

## ACTION AND PROJECT PROGRESS LIST

FGP Item 6

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

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
F&GP	412.1	03-Nov-22	FSCS	Recommend to Full Council that an additional account be opened.	TE	asap		Agreed at Full Council. Application to be progressed.
F&GP	416.1	03-Nov-22	Annual internal reviews & controls	Cllr Pickett to conduct annual review of the effectiveness of internal audit and internal controls 2022/23.	R.Pickett	end of Feb		Completed

## LINDFIELD PARISH COUNCIL

## GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.22. - 31.03.23

Per budget 2,500.00	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	21/22	Comments
	31 03 22	Lindfield Bonfire Society	£500 towards the Society's medical service costs for the November 2022 event.	£500 00	£500 00			£500 00	Agreed in 2021/22 but to be paid in 2022/23
	01 09 22	Victim Support	Recruit and train new volunteers to work in Sussex and provide enhance training to all volunteers to enable them to support a wider range of crimes  We provide emotional and practical support victims and witnesses of crime throughout Sussex with volunteers allocated to work within your Parish Area. Support can be short or long term depending on needs.	£100 00	£100 00			£100 00	£100 (or what you feel appropriate as we are very grateful for all donations)
	01 09 22	Mid Sussex Older Peoples Council	The grant would be used to help fund our Annual Christmas party at King Edwards Hall as well as information leaflets, and newsletters that are distributed in the village to support and inform our membership. Our Annual Public meeting where we provide speakers as well as a report on our financial status, information on NHS and Care and other services concerning older people, as well as lunch for our members. It is our chosen place in Mid Sussex where we support Remembrance Sunday. Any grant awarded would help us to continue to deliver and hopefully extend these services.	£500 00	£300 00			£0.00	
	01 09 22	4Sight	We are seeking funding for our specialist support, so that we can continue supporting anyone in the parish of Lindfield who is living with sight loss and needs our help. Our specialist team provides tailored support to people living with sight loss; enabling access to support, advice, advocacy and training, so they can retain their independence and not become socially isolated after a sight loss diagnosis.	£400 00	£300 00			£300 00	
	03.11 22	Air Ambulance Charity Kent Surrey Sussex	The awarding of a grant would enable us to continue to provide and deliver our pre-hospital care to those that need it the most - 24 hours a day, 365 days a year. Last year Air Ambulance Charity Kent Surrey Sussex were called out to over 3,000 incidents throughout the South East.	£300 00	£300 00			£0.00	Grant last awarded in 2020
	05 01 23	Fairer World Lindfield	The grant would go towards a website that would establish a 'one-stop-shop' for the community when it comes to taking local action on climate change and biodiversity. The site will include tips and advice from local residents and community members in the form of a blog, information and a way to register for local events, and opportunities to support Fairer World Lindfield (for example by joining as a member or donating). Building Fairer World Lindfield's online presence will help to cement the group's role in the community and deliver local support and awareness for a greener, more biodiverse village.		£250 00				
	05 01 23	Lindfield History Projects Group	To print a comprehensive record, totalling 2,200 pages in 12 spiral wire bound volumes, of owners and occupiers of all properties in High Street from 1910-1940. Record currently held electronically. Three sets to be printed, one each for Lindfield Parish Council Village Archive, West Sussex Record Office and Lindfield History Project Group. Information consolidated from records held in the: National Archive, West Sussex Record Office, The Keep (East Sussex Record Office), British Newspaper Library, National Library of Scotland Online Archive (maps) Records used include: 1910 Lloyd George 'Doomsday' survey, 1911 Census, 1921 Census, 1939 National Registration (Census), 1934 & 1940 Cuckfield Urban District Council Property Valuation, Cuckfield Urban District Council Register of Unfit Houses, Kelly's Sussex Directories, Clarke's Mid Sussex Directories, Annual Electoral Registers, Mid Sussex Times and other newspapers, Historical Ordnance Survey Maps	£250 00	£250 00				
Total agreed to date				£2,050.00	£2,000.00			£0 00	

As at 27.02.23

Balance in hand

500.00

## Financial Reporting

### F&GP Committee – 2 March 2023

Budget Progress including General Reserves expenditure to 31 January 2023.

The budget progress at 31 January 2023 is as follows:

		31-Dec-22	31-Jan-23	
F&GP	budget £ 164,633	£ 109,831	£ 119,184	(+ £ 9,353)
E&A	budget £ 55,900	£ 42,424	£ 43,291	(+ £ 867)
Allotments	budget £ 2,500	£ 2,492	£ 2,647	(+ £ 155)
P&T	budget £ 5,000	£ 7,725	£ 7,744	(+ £ 19)
General reserve		£ 1,520	£ 1,520	
<b>Total</b>		<b>£ 163,992</b>	<b>£ 174,385</b>	<b>(+ £ 10,393)</b>

Earmarked Reserve Expenditure at 31 January 2023:

Toilets on the Common	£ 0.00	from reserve of	£ 84,170.00
Wilderness Field S106 Maintenance	£ 2,400.00	from reserve of	£ 21,095.58
Traffic Study Improvements	£ 6,431.88	from reserve of	£ 15,000.00
<b>Closing Balance</b>			<b>£ 111,433.870</b>

