

LINDFIELD PARISH COUNCIL
TERMS OF REFERENCE:
FINANCE AND GENERAL PURPOSES COMMITTEE: SUB COMMITTEES AND WORKING GROUPS

**INSURANCE AND RISK MANAGEMENT WORKING
GROUP TERMS OF REFERENCE**

1. The Insurance and Risk Management Working Group shall report to the Finance and General Purposes Committee which shall approve and amend, as appropriate, the terms of reference.
2. As an informal Working Group, the Insurance and Risk Management Working Group shall not have any delegated powers to make decisions or take actions on behalf of the Council. However the Finance and General Purposes Committee may, if deemed appropriate, delegate authority to an officer of the Council to take action on certain matters in consultation with the Working Group.
3. Membership, which may be amended by the Finance and General Purposes Committee, shall be:
The Chairman, Vice Chairman and two other members of the Finance and General Purposes Committee
4. Chairman to be elected at the first meeting of the Working Group following the first meeting of the F&GP Committee of the new Council year.
5. Meetings to be held informally without public notice.
6. Notes of meetings and recommendations to be submitted to the Finance and General Purposes Committee for consideration and approval.
7. Remit:
 - In consultation with the Clerk and RFO, to review the insurance policies of the Council, on an annual basis prior to the policy renewal date and at other times should the need arise.
 - To make recommendations to the Finance and General Purposes Committee on changes to the insurance cover arising from such reviews.
 - To conduct a periodic review of the Council's Insurance providers and submit a written comparison of proposals received from existing and alternative providers, together with a recommendation, for consideration by the Finance and General Purposes Committee.
 - To oversee the Council's risk management procedures, to ensure that the requirements are met and to report to the Finance and General Purposes Committee.
 - Any risk matters falling within the remit of another committee and requiring urgent attention, should also be referred to that committee without delay.

**ADMINISTRATION SUB COMMITTEE
TERMS OF REFERENCE**

1. The Administration Sub Committee shall report to the Finance and General Purposes Committee which shall approve and amend, as appropriate, the terms of reference.
2. Membership, which may be amended by the Finance and General Purposes Committee, shall be:
The Chairman and Vice Chairman of Council
The Chairman and Vice Chairman of the Finance and General Purposes Committee.
One other member of the Finance and General Purposes Committee
3. Chairman to be elected at the first meeting of the Sub Committee after the first meeting of the F&GP Committee of the new Council year.
4. Meetings normally to be held in public, except when exempt business is to be discussed.
5. Minutes to be received by the Finance and General Purposes Committee.
6. The Administration Sub Committee shall have the power to act within its remit. Any recommendations on matters outside the remit of the Sub Committee, which arise from its deliberations, shall be referred to the Finance and General Purposes Committee.
7. Remit:

- To oversee all matters relating to the Parish Council's office property and report to F&GP as appropriate
- To oversee the provision of equipment etc and the running and maintenance of the Parish Office premises, within the agreed Administration Budget and in consultation with the Parish Clerk
- In consultation with the Clerk, to do all other things necessary to maintain the efficient operation of the Parish Office.
- In consultation with the Insurance and Risk Management Working Group, to take responsibility for arranging periodic routine checks on the Parish Office premises and monitoring working practices to comply with Health and Safety and Risk Management requirements
- To oversee employment matters, including staff appointments, staff appraisals, written statements of particulars of employment and grievance and discipline procedures and to report to Full Council through the F&GP Committee on pay reviews and staffing levels

GRANTS PANEL

Remit: to assess applications for grant funding and make recommendations to the F&GP Committee.

PUBLIC TOILETS WORKING GROUP

Remit: to liaise with the surveyors and others in developing the project and report to the F&GP Committee.

CLOCK TOWER HOUSE LEASE & ENTERPRISE PARK

Remit: to oversee all matters relating to our tenant, lease, and Lindfield Enterprise Park

POLICIES

Remit: to review all F&GP policies and make recommendations to F&GP committee.

