

## ACTION AND PROJECT PROGRESS LIST

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	DATE DONE	NOTES
F&GP	412.1	03-Nov-22	FSCS	Recommend to Full Council that an additional account be opened.	TE		Applications have been made to Unity Trust
F&GP	35.1	06-Jul-23	Toilets on the Common	Submit grant application to MSDC	Clerk	31-Aug-23	Submit s106 application to MSDC
F&GP	36.1	06-Jul-23	Clock Tower House	Replace smoke detector and emergency lighting	Clerk		New units have been installed
F&GP	37.1 d	06-Jul-23	IT support	Add email filtering service to contract	Clerk		Completed
F&GP	38.1	06-Jul-23	Draft Plan 2022-27	a)That public feedback had be shared with the working group. b)That all new members be shown the Plan 2022-27. c)That all members had been asked for their comments on the current draft.	Clerk		The Working Group now needs to meet
F&GP	38.2	06-Jul-23	Communications Policy	a)That the Clerk be instructed to create a survey on internal communication. b)That the survey be circulated to all members to complete. c)That the results of the survey be collated into a report.	Clerk		In Progress
F&GP	43.1	06-Jul-23	Clock Tower House Lease	Recommend lease to Full Council	Clerk / Deputy Clerk		Full Council has agreed that the lease be offered to tenant

## LINDFIELD PARISH COUNCIL

## GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.23. - 31.03.24

Per budget 2,500.00	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	22/23	Comments
	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				
	30-May-23	Lindfield Bonfire Society	To support the costs of medical care at the 2023 bonfire night display		£500.00			£500.00	
		Victim Support (Sussex)	Recruit and train new volunteers to support victims of crime in Sussex. They and existing volunteers can then choose to do enhance training ie. Domestic Abuse, Hate Crime, Rape and Sexual Assault etc in order to support a wider range of victims	£100.00				£100.00	
		4Sight	We are seeking funding so that we can continue supporting people in your Parish of Lindfield who are living with sight loss. Our aim is to enable people to live life without limits; by providing access to specialist, individually tailored support, we help people to retain their independence and not become socially isolated after a sight loss diagnosis. Our specialist team offer everything from advice on eye health, emotional support, guidance on daily living aids, to assistance with accessible technology. Please see attached letter for more details about the services that we provide.	£440.00				£300.00	
Total agreed to date					£750.00	£0.00			

As at 01.09.23

Balance in hand

1,750.00



## LINDFIELD PARISH COUNCIL

### Application for Grant/Donation for Voluntary Organisations (Local Government Act 1972, Section 137)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed. If the organisation is newly formed please include a copy of the budget and business plan.

1	Name of organisation:  Victim Support (Sussex)
2	Address of organisation: Unit 11 Riverside Business Centre, Brighton Road, Shoreham by Sea BN43 6RE
3	Contact name: Mrs Sue Bartlett  Telephone number: <span style="background-color: black; color: black;">[REDACTED]</span>  Email address: <span style="background-color: black; color: black;">[REDACTED]</span>
4	Position in organisation: Volunteer Fundraiser/Admin
5	Is the organisation a registered charity? If yes, please confirm Charity Number. 298028
6	What would the grant/donation be used for? Recruit and train new volunteers to support victims of crime in Sussex. They and existing volunteers can then choose to do enhance training ie. Domestic Abuse, Hate Crime, Rape and Sexual Assault etc in order to support a wider range of victims
7	How would it benefit the Parish?  Anyone affected by crime in your parish could be offer support regardless of age, religion, gender or ethnic background. In the last 12 months there were 153 reported crimes in your postcode, 62 of these were domestic abuse related. Anyone of these victims could have received support if they wanted it.
8	Total cost of project? Approx £650 per recruit for the first year
9	Total amount requested? £100 (or what you feel appropriate. We are very grateful for any amount)
10	Are you applying to other organisations for funding? Other Sussex Parish Councils



## LINDFIELD PARISH COUNCIL

### **Application for Grant/Donation for Voluntary Organisations (Local Government Act 1972, Section 137)**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed. If the organisation is newly formed please include a copy of the budget and business plan.