Income as at 31 January 2023:

	31-Dec-22	31-Jan-23	
Precept	£ 189,000	£ 189,000	
Interest	£ 363	£ 454	(+ £ 91)
Rental	£ 7,272	£ 8,080	(+ £ 808)
Service Charge	£ 599	£ 755	(+ £ 156)
Licence Fee	£ 116	£ 116	
Christmas Festival Night	£ 510	£ 520	(+ £10)
Allotments	£ 880	£ 880	
<b>Total</b>	<b>£ 198,740</b>	<b>£ 199,805</b>	<b>(+ £ 1,065)</b>

Bank reconciliation (cash and investments) to 31 January 2023 is as follows:

	31-Dec-22	31-Jan-23
Barclays current account	£ 14,894.05	£ 14,918.18
Barclays premium account	£ 119,337.65	£ 109,786.57
Nationwide building society	£ 93,000.03	£ 93,000.03
Petty Cash	£ 158.78	£ 158.78
Unpresented payments	£ 0.00	£ 82.79
Receipts not on bank statements	£ 75.04	£ 91.09
<b>Closing balance</b>	<b>£ 227,390.51</b>	<b>£217,863.56</b>

## Current Bank A/c

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

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/01/2023	Business Premium Account	Automatic	712.05			210		712.05	From 20623318
03/01/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	28.18		4.70	4200	100	23.48	2 x ASUS Bluetooth Adaptors
04/01/2023	O2 Prepay TOP-Up	DEBIT CARD	10.00			4190	100	10.00	PC Mobile Phone Top-Up 4.1.23
09/01/2023	British Telecommunications Plc	DD	153.56		25.59	4190	100	127.97	Phone/Broadband/CI Dec 2022
09/01/2023	Streetlights	ONLINE	103.50		17.25	4450	110	86.25	Lighting Repairs: Francis Road
17/01/2023	Castle Water Limited	DD	7.21			4330	100	7.21	Water Supply Dec 2022
17/01/2023	Castle Water Limited	DD	36.55			4561	110	36.55	Water Supply Dec 2022
19/01/2023	Npower Commercial Gas Ltd	DD	300.52		14.31	4450	110	286.21	Unmetered Supplies Dec 2022
20/01/2023	Monitor Cleaning Services Ltd	ONLINE	440.53		73.42	4561	110	367.11	Daily Cleaning Dec 2022
20/01/2023	West Sussex County Council	ONLINE	8,253.99			4000	100	6,670.76	Salaries December 2022
						4020	100	1,030.69	Pen Contributions Dec 2022
						4010	100	502.14	NICs December 2022
						4530	110	50.40	VO Travel Expenses Dec 2022
20/01/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office & CTH Cleaning Dec 2022
20/01/2023	Gasson and Green Ltd	ONLINE	57.60		9.60	4393	100	48.00	Kitchen: Resecuring Switch Soc
20/01/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 5.1.23
23/01/2023	British Gas Trading Ltd	DD	41.82		1.99	4561	110	39.83	Electricity Supply 6Dec-6Jan23
23/01/2023	King Edward Hall	ONLINE	155.40			4240	100	155.40	Committee Meetings Oct-Dec22
23/01/2023	King Edward Hall	ONLINE	-155.40			4240	100	-155.40	Committee Meetings Oct-Dec 22
23/01/2023	Lindfield History Project Grp	ONLINE	250.00			4230	100	250.00	S137 LHPG
25/01/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	16.78		2.80	4985	130	13.98	2 x COMO Heavy Duty Padlocks
						331		-13.98	2 x COMO Heavy Duty Padlocks
						6000	130	13.98	2 x COMO Heavy Duty Padlocks
26/01/2023	Parker Building Supplies Ltd	DEBIT CARD	123.89		20.65	4600	120	103.24	H06474 MOT Type 1
30/01/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (Paid 31 Jan2023)
Subtotal Carried Forward:			10,834.88	0.00	170.31			10,664.57	

Date: 09/02/2023

Lindfield Parish Council Current Year

Page 2

Time: 11:35

Cashbook 1

User: TRACY

Current Bank A/c

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

## 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>
30/01/2023	Society of Local Council Clerk	ONLINE	296.00			4175	100	296.00	SLCC Clerk 1 March 2023
31/01/2023	SUEZ Recycling and Recovery	DD	90.12		15.02	4295	100	75.10	Waste Collection Dec 2022
31/01/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	5.88		0.98	4985	130	4.90	Burg-Wachter Steel Cable: SIDs
						331		-4.90	Burg-Wachter Steel Cable: SIDs
						6000	130	4.90	Burg-Wachter Steel Cable: SIDs
31/01/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	34.99		5.83	4170	100	29.16	Multi Purpose Copier Paper A4
31/01/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	41.92		6.99	4250	100	34.93	Deinked Paper Hand Towels
<b>Total Payments:</b>			11,303.79	0.00	199.13			11,104.66	

