

ACTION AND PROJECT PROGRESS LIST

Full Item 7

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

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
Full Council	22.1	17-May-23	Annual Report 22/23	It was AGREED to instruct the Clerk to produce the Annual Report 2022/23.	Clerk		06-Jun-23	Completed
Full Council	29.1	15-Jun-23	AGAR 22/23	It was PROPOSED, SECONDED and RESOLVED: to APPROVE Section 1 of the Annual Return (Annual Governance Statement), duly completed, and that it should be SIGNED by the Chairman of Council and the Clerk.	Clerk/RFO		29-Jun-23	AGAR submitted on the 29 June 2023
Full Council	30.1	15-Jun-23	AGAR 22/23	It was PROPOSED, SECONDED and RESOLVED to APPROVE the Accounts for 2022/23 and that Section 2 of the Annual Return, together with the Supporting Notes for the Statement of Accounts and the Balance Sheet, should be SIGNED by the Chairman of Council, and Responsible Financial Officer	Clerk/RFO		29-Jun-23	AGAR submitted on the 29 June 2023
Full Council	31.1	15-Jun-23	Exercise of Electors Rights	It was AGREED to confirm to the External Auditors, Moore, that the Parish Council had adopted the following dates Monday 19th June to Friday 28th July inclusive as the 30-working day public inspection period.	Clerk/RFO		29-Jun-23	AGAR submitted on the 29 June 2023

Item: 9 iii
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date: 13 July 2023
Subject: Proposed changes to Planning & Traffic Committee Terms of Reference

Purpose of Report:

1. Members are asked to change the terms of reference for the Planning & Traffic Committee.

Summary:

2. The Planning & Traffic Committee have recommended that their terms of reference be updated. This includes amending the name of the committee to Planning, Traffic and Transport.

Recommendation(s):

Members are recommended to:

- (A) Ratify the proposed updated committee terms of reference (as per minute ref 34.1, P&TC 27 June 2023).

Background:

3. The Planning & Traffic Committee considered a report at its meeting on the 27th of June proposing changes to its terms of reference (appendix 1).
4. The draft minute of the meeting state that the following was agreed upon:

34. Updated Committee Terms of Reference

- 34.1 In the light of the report previously circulated to councillors, members agreed that the committee should be renamed Planning, Traffic and Transport Committee. Cllr Blunden was particularly concerned that shortening this to Planning and Transport would not be well received by the many residents who are concerned with traffic Issues. Further that the membership should remain as up to ten councillors. All other proposed updates were confirmed, subject to ratification by Full Council

5. The proposed changes now require Full Council ratification to be enacted.

Legal Implications:

6. General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.

Appendices

Appendix 1 Report presented to P&TC 27th June 2023

Lindfield Parish Council

Committee	P&TC
Date	27/6/23
Item	8

Report:	8. Updated Committee Terms of Reference
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Summary

This report proposes to update the terms of reference under which Planning and Traffic Committee operates. It also suggests changing the committee's name to Planning and Transport Committee, to more appropriately reflect current activities including sustainable transport (e.g. buses, cycling, EV charging).

Background

The terms of reference for the council and its committee were adopted in 2014, with minor revisions in 2017 and 2019.

Current Position

The updated draft attached at Appendix One proposes several updates to reflect changes over time and in the light of experience of working through the covid pandemic, when decision making was initially constrained whilst legislation was being drawn up to recognise the impact of lockdowns. Such legislation has now lapsed, and it remains the case that the council and its committees must meet in person as required by the Local Government Act 1972.

Working groups are often project / implementation focussed and are not similarly constrained as they are not public meetings, do not have a committee structure or requirements for formal minutes. However, they cannot make material decisions for the council, but make recommendations to the committee which created them.

The proposed updated terms of reference for P&TC are contained in Appendix One, with changes shown in red. Similar update proposals will be submitted to Full Council, alongside the council's Environment & Amenities and Finance & General Purposes Committee.

Budget

None required.

Way Forward

Accordingly, the following options have been considered:-

1. Accept the proposed updated terms of reference and seek ratification from Full Council.
2. P&TC members to review the changes and provide feedback to the Deputy Parish Clerk which can be consolidated, and an updated document provided to members at a future meeting for agreement and subsequent ratification.
3. Continue to utilise the existing terms of reference.