1	Name of organisation: 4Sight Vision Support
2	Address of organisation: 36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE.
3	Contact name: Mrs Lorraine Squire  Telephone number: [REDACTED]  Email address [REDACTED]
4	Position in organisation: Trusts & Grants Officer
5	Is the organisation a registered charity? If yes, please confirm Charity Number. Yes, our Charity Number is 1075447.
6	What would the grant/donation be used for? We are seeking funding so that we can continue supporting people in your Parish of Lindfield who are living with sight loss. Our aim is to enable people to live life without limits; by providing access to specialist, individually tailored support, we help people to retain their independence and not become socially isolated after a sight loss diagnosis. Our specialist team offer everything from advice on eye health, emotional support, guidance on daily living aids, to assistance with accessible technology. Please see attached letter for more details about the services that we provide.
7	How would it benefit the Parish? We provide help and support to anyone in West Sussex who is living with sight loss, as well as their family and carers. We do not charge our clients a subscription or for our services, as we don't want there to be a financial barrier to anyone receiving our help and support. There are currently 27 clients living in your Parish of Lindfield who would benefit directly from any funding that we receive.
8	Total cost of project? It costs £55 for our team to provide support to one person for a year; the total cost to support the 27 clients in your Parish of Lindfield is £1,485.
9	Total amount requested? We are asking for a grant of £440 to fund the cost of supporting 8 of the 27 clients living in your Parish of Lindfield for a period of 12 months.
10	Are you applying to other organisations for funding? We have an active fundraising team that applies regularly to Trusts and Foundations, as well as to Town and Parish Councils across the county, asking for funding towards the cost of supporting residents living in their Parish.

# **Lindfield Parish Council Current Year**

## **Bank - Cash and Investment Reconciliation as at 31 July 2023**

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/07/2023	Barclays Current Account	14,621.64	
2	31/07/2023	Business Premium Account	128,396.42	
3	31/07/2023	Nationwide Building Society	93,000.03	
4	31/07/2023	Petty Cash	117.55	
				<b>236,135.64</b>
<u>Unpresented Payments</u>				
1	10/07/2023	DEBIT CARD	50.00	
1	27/07/2023	DEBIT CARD	50.00	
				<b>100.00</b>
				<b>236,035.64</b>
<u>Receipts not on Bank Statement</u>				
1	31/07/2023	Interest	114.53	
				<b>114.53</b>
				<b>236,150.17</b>
<b>Closing Balance</b>				
<u>All Cash &amp; Bank Accounts</u>				
1		Current Bank A/c	14,636.17	
2		Business Premium Account	128,396.42	
3		Nationwide Building Society	93,000.03	
4		Petty Cash	117.55	
		Other Cash & Bank Balances	0.00	
		<b>Total Cash &amp; Bank Balances</b>		<b>236,150.17</b>

## 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>
03/07/2023	Business Premium Account	Automatic	881.84			210		881.84	From 20623318
04/07/2023	Castle Water Limited	DD	25.40			4330	100	25.40	CTH Water Supply May 2023
04/07/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	30.95		5.16	4170	100	25.79	MultiPurposeCopierP
05/07/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	16.28		2.72	4170	100	5.82	A4 Plastic Punch Wallets
						4170	100	7.74	Gorilla Tape Black 32m
05/07/2023	DanyangChaofengGen.Merchandi	DEBIT CARD	16.99		2.83	4250	100	14.16	Drawstring Bin Bag Liners
07/07/2023	Pear Technology Services Ltd	ONLINE	288.00		48.00	4500	110	240.00	PTMapper/Maplink Support 23/24
07/07/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 29.6.23
10/07/2023	KPS Composting Services Ltd	DEBIT CARD	50.00		8.33	4471	110	41.67	Green Waste 1 Tonne
14/07/2023	West Sussex County Council	ONLINE	8,202.97			4000	100	6,670.76	Salaries June 2023
						4010	100	502.14	NICs June 2023
						4020	100	979.67	Pension Contributions Jun 2023
						4530	110	50.40	VO Travel Expenses June 2023
14/07/2023	Monitor Cleaning Services Ltd	ONLINE	483.28		80.55	4561	110	402.73	Cleaning Service June 2023
14/07/2023	Vision ICT Ltd	ONLINE	48.00		8.00	4200	100	40.00	Admin Fee GA4 Website Upgrade
14/07/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning June 2023
17/07/2023	Castle Water Limited	DD	61.68			4561	110	61.68	Water Supply June 2023
19/07/2023	Npower Commercial Gas Ltd	DD	206.61		9.84	4450	110	196.77	Electricity Supply June 2023
21/07/2023	JNR Computer Services	ONLINE	3,852.67		642.11	4200	100	3,210.56	IT Ann Maintenance/Micros
24/07/2023	British Gas Trading Ltd	DD	38.32		1.82	4561	110	36.50	Electricity Supply 7Jun-6Jul23
25/07/2023	Glasdon UK Limited	DEBIT CARD	239.30		39.89	4750	110	186.92	Topsy Jubilee Litter Bin-Top
						4750	110	12.49	Glasdon Litter BinTop Delivery
27/07/2023	KPS Composting Services Ltd	DEBIT CARD	50.00		8.33	4471	110	41.67	Green Waste 1 Tonne
31/07/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection June 2023
Subtotal Carried Forward:			14,840.53	0.00	874.37			13,966.16	