Lindfield Parish Council: Finance & General Purposes Committee		Annual Review of the Effectiveness of the Internal Audit 2022-2023	
Regulation 5(1) of the Accounts and Audit Regulations 2015 imposes a duty on local councils to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The review should take place at least once every three years and in the year of any change of internal audit provider or change of RFO. Any review should balance the local councils internal audit needs and usage. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.			
Process	System of Audit Control	Effectiveness (Yes or No)	Areas for Development
Scope of Internal Audit	<p>Peter J Consultants was appointed on 27 October 2022 at which point engagement terms were agreed. Internal audit considers both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud arrangements. Visits are normally agreed twice in the financial year.</p> <p>Peter Frost will be retiring upon completion of the Council's Internal Audit &amp; Annual Review for the Year End March 2023. Enquiries are currently ongoing to appoint a replacement.</p>	<p>YES</p> <p>AS AS ORDER BY FAC SUB COMMITTEE</p>	<p>AREAS ARE REVIEWED AND IMPROVED OR AMENDED AS APPROPRIATE</p>
Independence	<p>Internal audit has direct access to those charged with governance. Reports are prepared in the name of the auditor and are presented to the Finance and General Purposes committee and Full Council. These confirm the actions that were taken, along with any observations that were considered to be appropriate. Peter reports in his own name. Access is provided to all books and records.</p>	<p>YES</p>	<p>SATISFACTORY</p>
Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. Written confirmation was received on 25 May 2022 that Peter Frost carries out his duties without bias and follows the Public Sector Internal Audit Standards 2012 to enable the Council to comply with these Standards and the Accounts &amp; Audit Regulations 2015</p>	<p>YES</p>	<p>REVIEWED AS NECESSARY</p>

Assessor's signature

Assessor's name:

N. E. PICKETT

Date:

14/2/23

**Lindfield Parish Council: Finance & General Purposes Committee**

**Annual Review of the Effectiveness of the Internal Control System 2022-2023**

The Accounts and Audit Regulations 2015 requires local councils to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. Local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

For the Parish Council to review the effectiveness of the internal control system, there needs to be clarity on the internal controls in place.

Process	System of Internal Control	Effectiveness (Yes or No)	Areas for Development
Standing Orders and Financial Regulations	Standing Orders and Financial Regulations are in place. Financial Regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited. Received & confirmed by Full Council at their meeting 12 May 2022, min ref 356.I.	YES	Review pending? REVISION CURRENTLY IN PROGRESS. CHECKED AS AND WHEN REQUIRED
Safe and Efficient Arrangements to Safeguard Public Money	<p>An internal control is carried out quarterly by the Chairman and/or other members of the Finance &amp; General Purposes Committee. One month is considered at random and the following reviews are undertaken:</p> <ol style="list-style-type: none"> <li>1. Detailed bank reconciliation.</li> <li>2. Examination of books and vouchers.</li> <li>3. Petty cash operations are checked.</li> <li>4. General review of book-keeping.</li> <li>5. Payment controls in place.</li> </ol> <p>A review of the accounting system is undertaken to ensure that it meets the needs in relation to the size and turnover of the council.</p> <p>Control systems are in place to record all receipts and income. RBS software package assists with this.</p> <p>A budget control, comparing actual receipts and payments to the budget is prepared monthly. RBS software package supports this.</p>	YES.	<p>ALL SYSTEMS ARE REVIEWED AND ARE DISCUSSED WITH ADDITIONAL COMMITTEE</p>
The Authority needs to approve the setting up of, and any changes to, Accounts with Banks or other Financial Institutions	<p>Arrangements for 2022/23 agreed by F&amp;GP at their meeting 7 Jul 2022, min ref 374, for Barclays Bank &amp; Nationwide Building Society (NBS).</p> <p>Full Council approval obtained 13 Oct 2022 incl. change of authorised signatory with NBS, minute ref 405.2.</p> <p>New additional business bank account with NatWest Bank recommended by F&amp;GP at</p>	YES	Full Council decision F&GP committee carried out

	their meeting 3 Nov 2022, min ref 412.1. Approved by Full Council at meeting 11 Nov 2022, min ref 419.8.		
<b>The Authority needs to approve every bank mandate, the list of authorised signatories for each account, the limits of authority for each account and any amendments to Mandates</b>	Full Council approval has been recorded in minutes. See above.	YES.	
<b>VAT</b>	A VAT account is maintained to ensure that the correct amount of VAT can be reclaimed. Partial Exemption is monitored/observed for income generating properties ie Service Charge Clock Tower House.	YES.	AMCA'S SATISFACTORY BUT REVIEWED
<b>Employment</b>	Staff are paid under PAYE as employees and the necessary system for HMRC RTI is in place. Workplace Pensions regulations are observed and adhered to.	YES.	AMENDMENTS MADE AS DEEMED BY LAW.
<b>Risk Management Arrangements</b>	These are taken into account in the audit process. Responsibility lies with the Insurance and Risk Management Working Group who report separately. Reviews are undertaken annually by the Committees and Full Council.	YES.	REVIEWED
<b>Fixed Assets and Equipment</b>	A full asset register is maintained by the PC & RFO. This is recorded using the RBS Risk Asset Inventory software package. The adequacy of insurance of the Parish Council's assets is reviewed reflecting changes of assets and is considered annually.	YES.	VIEWED AS NECESSARY
<b>Loans and Long-Term Liabilities</b>	A long-term loan exists in relation to the purchase of Clock Tower House. Official approval was sought at the time of application to the Public Works Loan Board. Loan due to be repaid 2027.	YES.	