Recommended Action

1. Options 1 or 2 above appear the most appropriate way forward.
2. Following agreement of changes by P&TC, the proposals to be submitted to Full Council for agreement.

David Parsons
Deputy Parish Clerk

22nd June 2023

Committee	P&TC
Date	27/6/23
Item	8

Appendix One

PLANNING AND ~~TRAFFIC~~ TRANSPORT COMMITTEE

1. Membership and frequency of meetings

A minimum of six ~~places~~ and maximum of eight places will be available for Members of the Council who will meet in Committee, at such intervals as may be required to meet District Council deadlines (~~usually every three weeks~~), to consider the Council's responses to Planning Applications and other matters referred to the Council by the local planning authority. ~~At every third meeting there will be a full agenda to allow the Committee to consider other planning and traffic issues and members of the public to ask questions and make comments about matters within the terms of reference of the Committee.~~

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2. Terms of Reference

- i) To examine and make recommendations to the Council on all ~~major planning applications~~; and on ~~national and regional planning policy~~ and the ~~Local Development Framework~~. In cases where a response is required before the next ordinary meeting of the Council and the Chair~~man~~ of the Council agrees that an extraordinary meeting of the Council is not necessary, the Committee shall deal with the matter. A major planning application shall be defined as one which has a significant effect on the Parish of Lindfield as a whole, whether in terms of the environment, infrastructure, the local economy, traffic, or transport.
- ii) To examine and deal with on behalf of the Council, ~~all other planning applications/tree preservation order matters/footpath creation orders~~ **related matters**. The Committee shall agree a procedure for dealing with urgent planning applications ~~which are not major but are~~ required to be dealt with before the next meeting of the Committee. (Currently the procedure is as set out in Standing Orders, which is that the matter is delegated to the Clerk or other appropriate Officer of the Council, in consultation with the Chair~~man~~ and Vice Chair~~man~~ of this Committee. ~~Those parties also to consider whether the issue requires escalation to Full Council or the Council Chair as detailed under i above~~)
- iii) To examine and make recommendations to the Council on all ~~traffic issues, and new highway facilities~~ **transport related matters**, which affect the Parish, ~~(and which are the responsibility of West Sussex County Council) with the exception of highways maintenance matters which fall within the Terms of Reference of the Environment and Amenities Committee.~~ Any urgent ~~and non-controversial traffic~~ transport related matters which need to be dealt with on behalf of the Council before the next meeting of the Committee, may be dealt with, ~~on behalf of the Council, by the Clerk or other appropriate Officer of the Council, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council);~~ in line with the guidance under i and ii above
- iv) To make recommendations to the Council on the detailed **Planning and Traffic Transport Committee budget** and to manage the Committee's activities within the detailed budget and controls approved by the Council.

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Committee	P&TC
Date	27/6/23
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Appendix One

- v) The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council. The Committee can also form working groups of up to six individuals to address specific projects and these may include Members of the Public, subject to their being at least two councillors in the working group, which can make recommendations to the Planning & Transport Committee but not commit the council. In the event of an urgent decision being required, the approach outlined under i and ii above can be adopted, but this is expected to be exceptional. Working Groups are not expected to last for longer than twelve months, without specific agreement from Full Council, such agreement being reviewed at least annually.