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>
Total Payments:			14,840.53	0.00	874.37			13,966.16	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

## 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 &amp; General Purposes</u>							
1076 Precept	108,000	216,000	108,000			50.0%	
1090 Interest Received	685	0	(685)			0.0%	
1120 Clock Tower House Rental	3,232	0	(3,232)			0.0%	
1125 CTH Service Charge	159	0	(159)			0.0%	
1210 Licence Fee	141	0	(141)			0.0%	
Finance & General Purposes :- Income	<u>112,218</u>	<u>216,000</u>	<u>103,782</u>			<u>52.0%</u>	<u>0</u>
4000 Salary	20,012	84,500	64,488		64,488	23.7%	
4010 Tax & NI	1,506	7,200	5,694		5,694	20.9%	
4020 Pension	2,939	13,000	10,061		10,061	22.6%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	400	400		400	0.0%	
4120 Training	400	2,000	1,600		1,600	20.0%	
4140 Audit Fees	(711)	1,700	2,411		2,411	(41.8%)	
4160 Insurance	2,037	2,500	463		463	81.5%	
4170 Postage & Stationery	53	400	347		347	13.2%	
4175 Annual Memberships/Subscriptio	2,034	3,000	966		966	67.8%	
4180 Photocopying	550	2,300	1,750		1,750	23.9%	
4190 Telephone & Broadband	1,350	2,500	1,150		1,150	54.0%	
4200 IT & Website	3,938	4,500	562		562	87.5%	
4210 Office Equipment	0	500	500		500	0.0%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	500	2,500	2,000		2,000	20.0%	
4240 Room Hire	236	900	664		664	26.2%	
4250 Cleaning/Catering	774	2,700	1,926		1,926	28.7%	
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	252	1,300	1,048		1,048	19.4%	
4310 PWLB Repayment	11,210	22,299	11,089		11,089	50.3%	
4320 Electricity Supply	1,611	3,100	1,489		1,489	52.0%	
4330 Water Supply	49	200	151		151	24.6%	
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%	



