of spare parts	4,900	4,900	4,900	0
<u>Street Lighting Purchase</u> - Cost of purchasing a lighting column (self-insurance)	4,000	3,000	3,000	0
<u>Christmas Lights</u> - The third and final year of the lease contract on sparklights. Includes an allocation for a call-out charge for any faults	10,000	18,000	18,000	0
<u>Maintenance/Gardening</u> - Fund for maintaining street furniture, gardening, village cleans, repair of storage sheds, removing graffiti etc.	2,000	2,000	2,000	0
<u>Christmas Festival Night & Community events</u> - Fund to organise Christmas Festival Night & other community events.	3,000	1,500	1,500	0
<u>Digital Mapping</u> -Provides subscriptions to mapping software	300	475	525	+ 150
<u>Grass Cutting</u> - Cost of additional grass cuts on the High Street. Carried out by Haywards Heath Town Council	2,000	2,000	2,200	+ 200
<u>Village Orderly Equip/Expenses</u> - Budget for repair/replacement of equipment.	1,000	1,000	1,000	0
<u>Denmans Lane Toilets Repair</u> - Budget for spare parts and upgrades	5,000	5,000	5,000	0
<u>Denmans Lane Toilets Utilities</u> - Utility and maintenance contracts	14,000	14,000	14,000	0
<u>Climate Change Projects</u> - Budget to support Climate Change Policy objectives	2,000	1,500	1,500	0
<u>Replacement Street Furniture</u> - Fund for replacing litter bins, benches etc.	1,000	1,000	1,000	0
<u>Emergency Equipment</u> - Budget for repairing and replacing grit bins.	1,000	300	300	0

Appendix 2 - F&GP Budget 2024/25

<u>Community Equipment</u> - Budget for equipment to support community events (i.e. Hi-Viz jackets & litter pickers etc)	1,500	300	300	0
<u>Community Assets</u>	1,000	removed	removed	removed
<u>Joint Projects</u>	3,000	removed	removed	removed
<u>Village Archives</u> - Supports the maintenance of the Village Archive	200	100	200	+ 100
New - Toilets on the Common - Cost for utilities/running costs. This is based on the toilets being completed in late 2024			9,000	+ 9,000
Allotments	2,500	2,500	2,500	0
Total	55,900	57,475	66,925	+ 9,450

E&A Earmarked Reserves

Expenditure	22/23 Previous	23/24 Current	24/25 Proposed	Difference
Plan 2023-27			10,000	+ 10,000
Wilderness Field (remaining s106 balance)	21,095.58	18,695.58	15,845.58	- 2,850
Total	21,095.58	18,695.58	25,845.58	+ 7,150

Appendix 3 – PT&T Budget 2024/25

Summary of PT&T Budget

Expenditure	22/23 Existing	23/24 Current	24/25 Proposed
Budget	5,000	8,000	3,900
Earmarked Reserves	15,000	4,500	6,000
Total	20,000	12,500	9,900

Summary of PT&T Expenditure

Expenditure	22/23 Existing	23/24 Current	24/25 Proposed	Difference
Real Time Passenger Information (RTPI)		7,000	400	- 6,600
Speed Indicator Devices (SIDs)		1,000	2,500	+ 1,500
TRO Costs	2,500	Removed	Removed	Removed
Planning Support	2,500	Removed	Removed	Removed
Total	5,000	8,000	2,900	- 5,100

PT&T Earmarked Reserves

Expenditure	22/23 Existing	23/24 Current	24/25 Proposed	Difference
Improvements re Traffic Study	15,000	4,500	Remove	- 4,500
New - Planning Reserve - to support potential costs for Neighbourhood Plan, Planning Issues, and sustainable transport			4,000	+ 4,000
New – SID replacement			2,000	+ 2,000
Total	15,000	4,500	6,000	+ 1,500

COMBER'S TRUST

(Registered Charity No.1055500)

Tel 01444 [REDACTED]

Email: comberstrust@gmail.com

[REDACTED]
LINDFIELD
WEST SUSSEX
RH16 [REDACTED]

19/09/23

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

Dear Mr Funnell,

**Joseph Comber's Charity (Comber's Trust), Lindfield, West Sussex.
Request to Lindfield Parish Council to appoint a replacement for or re-appoint one trustee whose four year term ends on the 13 November 2023, for this parish parochial charity.**

The current term in office as a Representative Trustee of Christine Irwin will end on 13 November 2023. So I am writing to alert you to the need for the Council to appoint one trustee to fill the coming vacancy. This has been done in the past at the Council's meeting prior to when the Trustee term ends. Comber's Trust is a registered charity supervised by the Charity Commission.

Eligibility for appointment:

There is no geographical residence nor business qualification.

Expressly the appointed trustees do not have to be serving Parish Councillors. 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

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.

Council.

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 any events we might arrange.
- 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.

Recommendation

We would like to recommend to the Council that they consider re-appointing Christine Irwin, however she has expressed a wish that if someone else comes forward, she would be happy to stand aside.

There is no immediate urgency about making the appointment. The Board of Trustees remains quorate.

Yours sincerely

Caroline Brann

Caroline Brann

Hon. Secretary

Attached:

Appendix below.

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APPENDIX

What Comber's Trust's Governing Document "Scheme" says about the appointing of trustees.

"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."

"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."

"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 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."

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