Each year a draft report is submitted to the full council by the Chairman, the Vice- Chairman, and the RFO or Clerk, who have met to consider the matter and report. The review for the financial year 2022-2023 was undertaken by the Vice Chairman of the Finance and General Purposes Committee, in consultation with the RFO. Those concerned in the review have concluded that the Parish Council has a robust system in place and believe that the arrangements are entirely satisfactory for a council of the size and turnover of Lindfield and what was required has been done. The Committee and Council are recommended to approve the report of the review of the effectiveness of the Internal Control System.

Assessor's signature: *N. E. Pickett*

Assessor's Name: *N. E. Pickett*

Date: *14/2/23.*



Committee Meeting:	Finance & General Purposes
Report of:	Responsible Financial Officer
Meeting Date:	2 <sup>nd</sup> March 2023
Subject:	NatWest Bank Account

**Summary:**

- 1 Members are asked to consider matters relating to the opening of a new financial product. This is necessary so that the Council's funds are adequately protected under the Financial Savings Compensation Scheme.

**Recommendation:**

Members are asked for their agreement to the following concerning the NatWest Business Current Account:

- a) Authorised Signatories: Chairman of Council, Chairman of F&GP, Vice Chair of F&GP and RFO (acting as scheme administrator and the main point of contact on behalf of LPC with NatWest).
- b) Key individuals to be noted with NatWest Bank: Clerk and Vice Chair of Council.
- c) a. Signatories: Two, reflecting the Barclays Bank online banking authorisation arrangement ie RFO and one member. b. Limits: We could consider £25,000 as an additional security measure.
- d) An initial deposit of £1,000 is transferred from Barclays Bank to set up the account. Additional transfer of funds is to be considered once the precept payment has been received. Transfer of £8,000 from the Nationwide Building Society to NatWest Bank as soon as the account has been opened.
- e) A chequebook and paying-in book will not be requested.
- f) The RFO will liaise with members regarding the information required as appropriate.

**Background:**

- 2 At the F&GP committee meeting held on 3 November 2022 (minute reference 412.), it was agreed to recommend to Full Council that a Business current account with NatWest Bank be opened to take advantage of the increased level of FSCS protection that this would provide to LPC. An initial deposit of £85,000 was agreed upon with the existing Barclays Bank authorised signatories to be registered.

**Current Position:**

- 3 The application will need to be submitted online. After having looked at the application form I am mindful that several items will need to be considered and agreed to, before applying.

**Considerations:**

- 4.1 Only four authorised signatories are permitted.
- 4.2 LPC has been asked to provide details of the following in addition to the authorised signatories:
  - a. Key individuals such as Directors and Senior Persons.
  - b. Shareholders who own or control 25% or more of your business.
  - c. Significant Controllers - individuals with significant influence or control in your business.
- 4.3 Signatories: LPC has been asked to confirm how many people need to sign in for each authorisation. I believe the current position with Barclays Bank works well with two persons ie the RFO as scheme administrator to set up the payment, followed by one member authorising the payment online.
- 4.4 Limits: Do you want to place any limits on the amount of money that account holders can sign for? This is nil with Barclays Bank.
- 4.5 It was agreed to transfer £85,000 into the new account. I would recommend that this amount be revised given that we are approaching the financial year end. We do not know how long it will take NatWest to set up the account. Total funds currently held with Barclays Bank are £117,338 (as at 27 Feb 2023). LPC will not receive the first precept payment until the end of April 2023. The estimated total expenditure for March 2023 and April 2023, after allowing for anticipated income, is £47,120. This takes into consideration possible additional items of expenditure such as bus stop signs (balance payment of £3,774), replacement bollards (£372) and a repair to the Denmans Lane Toilets disabled door lock (£tbc).

Current funds in hand with Barclays	£117,338
less £85,000 FSCS protection	<u>-£ 85,000</u>
Balance in hand	£ 32,338

LPC might possibly hold funds lower than the full FSCS protection limit provided by Barclays Bank before receiving the precept payment.

I would suggest that an initial payment of £1,000 be authorised to set up the new account, with the position being reviewed once the precept payment has been received.

Consideration might however wish to be given towards the funds currently being held in the savings account with the Nationwide Building Society, totalling £93,000. Consideration could be given towards transferring £8,000 to NatWest Bank to assist with minimising the level of risk.