Detailed Income & Expenditure by Budget Heading 31/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance & General Purposes</u>							
1076 Precept	108,000	216,000	108,000			50.0%	
1090 Interest Received	212	0	(212)			0.0%	
1120 Clock Tower House Rental	1,616	0	(1,616)			0.0%	
Finance & General Purposes :- Income	<u>109,828</u>	<u>216,000</u>	<u>106,172</u>			<u>50.8%</u>	<u>0</u>
4000 Salary	6,671	84,500	77,829		77,829	7.9%	
4010 Tax & NI	502	7,200	6,698		6,698	7.0%	
4020 Pension	980	13,000	12,020		12,020	7.5%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	400	400		400	0.0%	
4120 Training	65	2,000	1,935		1,935	3.3%	
4140 Audit Fees	(1,596)	1,700	3,296		3,296	(93.9%)	
4160 Insurance	2,037	2,500	463		463	81.5%	
4170 Postage & Stationery	13	400	387		387	3.3%	
4175 Annual Memberships/Subscriptio	2,034	3,000	966		966	67.8%	
4180 Photocopying	230	2,300	2,070		2,070	10.0%	
4190 Telephone & Broadband	263	2,500	2,237		2,237	10.5%	
4200 IT & Website	688	4,500	3,812		3,812	15.3%	
4210 Office Equipment	0	500	500		500	0.0%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	(408)	2,500	2,908		2,908	(16.3%)	
4240 Room Hire	0	900	900		900	0.0%	
4250 Cleaning/Catering	253	2,700	2,447		2,447	9.4%	
4260 Newsletter & Annual Report	0	2,300	2,300		2,300	0.0%	
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	84	1,300	1,216		1,216	6.5%	
4310 PWLB Repayment	11,210	22,299	11,089		11,089	50.3%	
4320 Electricity Supply	0	3,100	3,100		3,100	0.0%	
4330 Water Supply	24	200	176		176	11.9%	
4340 Security Alarm System	0	500	500		500	0.0%	
4350 Fire Safety System	0	500	500		500	0.0%	
4360 Health & Safety	9	200	191		191	4.3%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	300	300		300	0.0%	
4393 Maintenance/Improvements CTH	353	2,500	2,147		2,147	14.1%	
Finance & General Purposes :- Indirect Expenditure	<u>24,604</u>	<u>175,849</u>	<u>151,245</u>	<u>0</u>	<u>151,245</u>	<u>14.0%</u>	<u>0</u>
Net Income over Expenditure	<u>85,225</u>	<u>40,151</u>	<u>(45,074)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	1,117	4,900	3,783		3,783	22.8%	
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	(770)	2,000	2,770		2,770	(38.5%)	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	0	375	375		375	0.0%	
4510 Grass Cutting	0	2,000	2,000		2,000	0.0%	
4530 Village Orderly Equip/Expenses	157	1,000	843		843	15.7%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	605	14,000	13,395		13,395	4.3%	
4650 Climate Change Projects	0	1,500	1,500		1,500	0.0%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
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	5,819	54,975	49,156	0	49,156	10.6%	0
Net Expenditure	(5,819)	(54,975)	(49,156)				
120 Allotments							
1200 Allotment Income	899	0	(899)			0.0%	
Allotments :- Income	899	0	(899)				0
4600 Allotment Expense	347	2,500	2,153		2,153	13.9%	
Allotments :- Indirect Expenditure	347	2,500	2,153	0	2,153	13.9%	0
Net Income over Expenditure	551	(2,500)	(3,051)				
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%	
4985 Improvements per Traffic Study	(4,044)	0	4,044		4,044	0.0%	
Planning & Traffic :- Indirect Expenditure	(4,044)	8,000	12,044	0	12,044	(50.6%)	0
Net Expenditure	4,044	(8,000)	(12,044)				
Grand Totals:- Income	110,727	216,000	105,273			51.3%	
Expenditure	26,726	241,324	214,598	0	214,598	11.1%	
Net Income over Expenditure	84,001	(25,324)	(109,325)				
Movement to/(from) Gen Reserve	84,001						

Lindfield Parish Council 2023-2024

Expenditure from Earmarked Reserves as at 31 May 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	-	18,695.58
EMR - Council Elections	5,400.00	-	5,400.00
EMR - Traffic Improvement & Planning Support	4,500.00	-	4,500.00
	112,765.58	<hr/> - <hr/>	112,765.58