PLAN 2022-27

Remit: to oversee all matters relating to Plan 2022-27 the Council's key strategic document for its aims and objectives up to May 2027.

ACTION AND PROJECT PROGRESS LIST

Full Item 11

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.

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.23. - 31.03.24

Per budget	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	20/21	Comments
2,500.00			To contribute to a quarter of the cost of a defibrillator on Lindfield Common. Funding was agreed in 2021.		£408.00				

Total agreed to date

£408.00 £0.00

As at 23.05.23

Balance in hand

2,092.00

LINDFIELD BONFIRE SOCIETY LTD

Registration No: 3861263

Chair

Darren Lucas
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Vice Chair

Mark Tampion-Lacey
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

10th May 2023

Dear Andrew,

As always, Lindfield Bonfire Society are very appreciative of the Parish Council's support over many years in aiding our village Bonfire Night celebration.

Although our fireworks display was badly affected by the weather on the night, the local community has been very supportive and we were able to raise enough money to donate £307 to each of our five local childrens charities.

LBS intend to hold a Bonfire Night in the village this year and are working with the local authorities and services in planning this.

Like many organisations, we anticipate our operating costs for holding our celebration will increase due to the increased cost of living. In response to this the LBS Committee has asked that I write requesting that the Parish Council please consider awarding a donation or grant of £500 towards the Society's expected £1650 medical service costs for this year's event.

We appreciate the demands on the Parish Council to help support as many local organisations and groups as possible will be great, but if you can help us towards covering some of our costs that will be very much appreciated. If you require further details from the Society please let me know.

Again, I thank the Parish Council for its help in enabling Bonfire Night to take place over the years and hope you can help us ensure that this year's event can take place.

Yours sincerely,

[REDACTED]

Mr Mark Tampion-Lacey
Vice Chair
Lindfield Bonfire Society

Dear Members,

Please find enclosed financial reports for the month ending March 2023 for your information:

1. Detailed Income & Expenditure by Budget Heading.
2. Expenditure from Earmarked Reserves.
3. Analysis of Payments made between 1 and 31 March 2023 (Barclays Bank Current Account).
4. Bank – Cash and Investment Reconciliation to 31 March 2023
5. Quarterly Summary of Income & Expenditure will follow when the accounts for the financial year ending 31 March 2023 are formally presented to Council members.

Income that was received in March 2023

1. Barclays Business Current Account:
£808.00 CTH Rent for March 2023
2. Nationwide Building Society:
£98.73 for March 2023
3. Barclays Business Premium Account:
£5,221.63 VAT Claim for VAT Refund for the invoice period Oct to Dec 2022

Non-Budgeted Expenditure in March 2023

There was no expenditure.

Earmarked Reserves Expenditure in March 2023

There was no expenditure.

Overspent Budget Heading (15% or more)

Expenditure has been as anticipated. There are currently three overspent budget headings:

- 4465 E&A Christmas Lights has increased slightly to 175.4% since the February report – a contribution towards energy supply costs has been paid to the residents who kindly agreed to offer assistance.
- 4500 E&A Digital Mapping 125% (previously reported)
- 4530 Village Orderly Equipment/Expenses has increased to 123.2% since the February report - everyday expenses have unfortunately exceeded those budgeted due to rising cost of living and current economic conditions.

Accounts for the financial year ending 31 March 2023 will be formally presented to Council members for approval in due course. These will be presented on an Income & Expenditure basis and will need to include year-end adjustments, which are in the process of being calculated and have not therefore been included in the attached documentation. Rialtas Business Solutions are due to complete the year-end closedown to assist with completion of the Annual Return on Tuesday 16 May 2023. We will then present the draft Annual Return to the Internal Auditor for verification at a meeting that has been arranged for Wednesday 31 May 2023. The year-end audit will also take place on this date. Once approved by Full Council, Lindfield Parish Council will be required to submit the Annual Return to the External Auditor by 30 June 2023.

Tracy Ely - Responsible Financial Officer for Lindfield Parish Council

Reports previously circulated by email on 24th April 2023.