- 4.6 LPC is being offered a chequebook & paying in-book. Given that it is not the intention to use this account for everyday banking, I would suggest that there is no need to take up this option.
- 4.7 Members will be asked to assist the RFO in setting up the account by providing some personal information relating to residency and whether they are existing customers of NatWest Bank.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Pensions Fund - ill health early retirement strain  
**Date:** 16 February 2023 10:41:06  
**Attachments:** [Funding Strategy For Consultation \(December 2022\) v 3.pdf](#)  
[Additional Information Ill health Final v 3.pdf](#)  
[230207 Slide deck draft for T&PCs.pdf](#)

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Hello Stephen,

I hope you are enjoying your holiday. Last week I attended a briefing on the West Sussex Pension Fund. The fund is performing well however there is an important (and potentially very expensive) change being made on the 1<sup>st</sup> of April. If an employee is retired on ill health grounds before the age budgeted for (this decision is taken by a doctor) then there is a shortfall known as 'early retirement strain'. For the administrator of the Pension Fund, this means:

- Loss of contributions from the employee and employer.
- Potential increase in the amount the scheme will have to pay for the employee.
- Longer period in payment (including lumpsum payment being made far earlier than planned).
- Loss of funds to invest.

Before 1<sup>st</sup> April 2023, the scheme had an allowance for each employer for 'strain'. Given the funds received from Parish Councils, this has not proved sufficient as per the following:

Between 2020-23

- 15 Parish Council employees (in West Sussex) were retired on ill health grounds.
- The average strain cost was £90k (the most expensive was £600K).
- The average contribution to the fund from Parish Councils was £16k.

1<sup>st</sup> April 2023 onwards:

The attached updated Funding Strategy Statement sets out the Pension Fund's new approach for ill health early retirement strain (effective from 1 April 2023), and the option for employers to take out insurance to protect themselves against the strain cost.

Where a member retires with an unreduced pension before reaching their earliest retirement age the West Sussex Pension Fund will calculate and charge the employer the added cost reflecting the uplift to a member's pension, the earlier payment of benefits and the contributions and investment returns missed (i.e. the 'strain').

In simple terms, LPC needs to consider insuring against the risk of an ill-health early retirement strain. I have established that the pension fund can offer insurance against this risk. This insurance is provided by Legal & General. I have asked them to provide us with a quote.

Best regards  
Andrew Funnell  
Parish Clerk

Lindfield Parish Council  
The Clock Tower House  
Lindfield Enterprise Park

**Andrew Funnell**

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**From:** Tracey Jeffryes  
**Sent:** 13 January 2023 16:57  
**Subject:** West Sussex Pension Fund - Letter of Variation to the West Sussex Small Schedule Body Employer Agreement  
**Attachments:** SSB Pooling Agreement Variation Letter January 2023.doc  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Employer,

As a result of the 2022 Valuation, a review of the current Small Scheduled Bodies Agreement has taken place. In order to keep this document updated a letter of variation is required, detailing the changes required.

We are attaching the Letter of Variation which needs to be completed.  
Please can you:

1. Review the letter.
2. Complete the date, name of your organisation and address where highlighted, on page 1 and 2.
3. Print off, sign (a wet signature is required) and print name on page 2.
4. Once completed please scan document in full & return by email to me [REDACTED] by no later than **20 April 2023**.

If you have any queries please do not hesitate to contact me.

Regards

Tracey

<p>[REDACTED]   Principal Finance Officer – Pension Fund Governance, <a href="#">West Sussex County Council</a>   Location: Room 244, 2<sup>nd</sup> Floor, East Wing, County Hall, Chichester. Internal:   External:   E-mail:</p>
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[NAME & ADDRESS]

Our Ref: SA801.701.CH1

[DATE]

To Whom It May Concern:

**Letter of Variation to the West Sussex Pension Fund Pooling Agreement (the “Agreement”)**

**RECITALS**

- A. This letter is supplemental to the Pooling Agreement made between West Sussex County Council and [INSERT NAME] (the “Agreement”).
- B. The parties wish to vary the Agreement as specified below.

**VARIATION**

The Parties agree the following amendments to the Agreement:

a)	SCHEDULE Terms of the Small Scheduled Bodies Pool:	The entire text of the Schedule – Terms of the Small Scheduled Bodies Pool is deleted in its entirety and replaced with the revised Schedule annexed to this Variation Letter at Appendix A.
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The changes in the current schedule at the bottom of this letter, compared to the previous schedule are:

Previous Schedule	New Schedule
3.1.4.1 a Member who is an active member of the Scheme has his employment with the Small Scheduled Body terminated on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of his current employment and not immediately capable of undertaking any gainful employment; then the Small Scheduled Body shall make a claim against the Small Scheduled Body’s insurance cover, if applicable, and pay the amount recovered (or, if less, an amount equal to the additional costs of payment of such benefits, as calculated by the Actuary) to the Administering Authority	3.1.3.4 the immediate payment of benefits under Regulation 35(3 & 4) of the 2013 Regulations whereby a Member who is an active member of the Scheme has his employment with the Small Scheduled Body terminated on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of his current employment and not immediately capable of undertaking any gainful employment
3.1.4.2 a Member who became a deferred member of the Scheme on leaving his employment with the Small Scheduled Body receives payment of his benefits immediately on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the	3.1.3.5 the immediate payment of benefits under Regulation 38(1) of the 2013 Regulations whereby a Member who became a deferred member of the Scheme on leaving his employment with the Small Scheduled Body receives payment of his benefits immediately on grounds of ill-health or infirmity of