Date: 11/07/2023

Lindfield Parish Council Current Year

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Time: 12:07

Cashbook 1

User: TRACY

Current Bank A/c

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/05/2023	Business Premium Account	Automatic	973.64			210		973.64	From 20623318
03/05/2023	Ernest Doe & Sons Ltd	DEBIT CARD	118.50		19.75	4530	110	98.75	AL300 Charger/Harness- Strimmer
04/05/2023	Blachere Illumination UK Ltd	ONLINE	5,652.00		942.00	4465	110	4,710.00	Product Hire 2023 Sparklights
04/05/2023	Streetlights	ONLINE	737.92		122.99	4450	110	614.93	Maint Contract 23/24
04/05/2023	Mrs J Robertson	ONLINE	-11.25			4600	120	-11.25	Refund 23/24 DL38A J Robertson
04/05/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 25.4.23
04/05/2023	Rialtas Business Solutions Ltd	ONLINE	158.04		26.34	4600	120	131.70	RBS SoftwareSupport&Li
04/05/2023	Mrs J Robertson	ONLINE	11.25			4600	120	11.25	Refund 23/24 DL38A Rev
05/05/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	19.99		3.33	4200	100	16.66	Sennheiser PC7 USB Headset
05/05/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	9.68		1.61	4530	110	8.07	Wet Paint Barrier Warning Tape
09/05/2023	British Telecommunications Plc	DD	171.49		28.58	4190	100	142.91	Phone/Cloud/Broadb Apr 2023
11/05/2023	Monitor Cleaning Services Ltd	ONLINE	483.28		80.55	4561	110	402.73	Cleaning Service Apr 2023
11/05/2023	Rialtas Business Solutions Ltd	ONLINE	262.41		43.73	4200	100	218.68	Alpha Software AnnSupport23/24
11/05/2023	Rialtas Business Solutions Ltd	ONLINE	187.96		31.33	4200	100	156.63	Asset Inv AnnSupportMaint23/
11/05/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Apr 2023
12/05/2023	West Sussex County Council	ONLINE	8,202.97			4000	100	6,670.76	Salaries April 2023
						4010	100	502.14	NICs April 2023
						4020	100	979.67	Pen Contributions Apr 2023
						4530	110	50.40	VO Travel Expenses April 2023
16/05/2023	Castle Water Limited	DD	16.60			4330	100	16.60	CTH Water Supply Apr 2023
17/05/2023	Castle Water Limited	DD	58.14			4561	110	58.14	Water Supply Apr 2023
19/05/2023	Eventbrite	DEBIT CARD	65.00			4120	100	65.00	Emergency First Aid at Work PC
23/05/2023	British Gas Trading Ltd	DD	42.16		2.01	4561	110	40.15	Electricity Supply 5Apr-5May23
25/05/2023	Npower Commercial Gas Ltd	DD	243.73		11.61	4450	110	232.12	Electricity Supply Apr 2023
Subtotal Carried Forward:			17,651.01	0.00	1,313.83			16,337.18	

Date: 11/07/2023

Lindfield Parish Council Current Year

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Time: 12:07

Cashbook 1

User: TRACY

Current Bank A/c

Payments made between 01/05/2023 and 31/05/2023

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>
26/05/2023	Sun Leisure Limited	DEBIT CARD	314.95		52.49	4292	100	237.50	3M x 3M Pro 30 Gazebo
						4292	100	24.96	Sun Leisure carr costs -Gazebo
26/05/2023	L M Associates Limited	ONLINE	630.00			4221	100	530.00	Unit 6a Ann Service Fee 23/24
						4221	100	100.00	Sinking Fund Supplement
26/05/2023	CPRE	ONLINE	36.00			4175	100	36.00	CPRE Membership 23Jun2023
26/05/2023	F. Goddard & Sons Ltd	ONLINE	423.60		70.60	4393	100	353.00	CTH Hot WaterHeaterReplac
29/05/2023	Amazon Services Europe S.a.r.L	DEBIT CARD	4.30		0.72	4360	100	3.58	MIXIAO EmergencyThermalB
29/05/2023	JFA Medical Limited	DEBIT CARD	5.99		1.00	4360	100	4.99	CPR Resuscitation Shield+Valve
29/05/2023	Amazon Services Europe S.a.r.L	DEBIT CARD	15.99		2.67	4170	100	13.32	Wooden Table Number Holders
30/05/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (Paid May 2023)
31/05/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection April 2023
Total Payments:			19,233.78	0.00	1,458.10			17,775.68	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2023

			<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>					
1	31/05/2023	Barclays Current Account		14,506.83	
2	31/05/2023	Business Premium Account		151,665.54	
3	31/05/2023	Nationwide Building Society		93,000.03	
4	31/05/2023	Petty Cash		130.55	
					259,302.95
<u>Receipts not on Bank Statement</u>					
1	31/05/2023	Interest		114.54	
					114.54
Closing Balance					259,417.49
<u>All Cash & Bank Accounts</u>					
1		Current Bank A/c		14,621.37	
2		Business Premium Account		151,665.54	
3		Nationwide Building Society		93,000.03	
4		Petty Cash		130.55	
			Other Cash & Bank Balances	0.00	
			Total Cash & Bank Balances		259,417.49