Detailed Income & Expenditure by Budget Heading 31/03/2023

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	189,000	189,000	0			100.0%	
1090 Interest Received	786	0	(786)			0.0%	
1120 Clock Tower House Rental	9,696	0	(9,696)			0.0%	
1125 CTH Service Charge	755	0	(755)			0.0%	
1210 Licence Fee	116	0	(116)			0.0%	
1230 Christmas Festival Night	520	0	(520)			0.0%	
Finance & General Purposes :- Income	200,873	189,000	(11,873)			106.3%	0
4000 Salary	73,378	74,797	1,419		1,419	98.1%	
4010 Tax & NI	5,821	5,200	(621)		(621)	111.9%	
4020 Pension	11,338	11,553	215		215	98.1%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	163	350	187		187	46.6%	
4120 Training	85	2,000	1,915		1,915	4.3%	
4140 Audit Fees	191	1,500	1,309		1,309	12.8%	
4160 Insurance	1,837	2,500	663		663	73.5%	
4170 Postage & Stationery	166	500	334		334	33.2%	
4175 Annual Memberships/Subscriptio	2,763	2,950	187		187	93.7%	
4180 Photocopying	1,581	2,300	719		719	68.7%	
4190 Telephone & Broadband	2,228	2,500	272		272	89.1%	
4200 IT & Website	3,567	4,000	433		433	89.2%	
4210 Office Equipment	35	1,000	965		965	3.5%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	1,750	2,500	750		750	70.0%	
4240 Room Hire	781	850	69		69	91.9%	
4250 Cleaning/Catering	2,945	2,700	(245)		(245)	109.1%	
4260 Newsletter & Annual Report	2,290	2,300	10		10	99.6%	
4265 F&GP Professional Fees	1,174	5,000	3,826		3,826	23.5%	
4270 Chairs Allowance	140	500	360		360	28.0%	
4271 Members Allowances	0	4,000	4,000		4,000	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	578	3,000	2,422		2,422	19.3%	
4295 Waste Collection	911	1,500	589		589	60.7%	
4310 PWLB Repayment	22,783	22,783	0		0	100.0%	
4320 Electricity Supply	1,406	2,100	694		694	67.0%	
4330 Water Supply	120	300	180		180	40.0%	
4340 Security Alarm System	380	550	170		170	69.1%	
4350 Fire Safety System	267	550	283		283	48.6%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