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4393 Maintenance/Improvements CTH	403	2,500	2,097		2,097	16.1%	
Finance & General Purposes :- Indirect Expenditure	50,346	175,849	125,503	0	125,503	28.6%	0
Net Income over Expenditure	61,872	40,151	(21,721)				
<u>110 Environment &amp; Amenities</u>							
4450 Street Lighting Energy/Mainten	1,533	4,900	3,367		3,367	31.3%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	(614)	2,000	2,614		2,614	(30.7%)	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	0	2,000	2,000		2,000	0.0%	
4530 Village Orderly Equip/Expenses	258	1,000	742		742	25.8%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	1,616	14,000	12,384		12,384	11.5%	
4650 Climate Change Projects	31	1,500	1,469		1,469	2.1%	
4750 Replacement Street Furniture	199	1,000	801		801	19.9%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	100	100		100	0.0%	
Environment & Amenities :- Indirect Expenditure	8,212	54,975	46,763	0	46,763	14.9%	0
Net Expenditure	(8,212)	(54,975)	(46,763)				
<u>120 Allotments</u>							
1200 Allotment Income	1,124	0	(1,124)			0.0%	
Allotments :- Income	1,124	0	(1,124)				0
4600 Allotment Expense	1,000	2,500	1,500		1,500	40.0%	
Allotments :- Indirect Expenditure	1,000	2,500	1,500	0	1,500	40.0%	0
Net Income over Expenditure	124	(2,500)	(2,624)				
<u>130 Planning &amp; Traffic</u>							
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)				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Non Budgeted Expenditure</u>							
4399 GR: KEH Clock	85	0	(85)		(85)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>85</u>	<u>0</u>	<u>(85)</u>	<u>0</u>	<u>(85)</u>		<u>0</u>
Net Expenditure	<u>(85)</u>	<u>0</u>	<u>85</u>				
Grand Totals:- Income	113,342	216,000	102,658			52.5%	
Expenditure	55,599	241,324	185,725	0	185,725	23.0%	
Net Income over Expenditure	<u>57,743</u>	<u>(25,324)</u>	<u>(83,067)</u>				
Movement to/(from) Gen Reserve	<u>57,743</u>						

**Lindfield Parish Council 2023-2024**

**Expenditure from Earmarked Reserves as at 31 July 2023**

<b>Account</b>	<b>Opening Balance</b>	<b>Expenditure</b>	<b>Closing Balance</b>
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
	<b>112,765.58</b>	<hr/> <b>-</b> <hr/>	<b>112,765.58</b>

## Lindfield Parish Council

Committee Meeting:	Finance & General Purposes
Report of:	Parish Clerk & Responsible Financial Officer
Date:	1 September 2023
Subject:	Budget 2024/25

**Purpose of Report:**

1. To consider the budget setting mechanism for 2024/25.

**Summary:**

2. Members are asked to agree to the timeline and process for setting the 2024/25 budget.

**Recommendation(s)****Members are recommended to:**

- a) Agree to the proposed timeline for the 2024/25 budget setting (Appendix 1) and recommend it to the Full Council.
- b) Recommend that the Full Council authorise the Committee Chairs & F&GP Vice Chair & Officers to meet, when required, between now and January to consider the latest financial figures and how this impacts the proposed precept for 2024/25.

**Background & Considerations:**

3. The Parish Council is responsible for setting an appropriate budget each year and agreeing on the necessary precept request. The Parish Council will need to advise Mid Sussex District Council of its precept request by the end of January 2024. To do this a timeline for budget setting needs to be agreed upon.
4. The Parish Council is in the process of agreeing its Plan 2022-27. This document will set out the Parish Council's objectives over this period.
5. Each committee should therefore ensure its budget can support the progressing of its proposed objectives, in addition to carrying out its core tasks. In many cases, the assigned objectives may not require funding (either due to their nature or that feasibility research needs to be undertaken to decide if it is appropriate to progress and include provision in a future budget).
6. Members should be acutely aware of the impact that the anticipated cash in hand as at 31<sup>st</sup> March 2024 has on the precept setting process.

**Sustainability Implications**

7. Suitable budget setting will facilitate the Parish Council in reaching its Climate Change objectives.

**Risk Management Implications**

8. Insufficient funding could result in interruption or withdrawal of services and or planned projects. Other risks include reputation damage if services are suspended and/or withdrawn.

**Legal Implications**

9. The Council has a legal duty under the Local Government Finance Act 1992 to set a precept and budget.

**Appendices**

Appendix 1      Budget timeline

**Appendix 1                      Budget setting timetable**

Date	Meeting	Description / Stage
19 <sup>th</sup> September 2023	PTT	First draft budget
5 <sup>th</sup> October 2023	E&A	First draft budget
2 <sup>nd</sup> November 2023	F&GP	First draft budget
9 <sup>th</sup> November 2023	Full Council	Receive initial draft budgets
21 <sup>st</sup> November 2023	PTT	Final draft budget.
30 <sup>th</sup> November 2023	E&A	Final draft budget.
7 <sup>th</sup> December 2023	F&GP	Final draft committee budget.  To consider the overall Council budget and precept requirement for 2024/25. F&GP to recommend budget to Full Council.
18 <sup>th</sup> January 2024	Full Council	Receive F&GP budget and precept recommendation. Confirm the final budget & precept requirement for 2024/25.  Instruct Clerk to submit precept request to Mid Sussex District Council.
26 <sup>th</sup> January 2024		Clerk to submit precept request to Mid Sussex District Council