LINDFIELD PARISH COUNCIL 2023-2024						
Full Council Meeting Thursday 13 July 2023						
Cheques Drawn, Debit Card Payments and Online Banking Payments Authorised since the Annual Meeting of Council held 13 July 2023						
Cheque No/Debit Card/ Online	Payee	Description of service	Gross Payment £	VAT included £	S.137	Comments
18 May 2023						
Online	F Goddard & sons Ltd	Replacement of Faulty Hot Water Heater: CTH Kitchen	423.60	70.60	-	Paid 26 May 2023
Debit Card	Eventbrite (EB Emergency)	Emergency First Aid at Work 24 May 2023 : Parish Clerk (Mid Sussex Voluntary Action)	65.00	-	-	Authorised 19 May 2023
Debit Card	Sun Leisure Limited	Purchase of 3M x 3M Pro 30 Gazebo	314.95	47.50	-	Authorised 26 May 2023
Debit Card	Amazon EU S.a.r.l., UK Branch	Purchase of MIXIAO Emergency Thermal Blanket	4.30	0.72	-	Authorised 29 May 2023
Debit Card	Amazon EU S.a.r.l., UK Branch (JFL Medical Ltd)	Purchase of CPR Resuscitation Shield with Valve	5.99	1.00	-	Authorised 29 May 2023
Debit Card	Amazon EU S.a.r.l., UK Branch	Purchase of Wooden Table Number Holders	15.99	2.67	-	Authorised 29 May 2023
June 2023						
Online	Geosphere Ltd	Parish Online (per year): 9 May 2023-9 May 2024	180.00	30.00	-	Paid 2 Jun 2023
Online	Cedarwood Tree Care	Allotments: Tree Works 15 May 2023: Removal of major Deadwood - Oak, Douglas Fir & Lime	660.00	110.00	-	Paid 2 Jun 2023
Online	Rialtas Business Solutions Ltd	Year End Closedown 2022-2023	906.00	151.00	-	Paid 2 Jun 2023
Online	Mulberry & Co	Training: Roles, Responsibilites & working Relationship Course x 1 Member; Finance for Councillors x 1 Member	108.00	18.00	-	Paid 2 Jun 2023
Online	Mulberry & Co	New Councillors Training x 2 Members; Introductions to Planning x 1 Member	216.00	36.00	-	Paid 2 Jun 2023
Debit Card	Screwfix Direct Ltd	Allotment Expense: Purchase of Shed Felt, Roofing Nails & Felt Nails	61.97	10.33		Authorised 4 Jun 2023
Debit Card	Eventbrite (EB Emergency)	Training: Emergency First Aid at Work: Deputy Parish Clerk 4 Jul 2023	65.00	-	-	Authorised 9 Jun 2023
Online	F Goddard & Sons Ltd	Denmans lane Toilets: Attend to Blocked Drain	108.00	18.00	-	Paid 15 Jun 2023
Online	Lindfield Cricket Club	Grant Award: Contribtion towards Purchase of Defibrillator (to be met from 2022/23 Grant Budget)	408.00	-	408.00	Paid 15 Jun 2023
Online	Tisburys Cleaning Services	Office Cleaning: May 2023 incl Cleaning of CTH Communal Area (Part Recoverable from CTH Service Charge)	227.50	-	-	Paid 15 Jun 2023
Online	Ian Woodhams	CTH Window Cleaning 30 May 2023 (50% should be recoverable from CTH Service Charge)	20.00	-	-	Paid 16 Jun 2023
Online	Monitor Cleaning Services Ltd	Denmans Lane Toilets: Daily Cleaning Services May 2023	483.28	80.55	-	Paid 16 Jun 2023
Online	West Sussex County Council	Salaries May 2023 incl VO Travel Expenses	8,202.97	-	-	Paid 16 Jun 2023
Online	Peter J Consultants	Internal Audit/Annual Review Year End 31 March 2023	130.00	-	-	Paid 16 Jun 2023
Debit Card	Screwfix Direct Ltd	CTH Parish Office: Purchase of Replacement Toilet Seat	59.99	10.00	-	Authorised 20 Jun 2023
Online	J W Carpenter	Inspection of KEH Clock; E&A Comm Meeting Approval 8 Jun 2023	85.00		-	Paid 29 Jun 2023
Online	Lindfield Bonfire Society	Grant Award: Approved F&GP Comm Meeting 30May23 Min ref 12.1 ii a (Section 145)	500.00	-	-	Paid 29 Jun 2023
Online	King Edward Hall	Room Hire: Council Committee Meetings: Apr to Jun 2023	236.00	-	-	Paid 29 Jun 2023
Online	King Edward Hall	Greener Lindfield: Room Hire 5 Apr, 3, May & 23 Jun 2023	30.80	-	-	Paid 29 Jun 2023
Online	King Edward Hall	Annual Village Spring Clean: Room Hire Sat 15 Apr 2023	72.25	-	-	Paid 29 Jun 2023
July 2023						
Online	Pear Technology Services Ltd	Annual renewal: PT-Mapper Pro Technical Support & Updates plus Support to 30 June 2024	288.00	48.00	-	Paid 7 Jul 2023
Online	Ian Woodhams	CTH Window Cleaning 29 Jun 2023 (50% should be recoverable from CTH Service Charge)	20.00	-	-	Paid 7 Jul 2023
Online	West Sussex County Council	Salaries June 2023 incl VO Travel Expenses	8,202.97	-	-	Authorisation pending
Online	Monitor Cleaning Services Ltd	Denmans Lane Toilets: Daily Cleaning Services June 2023	483.28	80.55	-	Authorisation pending
Online	Vision ICT Ltd	Admin Fee GA4 (Website Upgrade)	48.00	8.00	-	Authorisation pending
Online	Tisburys Cleaning Services	Office Cleaning: Jun 2023 incl Cleaning of CTH Communal Area (Part Recoverable from CTH Service Charge)	227.50	-	-	Authorisation pending
Online	JNR Computers Services	Microsoft Exchange Plan 1 (x1), Microsoft 365 Standard Edition (x4), Microsoft 365 Business Basic (x13), RMM (Antivirus, website protection, patching and remote assistance) (x4), Annual Maintenance, & Mail filtering for all mailboxes.	3,210.56	642.11		Seeking approval
		Balance as at 13 July 2023	26,070.90	1,365.03	408.00	
Petty Cash drawn since Annual Meeting of Council held 17 May 2023						
		Balance as at 17 May 2023		151.80		
		Add: Cash From Bank	-			
		Less:				
		Postage	-			
		Stationery	-			
		Catering/Cleaning	31.16			
		VAT	3.09			
		Less total expenditure	34.25	- 34.25		
		Balance as at 13 July 2023		117.55		
Received and AGREED at Full Council Meeting held on 13 July 2023						
	Signature of Chairman of Meeting					
	Date					