<p>duties of that employment and unlikely to be capable of undertaking gainful employment before normal pension age, or for at least three years, whichever is the sooner;</p> <p>then the Small Scheduled Body shall make a claim against the Small Scheduled Body's insurance cover, if applicable, and pay the amount recovered (or, if less, an amount equal to the additional costs of payment of such benefits, as calculated by the Actuary) to the Administering Authority</p>	<p>mind or body which renders him both permanently incapable of discharging efficiently the duties of that employment and unlikely to be capable of undertaking gainful employment before normal pension age, or for at least three years, whichever is the sooner</p>
<p>3.1.5 in the event that insurance cover as referred to in clause 3.1.4 is in place but is not sufficient to cover the costs in full the Administering Authority will:</p> <p>3.1.5.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or</p> <p>3.1.5.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this.</p>	<p>Paragraphs removed.</p>

Apart from the changes set out in this letter the parties agree the Agreement will remain on the same terms and conditions as set out in the Agreement.

Please acknowledge your acceptance to the Variation by signing a copy of this letter and return to Tracey Jeffries, West Sussex County Council Pension Fund at the following email address: by no later than 20 April 2023.

Yours sincerely,

Signed for and on behalf of **[INSERT NAME OF ORGANISATION]**:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

### Terms of the Small Scheduled Bodies Pool

#### 1. Interpretation

1.1 The following expressions in this Schedule have the following meanings:

<b>"2013 Regulations"</b>	the Local Government Pension Scheme Regulations 2013 (SI 2013/2346).
<b>"Actuary"</b>	an actuary appointed by the Administering Authority.
<b>"Administering Authority"</b>	West Sussex County Council.
<b>"Fund"</b>	West Sussex County Council Pension Fund.
<b>"Member"</b>	an employee who joins the Scheme as an active member and who remains an active member or subsequently becomes a deferred member or a pensioner member. Where applicable, this term shall also include a Member's spouse, civil partner, nominated partner, eligible child or dependant whether actual or prospective.
<b>"Pool"</b>	Small Scheduled Bodies Pool
<b>"Regulations"</b>	the 2013 Regulations and the Transitional Regulations.
<b>"Scheme"</b>	the Local Government Pension Scheme established by the Regulations made by the Secretary of State under sections 7 and 12 of the Superannuation Act 1972.
<b>"Transitional Regulations"</b>	the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525).

#### 2. Terms of entry into the Pool

- 2.1 A body within the meaning of Part 1 or 2 of Schedule 2 to the Regulations (the "**Small Scheduled Body**") may apply to join the Pool. The Administering Authority shall have absolute discretion as to whether to admit the Small Scheduled Body to the Pool.
- 2.2 If the Administering Authority agrees to admit the Small Scheduled Body to the Pool, then on the expiry of such notice given in accordance with this Schedule the Small Scheduled Body will be admitted to the Pool with immediate effect.
- 2.3 The Administering Authority may in its absolute discretion allow a Small Scheduled Body to be admitted to the Pool with effect from a different date to that set out in **clause 2.2** of this Schedule.

- 2.4 New bodies are admitted to the Pool at the absolute discretion of the Administering Authority, therefore the consent of the other bodies already participating in the Pool will not be required to admit a new body. You will be able to see the Employers listed in the pool at each valuation through the information provided by the Actuary.

### 3. **The Pooling Arrangements**

- 3.1 Subject to the provisions set out in **clauses 4, 5 and 6** of this Schedule the Pool will operate in accordance with the following arrangements:

3.1.1 the Small Scheduled Body's rates and adjustments certificate (and any future revisions of that certificate) shall be assessed by the Actuary as if the Small Scheduled Body and all other employing authorities participating in the Pool were a single body. This will reflect both the cost of future accrual (the primary contribution rate) and any amount required to reflect the individual circumstances of the pool, (secondary contribution rate);

3.1.2 the Small Scheduled Body shall restrict increases to the pensionable pay of any Members to the higher of *the pay awards agreed by National Joint Council for Local Government Services (or any successor body for local government pay negotiations)* **and** the assumptions set out in the latest actuarial valuation unless the Administering Authority agrees otherwise in writing. In the event that the Small Scheduled Body awards pensionable pay increases in excess of this level then the Small Scheduled Body shall be responsible for the increased liabilities and the Administering Authority shall either:

3.1.2.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or

3.1.2.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this;

3.1.3 the Administering Authority shall charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund to take account of any increased liabilities as a result of:

3.1.3.1 the immediate payment of benefits when the Small Scheduled Body dismisses any Member who is an active member of the Scheme by reason of redundancy or business efficiency or where such a Member's employment is terminated by mutual consent on the grounds of business efficiency;

3.1.3.2 the immediate payment of benefits with the Small Scheduled Body's consent under Regulation 30(6) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations; or

3.1.3.3 the immediate payment of benefits under Regulation 30(5) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations;

3.1.3.4 the immediate payment of benefits under Regulation 35(3 & 4) of the 2013 Regulations whereby a Member who is an active member of the Scheme has his employment with the Small Scheduled Body



terminated on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of his current employment and not immediately capable of undertaking any gainful employment; or

- 3.1.3.5 the immediate payment of benefits under Regulation 38(1) of the 2013 Regulations whereby a Member who became a deferred member of the Scheme on leaving his employment with the Small Scheduled Body receives payment of his benefits immediately on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of that employment and unlikely to be capable of undertaking gainful employment before normal pension age, or for at least three years, whichever is the sooner.