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Our Ref: MARK/LIN003

Ms T Ely  
Lindfield Parish Council  
The Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH

31 August 2023

Dear Ms Ely,

### **Engagement Letter – Local Authority**

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at [www.accaglobal.com](http://www.accaglobal.com).

#### **1. Period of engagement**

- a. This letter is effective for accounting periods ending on or after 31<sup>st</sup> March 2024. (The 2023/24 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

#### **2. Responsibilities of the Council and Internal auditors**

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in JPAG Practitioners guide. In forming this opinion, we shall:
  - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.

- ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.
  - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
  - iv. Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
  - i. whether the departure is required in order for the financial statements to give a true and fair view; and
  - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

### **3. Scope of Audit**

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance

with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.
- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

#### **4. Electronic Publication**

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

#### **5. Communication**

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
  - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
  - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
  - iii. We shall of course contact you on a regular basis regarding both audit and other matters.
  - iv. Our report will be issued in .Pdf format via a secure server, which is password protected.

#### **6. Other services**

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

#### **7. Limitation of liability**

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

#### **8. Fees**

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the 2023/24 council year are £65 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel from the auditors home address.
- d. Our fees are payable on presentation of invoice.

#### **9. Cancellation of Services**

- a. Services can be cancelled at any time in writing
- b. Cancellation will be effective from the end of the period to which this letter of engagement applies.  
(para 1a.)

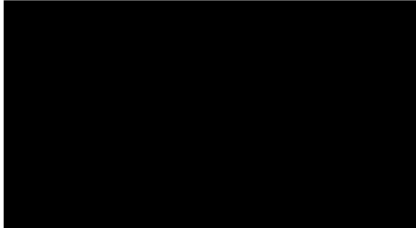


- c. All outstanding fees become payable

**10. Agreement of terms**

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,



**Mulberry & Co**

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor. This email outlines our amended pricing structure for 2023-24 onwards and includes a reminder of the benefits of continuing to receive your internal audit provision through us.

Our internal audit charges have not increased since 2010, however for the 2023/24 financial year, we are increasing our hourly rate to £65 per hour. This is due to the increased costs incurred by the business and is reflective of other comparative companies offering internal audit provision across the sector.

As with other service providers to local authorities, we are now able to offer a long-term 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period of your updated engagement letter.

**Please contact [anna@mulberryandco.co.uk](mailto:anna@mulberryandco.co.uk) to let us know if you would like to take advantage of this offer.**

The other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support \*
- Provision of dedicated reviews of councils policies and procedures \*

*\* Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the southeast for the last fifteen years and we have now expanded our portfolio to include Town and Parish Councils in 16 counties across the country as well as continuing to support London's only Parish Council.

Last year, we were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as *'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils'* and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting developments planned over the coming year, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to. We look forward to continuing to work with you and will be issuing your engagement letter very soon.

***Mulberry & Co Local Authority Team***

**Committee Meeting:** Finance & General Purposes Thursday 7 September 2023

**Agenda Item 13:** Internal Control Check Arrangements for 2023/24.

**Report of:** Responsible Financial Officer

**Purpose of this Report:**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and to prepare an annual governance statement in accordance with proper practices in relation to accounts. This includes arrangements to carry out internal control checks.

The purpose of this report is for Members to consider arrangements to carry out internal control checks for the current financial year.

**Background:**

1. The Governance and Accountability for Smaller Authorities in England Guide represents the proper practices that need to be followed in preparing the annual governance statement. The statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
2. Smaller authorities prepare their annual governance by completing Section 1 of the Annual Governance and Accountability Return (AGAR). Assertion 2: Internal Control states 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness'. In order to warrant a positive response to this assertion, a number of processes need to be in place and effective.
3. In previous years internal control checks have been carried out by the Chairman of the F&GP committee in person in the parish office.