Item: 11 vii
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date: 13 July 2023
Subject: Toilets on the Common

Purpose of Report:

1. Members are asked to decide whether to apply for funding to support the project.

Summary:

2. The proposed toilets on Lindfield Common will cost more than Parish Council has allocated for the project. It has, since the project started, been recognised that additional funding would be required. Therefore members are asked to agree that the Council applies to Mid Sussex District Council for grant funding.

Recommendation(s):

Members are recommended to:

- (A) Agree that the Parish Council applies to Mid Sussex District Council for grant funding
- (B) Delegate Authority to the Clerk, in conjunction with the Toilets on the Common Working Group, to manage and complete the application.

Background:

3. The Parish Council is now at a stage where we need to apply and secure funding for the proposed toilets on the Common to help progress the project.
4. Mid Sussex District Council holds a Section 106 Fund which can be used to support capital projects concerning works to:
 - Community buildings
 - Recreation facilities (play areas and sports)
 - Public artworks
5. This money often has restrictions attached and can only be used for specific locations. We know that S106 monies have been earmarked for the proposed toilets on Lindfield Common.
6. Applications to Mid Sussex District Council are considered by their Cabinet Grants Panel. Applications are assessed against four key criteria – Council priorities, evidence of need, finances (evidence of value for money/deliverability in terms of match if required), impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
7. The Parish Council holds funds of approximately £84k for the project. The estimated total build costs and professional fees are in the region of £260-300k.
8. Separately the Parish Council is researching the Public Works Loan Board scheme as an additional funding stream to bridge any shortfall between funds held and potential S106 monies. This will be noted within any application to MSDC for grant funding.