#### 4. **Exit from the Pool on notice**

- 4.1 Subject to **clause 5** of this Schedule, the Administering Authority may give not less than 3 months' written notice to the Small Scheduled Body to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool.
- 4.2 Subject to **clause 5** of this Schedule, the Small Scheduled Body may make a request in writing to the Administering Authority to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool. The Administering Authority has absolute discretion as to whether to consent to such request.
- 4.3 On the expiry of such notice given in accordance with **clause 4.1** of this Schedule or the Administering Authority's consent given in accordance with **clause 4.2** of this Schedule, the Small Scheduled Body will cease to participate in the Pool with effect from 31 March in the year following the next triennial actuarial valuation of the Fund.
- 4.4 Where the Small Scheduled Body exits the Pool in accordance with **clause 4** of this Schedule, the Small Scheduled Body shall remain a Scheme employer in the Fund (subject to the provisions of the Regulations).

#### 5. **Automatic exit from the Pool**

- 5.1 The Small Scheduled Body shall automatically exit the Pool with immediate effect:
- 5.1.1 on the Scheme Employer ceasing to be a Scheme employer within the meaning of the Regulations; or
- 5.1.2 on the Small Scheduled Body no longer being open to admitting active Members to the Fund; or
- 5.1.3 where the Small Scheduled Body breaches any of its obligations under the terms of the Pool.

If the breach is capable of remedy, the Administering Authority shall first give the Small Scheduled Body the opportunity of remedying the breach within such reasonable period as the Administering Authority may specify. **or**

- 5.2 The Small Scheduled Body exiting from the Pool in accordance with **clause 5.1** of this Schedule is without prejudice to any valuation that may be required as a result of the Small

Scheduled Body becoming an exiting employer under Regulation 64(1) of the 2013 Regulations.

## **6. Consequences of leaving the Pool**

- 6.1 Where the Small Scheduled Body exits from the Pool in accordance with **clauses 4 or 5** of this Schedule the terms of the Pool will cease to apply to the Small Scheduled Body and the Small Scheduled Body shall then be treated by the Administering Authority as a stand-alone employer in the Fund and assessed on that basis for any future rates and adjustment certificate.
- 6.2 On exiting the Pool the Small Scheduled Body's share of assets and liabilities will be based on its underlying profile, as tracked by the Actuary throughout the period of the body's participation in the Pool as if the body was not a member of the Pool.
- 6.3 In the event that a Small Scheduled Body ceases to be such a body and therefore ceases to be an employer in both the Pool and the Fund, the Administering Authority will seek to recover any exit payment due under the Regulations from the employer or pay any exit credit due under the Regulations to the employer. In the event that these liabilities cannot be recovered from the Small Scheduled Body, a bond provider, their guarantor or a successor body within the Fund, and a shortfall exists within the Fund, these will normally fall to be met by the Pool as a whole.
- 6.4 The costs incurred by the Administering Authority of all work commissioned in relation to this **Clause 6** will be charged to and payable by the Small Scheduled Body.

## **7. Matters of doubt**

- 7.1 The Administering Authority shall have absolute discretion to decide on any matters of doubt arising in relation to the interpretation of the provisions of the terms of the Pool.
- 7.2 The Administering Authority will make arrangements for the resolution of any disagreements or disputes in relation to the terms of the Pool.