**Summary:**

Parish Councils are required to carry out internal control checks each quarter. Ideally, the process should be carried out by a Member who is not an authorised signatory. Reference Item b) Safe & Efficient Arrangements to Safeguard Public Money, Governance and Accountability for Smaller Authorities in England Guide March 2023.

Financial records should be inspected. One month taken at random and the following reviews undertaken each quarter of the year:

1. Detailed bank reconciliation eg do bank statements agree with the cash book?
2. Examination of books and vouchers.
3. Petty cash operations checked.
4. General review of book-keeping.
5. Ensure that payment controls are in place.

**Recommendation(s):**

1. Members are asked to AGREE to one of the following two options:

**Option 1:** Continue with the existing arrangements whereby a member of the F&GP committee carries out in-person visits to the parish office to assist with internal control checks for each quarter year.

**Option 2:** A member of the F&GP committee carries out internal control checks remotely for each quarter of the year.

2. Members are also asked to nominate a Member who will take responsibility for carrying out the internal control checks for 2023/24.

**Additional Information for Reference:**

Looking at the wider picture, internal control checks support the full annual review of the effectiveness of the internal control system, which is usually carried out in January. The F&GP committee currently takes responsibility for carrying out this review and a report of its findings is submitted to Full Council to seek approval. This requires a more detailed consideration and analysis of the Council's financial controls and arrangements. The following headings are included in the report:

- a) Standing Orders & Financial Regulations.
- b) Safe & efficient arrangements to safeguard Public Money.
- c) The Authority needs to approve the setting up of, and any changes to, Accounts with Banks or other Financial Institutions.
- d) 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.
- e) VAT.
- f) Employment.
- g) Risk Management Arrangements.
- h) Fixed Assets and Equipment.
- i) Loans and Long-term Liabilities.

**Item:** 15  
**Committee Meeting:** Finance & General Purposes  
**Report of:** Parish Clerk  
**Meeting Date:** 7 September 2023  
**Subject:** Village Orderly Vehicle

**NOTE** - This report should be read in conjunction with the appendices which provide more detail on various points.

**Purpose of Report:**

1. To consider the provision of a vehicle to support the role of the Village Orderly.

**Summary:**

2. Members are asked to provide a recommendation to the Full Council on the provision of a vehicle for the Village Orderly role. Members will need to consider what type of vehicle is suitable for the role, fuel type, costs, and whether to lease or purchase outright.

**Recommendation(s):**

**F&GP recommends the following to the Full Council:**

- a) To agree the vehicle type required for the role is a van.
- b) To agree that the van be electric-powered.
- c) To lease a used electric van on a two-year agreement, including a service contract (max value £7,000 for the contract length).
- d) To confirm that the expenditure will be met from the general reserve.
- e) To purchase insurance for the vehicle.
- f) To provide authority to the Clerk to sign the relevant contracts.
- g) That the Clerk be provided delegated authority, in conjunction with the Committee Chair & Vice Chair, to take decisions relating to the running of the van.

**Background:**

3. The current Village Orderly position was created in 2018. The role has changed considerably during this time. Since the role started the Parish Council has purchased additional speed indicator devices and taken ownership of the Wilderness Field.
4. At present, the Village Orderly has been using his private vehicle for work and the Parish Council pays him for his mileage. The role requires the use of a car/van. Equipment to be carried includes a ladder and tools that are nearly 6ft in length. It would not be practical to hire a vehicle each day the Village Orderly works and this approach would cost more than a lease agreement.
5. The role may develop further in the future if the Parish Council expands its services or takes on new assets. This includes for example the proposed toilets on Lindfield Common.