Legal Implications:

- 9 General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.

Item: 11 viii
Committee Meeting: Full Council
Report of: Parish Clerk / RFO
Meeting Date: 13 July 2023
Subject: Banking Arrangements

Purpose of Report:

1. Members are asked to ratify changes to bank mandates.

Summary:

2. The Finance & General Purposes Committee (F&GP) have recommended that Cllr Beecroft replace Stephen Henton as a signatory on both our Barclays and Nationwide accounts.

Recommendation(s):

Members are recommended to:

- (A) Ratify Cllr Beecroft is added as an authorised signatory to the Council's accounts with Barclays Bank and Nationwide Building Society.

Background:

3. At the F&GP committee meeting held on 30th May, it was agreed to recommend that Cllr Beecroft replace Stephen Henton as a signatory on our Barclays and Nationwide accounts:

8. TO CONFIRM BANK ARRANGEMENTS.

- 8.1 The Clerk referred members to a report that had been circulated with the agenda. This had provided a summary of existing bank mandate arrangements with Barclays Bank and Nationwide Building Society and had included approved spending limits in respect of use of the Lindfield Parish Council Debit Card by the Clerk.

It had been suggested that existing bank mandate arrangements continue, with Cllr Beecroft replacing the outgoing F&GP Committee Chairman, Cllr Henton. The Council would benefit from Cllr Beecroft's accounting background. The above was **NOTED**.

It was **AGREED** that the existing bank mandate arrangements continue, with Cllr Beecroft replacing the outgoing Finance & General Purposes Committee Chairman, Cllr Henton. The RFO would contact Barclays Bank and the Nationwide Building Society. Full Council would be asked to ratify these changes.

Legal Implications:

4. General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.

Item: 11 ix
Committee Meeting: Full Council
Report of: Parish Clerk / RFO
Meeting Date: 13 July 2023
Subject: Banking Arrangements

Purpose of Report:

1. Members are asked to make a decision on obtaining a new financial product.

Summary:

2. The Finance & General Purposes Committee (F&GP) are recommending that the Parish Council applies for a Unity Trust Instant Access Business Savings Account. The committee have recommended that the existing authorised signatories and banking mandate arrangements apply to the new account.

Recommendation(s):

Members are recommended to:

- (A) Agree that the Parish Council applies for the Unity Trust Instant Access Business Savings Account.
- (B) Agree that the existing authorised signatories and banking mandate arrangements will apply to the new account.
- (C) Delegate Authority to the Responsible Financial Officer, in conjunction with the Chair and Vice-Chair of F&GP, to manage and complete the application.

Background:

3. At the F&GP committee meeting held on 30 May 2023 it was agreed that the RFO would explore the current availability of instant access savings accounts to maximise protection provided by the FSCS (To Confirm Bank Arrangements. min ref 8.2). Members were mindful of the change in economic conditions that had seen a rise in savings interest rates and possibly new products being made available.
4. A report had previously been circulated to members at the F&GP committee meeting held on 3 November 2022, when it had been agreed to recommend to Full Council approval for the setting up of a new current account with NatWest bank (min ref 449.8).
5. Members had previously expressed preference towards an easy access account and wished to avoid risky investments e.g. stocks & shares that would require professional financial advice. Furthermore, this type of investment was unlikely to protect funds.

6 FSCS Level & Current Position.

FSCS £85,000 protection limit per brand organisation as of June 2023

Existing FSCS Protection	Barclays Bank	£ 85,000
	Nationwide Building Society	£ 85,000
	Total current FSCS protection	£ 170,000
Exposed unprotected funds: balance above £170,000.		
Current funds held as of 29 June 2023:	NBS	£ 93,000.03
	Barclays Business Current Account	£ 13,523.36
	Barclays Business Premium Account	£ 137,531.38
	Total:	£ 244,054.77
	Total exposed funds:	£ £74,054.77

LPC is most at risk when precept payment is received i.e., £108,000 April 2022 & £108,000 September 2023.