## Printed from VAT Archive

Date 26/01/2023

Lindfield Parish Council Current Year

Page 1

Time 12:02

VAT Return for 01/10/2022 to 31/12/2022

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<b>Cashbook</b>				
09/06/2022	247628480	Fees LINDF01-02 Application	Lindfield Parish Council	87.00
13/09/2022	120431530	Fee 2021/22 Ext Audit Review	Lindfield Parish Council	80.00
16/09/2022	871433328	Full Page Lfield Life Oct2022	Lindfield Parish Council	100.00
22/09/2022	107656468	Unleaded Petrol 12.20L 1.639/L	Lindfield Parish Council	3.33
24/09/2022	245719348	Phone/Cloud/Broadband Sep2022	Lindfield Parish Council	25.66
26/09/2022	777607583	Netgear 8-Port Gigabit Switch	Lindfield Parish Council	7.00
28/09/2022	135564509	Printing Costs 26.8-28.9.22	Lindfield Parish Council	1.17
<del>29/09/2022</del>	<del>838583190</del>	<del>Daily Cleaning Sep 2022</del>	<del>Lindfield Parish Council</del>	<del>73.42</del>
<del>29/09/2022</del>	<del>838583190</del>	<del>D Cleaning Sep 2022 Correction</del>	<del>Lindfield Parish Council</del>	<del>73.42</del>
29/09/2022	838583190	Daily Cleaning Sep 2022	Lindfield Parish Council	73.42
30/09/2022	444085847	Waste Collection Sep 2022	Lindfield Parish Council	14.99
05/10/2022	559097889	Unmetered Supplies Sep2022	Lindfield Parish Council	10.56
09/10/2022	684966762	Electricity Supply 6Sep-6Oct22	Lindfield Parish Council	1.90
11/10/2022	193604455	WSCC Charges Apr-Sep 2022	Lindfield Parish Council	32.64
11/10/2022	920950827	Allotments Softw. Ann Support	Lindfield Parish Council	35.00
12/10/2022	703078362	Allot Inspection App Service	Lindfield Parish Council	30.00
14/10/2022	651936618	Annual Installation & Removal	Lindfield Parish Council	805.00
14/10/2022	651936618	Install of Client's Own Scheme	Lindfield Parish Council	630.00
15/10/2022	261801130	Stihl 4mm/3mm Strimmer Lines	Lindfield Parish Council	7.95
20/10/2022	624891519	Street Lighting Maint Cntrct	Lindfield Parish Council	117.13
24/10/2022	245719348	Phone/Cloud/Broadband Oct 2022	Lindfield Parish Council	25.59
27/10/2022	135564509	Printing Costs 28.9-26.10.22	Lindfield Parish Council	2.71
28/10/2022	838583190	Daily Cleaning Oct 2022	Lindfield Parish Council	73.42
31/10/2022	444085847	Waste Collection Oct 2022	Lindfield Parish Council	15.08
<del>01/11/2022</del>	<del>245719348</del>	<del>Rental Charges 1Nov-31Jan2023</del>	<del>Lindfield Parish Council</del>	<del>14.77</del>
<del>01/11/2022</del>	<del>245719348</del>	<del>Rental Charges 1Nov-31Jan2023e</del>	<del>Lindfield Parish Council</del>	<del>14.77</del>
01/11/2022	245719348	Rental Charges 1Nov-31Jan2023	Lindfield Parish Council	14.77
03/11/2022	559097889	Unmetered Supplies Oct 2022	Lindfield Parish Council	11.54
09/11/2022	684966762	Electricity Supply 6Oct-6Nov22	Lindfield Parish Council	1.97
11/11/2022	702877037	2 x Quercus Robur 175-200cm CG	Lindfield Parish Council	30.81
11/11/2022	475757007	Confidential Shredding	Lindfield Parish Council	13.00
13/11/2022	920950827	Allotment App Software Support	Lindfield Parish Council	28.33
17/11/2022	727255821	DisplayPort to HDMI Adaptor	Lindfield Parish Council	1.43
23/11/2022	191740066	Xmas Signs Date Changes (6th)	Lindfield Parish Council	7.20
24/11/2022	245719348	Phone/Cloud/Broadband Nov 2022	Lindfield Parish Council	25.59
27/11/2022	190023639	Simusi G9 4W LED Bulbs	Lindfield Parish Council	1.50
28/11/2022	135564509	Printing Costs 26.10-27.11.22	Lindfield Parish Council	2.29
29/11/2022	838583190	Daily Cleaning Nov 2022	Lindfield Parish Council	73.42

Date 26/01/2023

Lindfield Parish Council Current Year

Page 2

Time 12:02

VAT Return for 01/10/2022 to 31/12/2022

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
29/11/2022	553769603	CTH Electricity Supply Q3 22/23	Lindfield Parish Council	14.25
30/11/2022	881423815	Fee: Revised Planning Appl.	Lindfield Parish Council	119.00
30/11/2022	444085847	Waste Collection Nov 2022	Lindfield Parish Council	14.99
03/12/2022	559097889	Unmetered Supplies Nov 2022	Lindfield Parish Council	12.59
07/12/2022	871433328	Full Page Advert Jan 2023	Lindfield Parish Council	100.00
07/12/2022	775395874	MiniSIDs, Brackets, Padlocks	Lindfield Parish Council	1,282.60
07/12/2022	118549106	6 Dec 2022: Road Closure Equip	Lindfield Parish Council	97.40
08/12/2022	651936618	Removal of Lights 2022/24	Lindfield Parish Council	805.00
08/12/2022	651936618	Removal/Storage Clients Scheme	Lindfield Parish Council	282.00
10/12/2022	684966762	Electricity Supply 6Nov-6Dec22	Lindfield Parish Council	1.90
12/12/2022	207403052	Plan Appl Fee PP11692592v1SZQ	Lindfield Parish Council	5.37
13/12/2022	135564509	printing Costs 27.11-13.12.22	Lindfield Parish Council	8.13
13/12/2022	313483672	Rental 13Dec22-12Mar23	Lindfield Parish Council	87.00
Total VAT Detail from Cashbook				5,221.63

TRACY ELIZABETH ELY

(Full name in BLOCK LETTERS)

I am claiming a refund of five thousand, two hundred and twenty one pounds and 63 pence

£ 5,221.63

(Pounds in words pence in figures)

which is the VAT charged on goods and services bought for non-business activities. \*The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature

(Designated responsible officer)

Date 26<sup>th</sup> January 2023

\*Delete as appropriate

## Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.