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	185	850	665		665	21.8%	
4393 Maintenance/Improvements CTH	919	2,500	1,581		1,581	36.7%	
Finance & General Purposes :- Indirect Expenditure	140,413	164,633	24,220	0	24,220	85.3%	0
Net Income over Expenditure	60,460	24,367	(36,093)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	4,476	4,900	424		424	91.3%	
4460 Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465 Christmas Lights	17,540	10,000	(7,540)		(7,540)	175.4%	
4471 Maintenance/Gardening	692	2,000	1,309		1,309	34.6%	
4480 Christmas Festival Night & Com	2,104	3,000	896		896	70.1%	
4500 Digital Mapping	375	300	(75)		(75)	125.0%	
4510 Grass Cutting	1,894	2,000	106		106	94.7%	
4521 Wilderness Field S106	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530 Village Orderly Equip/Expenses	1,232	1,000	(232)		(232)	123.2%	
4560 Denmans Lane Toilets Repair	1,017	5,000	3,983		3,983	20.3%	
4561 Denmans Lane Toilets Utilities	11,355	14,000	2,645		2,645	81.1%	
4650 Climate Change Projects	412	2,000	1,588		1,588	20.6%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	1,000	1,000		1,000	0.0%	
4825 Community Equipment	0	1,500	1,500		1,500	0.0%	
4850 Community Assets	0	1,000	1,000		1,000	0.0%	
4875 Joint Projects	3,000	3,000	0		0	100.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	46,495	55,900	9,405	0	9,405	83.2%	2,400
Net Expenditure	(46,495)	(55,900)	(9,405)				
6000 plus Transfer from EMR	2,400						
Movement to/(from) Gen Reserve	(44,095)						
120 Allotments							
1200 Allotment Income	880	0	(880)			0.0%	
Allotments :- Income	880	0	(880)				0
4600 Allotment Expense	2,839	2,500	(339)		(339)	113.6%	
Allotments :- Indirect Expenditure	2,839	2,500	(339)	0	(339)	113.6%	0
Net Income over Expenditure	(1,959)	(2,500)	(541)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Planning & Traffic</u>							
4965 TRO Costs	1,312	2,500	1,188		1,188	52.5%	
4975 Planning Support	0	2,500	2,500		2,500	0.0%	
4985 Improvements per Traffic Study	8,115	0	(8,115)		(8,115)	0.0%	8,115
Planning & Traffic :- Indirect Expenditure	<u>9,427</u>	<u>5,000</u>	<u>(4,427)</u>	<u>0</u>	<u>(4,427)</u>	<u>188.5%</u>	<u>8,115</u>
Net Expenditure	<u>(9,427)</u>	<u>(5,000)</u>	<u>4,427</u>				
6000 plus Transfer from EMR	8,115						
Movement to/(from) Gen Reserve	<u>(1,312)</u>						
<u>140 Non Budgeted Expenditure</u>							
4398 GR: Lindfield Village Day	20	0	(20)		(20)	0.0%	
4876 GR: Lindfield Village Pond	1,500	0	(1,500)		(1,500)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>1,520</u>	<u>0</u>	<u>(1,520)</u>	<u>0</u>	<u>(1,520)</u>		<u>0</u>
Net Expenditure	<u>(1,520)</u>	<u>0</u>	<u>1,520</u>				
Grand Totals:- Income	<u>201,752</u>	<u>189,000</u>	<u>(12,752)</u>			<u>106.7%</u>	
Expenditure	<u>200,694</u>	<u>228,033</u>	<u>27,339</u>	<u>0</u>	<u>27,339</u>	<u>88.0%</u>	
Net Income over Expenditure	<u>1,058</u>	<u>(39,033)</u>	<u>(40,091)</u>				
plus Transfer from EMR	<u>10,515</u>						
Movement to/(from) Gen Reserve	<u>11,573</u>						

Lindfield Parish Council 2022-2023

Expenditure from Earmarked Reserves as at 31 March 2023

Account	Opening Balance	Expenditure	Closing Balance
EMR - Toilets on the Common	84,170.00		84,170.00
EMR - Wilderness Field S106 Maintenance	21,095.58 -	2,400.00	18,695.58
EMR - Traffic Study Improvements	15,000.00 -	8,114.97	6,885.03
	120,265.58 -	10,514.97	109,750.61