Interest rates on existing savings accounts: Barclays Bus Premium Acc 1.00% AER, 1.00% gross pa
NBS 1.46% Monthly AER, 1.45 mthly gross pa

7 **LPC Liability:**

The Parish Council has the following liabilities:

- Toilets on Common Capital reserve £84,170 plus future designated S106 monies £85,000
- Wilderness Field S106 Maintenance £18,695.58 as of 27 June 2023
- Allotment Deposits £150.00 as of 31 July 2022

8 Regular expenditure that must be maintained parish office/staff & contracts/services for a 6-month period. E.g., 50% admin budget, Denmans Lane Toilets, Allotments, and any planning commitments.

9 Nationwide Building Society is building an Internet Bank for business customers and has announced it will be launching this in the next few months.

10 Once Toilets on Common Project is completed a review of FSCS may find the additional product is no longer needed.

11 **Benefits**

FSCS protection limit increased with three saving products to £255,000, assuming the level of protection remains unchanged in the future. The current level of protection is £85,000 per provider. Potential to spread risk without cost (simple stand-alone savings account without any fees) with the benefit of interest being received.

12 **Available Products**

Provider & Product	Details	Minimum Deposit	Pro / Cons & Fees	FSCS Protection & Credit Rating
The Cambridge Building Society Council Saver Instant Access Savings	1.60% gross pa AER variable Interest rate; Withdrawals by cheque up to max 2 a month without giving notice or paying a fee.	£1k by cheque	Simple savings product with interest. No fees payable. Under pressure to go digital. Cash/electronic payments not accepted. Cheque only savings account. Operated by post.	Yes 157223 CRR (Capital Requirements Registration) Pillar 3 Disclosure
**NatWest Bank Plc Business Current Account + Business Reserve Savings Account	Business Current Account with online access. Intended for less active accounts. Website suggests stand-alone savings Acc available but unable to confirm for certain. 1.16% AER/1.15% pa variable	Nil	Online access to funds; automated payments, cash payments, manual payments; option to set up business savings acc. No monthly fee. No monthly fee but pay for what you use: Automated payments (in or out) 35p per item, Cash payments (in or out) 70p per £100, Manual payments (in or out) 90p per item. Potential to increase administration time eg bank reconciliation.	Yes 121878 A-1 Standard & Poors A1*A1 Moodys A+ Fitch
Lloyds Bank Plc Business Current Account + Business Banking Instant Access Savings Account	Business Current Account with online access. Must open a business current account to access the savings account 0.80% AER	Nil – bank account. £1 – savings account. Also available: 32-day notice savings account with £10k min balance 2.00% variable.	First year of banking - no fees; online access to funds; local branch support returning soon; extremely helpful & easy to contact by phone; option to set up business savings acc. After first year £7 per month & charges for physical cheque per each cheque 85p. Account must stay active. Potential to increase administration time if savings account set up e.g., bank reconciliation.	Yes 119278 (Mayfair Private Banking, Lloyds Bank Private Banking and Scottish Widows Bank) A+ Standard & Poors A2 Moodys AA- Fitch
Unity Trust Bank Plc (founded by Trade Unions & the Co-operative Bank in 1984,	2.60% gross pa, 2.62% AER variable (Paid quarterly).	Nil	Recommended by SSALC; Account serviced by NatWest & PO. No fees. Unlimited withdrawals.	Yes 204570 subject to Annual Budget being less than £428,901 or EUR

became independent in 2015	Stand-alone Savings Account with nominated bank account of choice.		No fees. Stand-alone product. Easy to speak to on telephone.	£500,000 as at 3 Jul 2021
Instant Access Business Savings Account				CRR (Capital Requirements Registration) Pillar 3 Disclosure

Notes:

- **Unable to verify for certain that stand-alone savings product available with NatWest at time of producing the report. Have tried to contact the bank by telephone, without any success. The online chat service failed to assist me with my enquiry.
- Interest rates quoted at the time of making enquiries on 27 June 2023 are subject to change.
- Unity Trust is now offering a stand-alone instant access savings account without any fees, which was not available in November 2022.
- To hold a savings account with Lloyds Bank you must hold a business current account.

Legal Implications:

- 13 General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.