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (Paid 2 Mar 2023)
03/03/2023	F. Goddard & Sons Ltd	DEBIT CARD	108.00		18.00	4600	120	90.00	Repair Water Tank PipeworkLeak
03/03/2023	Mr J M Higgins	ONLINE	40.00			4465	110	40.00	Energy Supply: J Higgins
03/03/2023	Mr D J Brown	ONLINE	55.00			4465	110	55.00	Energy Supply: D J Brown
03/03/2023	Alison M Carter	ONLINE	55.00			4465	110	55.00	Energy Supply: Alison M Carter
03/03/2023	David Fireman	ONLINE	40.00			4465	110	40.00	Energy Supply: David Fireman
03/03/2023	United Reformed Church	ONLINE	30.00			4465	110	30.00	Energy Supply: URC
03/03/2023	Holt Security Systems	ONLINE	456.00		76.00	4340	100	380.00	Maint. Intruder Alarm Feb23/24
03/03/2023	King Edward Hall Village Day	ONLINE	25.00			4292	100	25.00	LVD: Stallholder Fee 3Jun2023
03/03/2023	JNR Computer Services	ONLINE	234.57		39.10	4200	100	195.47	JetStreamPoE/Switic
03/03/2023	Monitor Cleaning Services Ltd	ONLINE	440.53		73.42	4561	110	367.11	Daily Cleaning Feb 2023
03/03/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 28.2.23
03/03/2023	King Edward Hall Village Day	ONLINE	275.00			4292	100	275.00	LVD Medics Sponsorship 3Jun23
10/03/2023	British Telecommunications Plc	DD	144.69		24.11	4190	100	120.58	Phone/Cloud/Broadb Feb 2023
13/03/2023	BNP Paribas Leasing Solutions	DD	311.99		52.00	4180	100	259.99	Rental 13Mar-12Jun23
13/03/2023	Momentive Europe UC FKA	DEBIT CARD	372.00		62.00	4175	100	310.00	SurveyMonkey Mar 2023/24
17/03/2023	Castle Water Limited	DD	10.78			4330	100	10.78	Water Supply Feb 2023
17/03/2023	Castle Water Limited	DD	48.08			4561	110	48.08	Water Supply Feb 2023
17/03/2023	Npower Commercial Gas Ltd	DD	261.87		12.47	4450	110	249.40	Unmetered Supplies Feb 2023
20/03/2023	Apogee Corporation Ltd	DD	174.00		29.00	4180	100	145.00	AdminFee/Charge8
23/03/2023	British Gas Trading Ltd	DD	39.33		1.87	4561	110	37.46	Electricity Supply 6Feb-6Mar23
23/03/2023	Kipper Creative Ltd	ONLINE	648.00		108.00	4260	100	540.00	Full Page Lfield Life Apr 2023
24/03/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office & CTH Cleaning Feb 2023
24/03/2023	Vision ICT Ltd	ONLINE	78.00		13.00	4200	100	65.00	Fee .gov.uk domain May23-Apr25
24/03/2023	Streetlights	ONLINE	354.00		59.00	4450	110	295.00	LightingRepairsCol4
Subtotal Carried Forward:			4,500.54	0.00	567.97			3,637.57	

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>
									FrancisRd
24/03/2023	West Sussex County Council	ONLINE	8,253.99			4000	100	6,670.76	Salaries February 2023
						4020	100	1,030.69	Pen Contributions Feb 2023
						4010	100	502.14	NICs February 2023
						4530	110	50.40	VO Travel Expenses Feb 2023
27/03/2023	KPS Contractors Ltd	ONLINE	360.00		60.00	4560	110	300.00	Remove Lime/Grind Stump Mar 23
27/03/2023	Healthmatic Ltd	ONLINE	438.00		73.00	4560	110	365.00	Supply/Install Radar Lock Set
28/03/2023	Castle Water Limited	DD	51.20			4600	120	51.20	Water Supply (paid Mar 2023)
31/03/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection Feb 2023
31/03/2023	King Edward Hall	ONLINE	212.40			4240	100	212.40	Comm. Meetings Jan-Mar 2023
31/03/2023	King Edward Hall	ONLINE	21.30			4650	110	21.30	GdnSustainability Mtg 02/03 23
31/03/2023	King Edward Hall	ONLINE	60.80			4292	100	60.80	KEH Pub Consult BusPlan Jan23
31/03/2023	British Telecommunications Plc	ONLINE	351.42		58.57	4190	100	292.85	GP01076289Charge 7Feb-31Mar23
Total Payments:			14,350.39	0.00	776.33			13,574.06	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2023 Barclays Current Account	15,000.00	
2	31/03/2023 Business Premium Account	88,926.74	
3	31/03/2023 Nationwide Building Society	93,000.03	
4	31/03/2023 Petty Cash	151.80	
			197,078.57
<u>Receipts not on Bank Statement</u>			
1	31/03/2023 Interest	98.73	
			98.73
Closing Balance			<u>197,177.30</u>
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c		15,098.73
2	Business Premium Account		88,926.74
3	Nationwide Building Society		93,000.03
4	Petty Cash		151.80
	Other Cash & Bank Balances		<u>0.00</u>
	Total Cash & Bank Balances		<u>197,177.30</u>