**Considerations**

6. There are three key considerations that members will need to address:

- 6.1 What type of vehicle is suitable for the role? The two options appear to be either a car or a van. In addition, a member has suggested that an e-cargo trike be considered (see Appendix 2).
- 6.2 What type of fuel should the vehicle have? The three options are petrol, diesel, or electric. Given the low mileage anticipated diesel is not suitable. New petrol vans currently have long wait times (either purchase or lease). Electric vans are available in limited numbers either new or second-hand. Electric vehicles, from a vehicle emissions perspective, are the least polluting.
- 6.3 To purchase or lease? New vehicle purchase costs (£23-45k) are prohibitively expensive when this has not been budgeted for. Secondhand vehicle prices are high (£9-17k). Leasing a new vehicle is also expensive (£7-13k on a two-year agreement) but leasing a used van would appear to offer better value (£5-7k on a two-year agreement).

#### **Financial Implications:**

- 7 There is no budget item this current financial year for the vehicle. Expenditure up until 31 March 2024 will have to be met from the general reserve. In future budgets, the cost can be included in the budget-setting process. The following expenditure will be required;
- Purchase/lease.
  - Fuel & possible charger costs/contribution.
  - Insurance.
  - Road tax (may not apply depending on age, fuel type etc).
  - Maintenance (if not included within the contract).

#### **Conclusion**

7. The recommendations that have been reached to lease a used electric van are based on the following points:
- Secure loading area that can accommodate equipment needed for the role.
  - Driver safety equipment (crash cell, airbags etc).
  - Space for a co-worker when needed.
  - Duty of care to employees, and previous assurances that a vehicle would be provided if required.
  - Less cost than leasing a new vehicle and reusing an existing vehicle.
  - Environmental impact is less than diesel or petrol. This correspondence with our Climate Change Action Plan to reduce environmental impacts through procurement.
  - Allows for the role to grow (if required).
  - Does not compromise the existing duties undertaken.

#### **Legal Implications:**

8. The Parish Council exercises the General Power of Competence, as confirmed at its meeting dated 17<sup>th</sup> May 2023.

#### **Appendices**

- 1 Email detailing the current position and potential options.
- 2 Additional information based on queries received after circulating the above email.
- 3 E-Cargo Trike proposal

**Andrew Funnell**

**From:** Andrew Funnell  
**Sent:** 04 August 2023 17:17  
**To:** Will Blunden; Roger Pickett; Cavan Wood; Val Upton; Linda Grace; Amanda Matthews; Amy Beecroft; Stuart Nisbett; David Woolley; Ian Wilson; Irene Burns; Trevor Webster  
**Subject:** Village Orderly Vehicle

Hello Members,

Andrei our Village Orderly has advised that from October onwards he will no longer be able to use his vehicle to undertake his role with the Council. During the Village Orderly recruitment process, it was made clear to candidates that if they could not use their vehicle for work the Council would provide a work vehicle. A vehicle is required to fulfil the role (i.e. transporting equipment, waste sacks, speed indication devices, ladder etc).

In preparation for producing a report for members to consider at the relevant meeting, I would welcome any comments/thoughts you have particularly on the following:

- Lease or purchase (realistically for a purchase it would need to be a used vehicle).
- Fuel type (diesel, electric, hybrid, petrol) – Note, we do not have use of a parking space adjoining our office so we need to consider where an electric or plug-in hybrid would be charged. We have spoken briefly with a couple of other businesses on the industrial estate to see whether they would be open to sharing the use of an EV charger that could be installed on their premises.
- Age of vehicle.
- Budget & running costs.

For reference, the annual anticipated mileage is likely to be low and so for leasing purposes the minimum mileage allowances of 4,000-6,000p/a would be sufficient.

I have collated the following tables to indicate the types of vehicles available and their costs:

Lease agreements (for ease of comparison all prices have been taken from the same supplier)

Make	Vauxhall	Renault	Peugeot	Vauxhall
Model	Combo Cargo	Kangoo	E-Partner Standard	Combo Cargo
Spec	2300 1.5 Turbo D 100ps H1 Pro Van	ML19 ENERGY dCi 95 Advance Van	800 100kW 50kWh Professional Premium Van	2300 100kW Sportive 50kWh H1 Van
Engine	Diesel (Euro 6)	Diesel (Euro 6)	Electric (100kW)	Electric (100kW)
CO2	144 g/km	139 g/km	0	0
Transmission	Manual	Manual	Auto	Auto
MPG	51.4	53.3		
Range			170	175
Upfront payment	£ 2,507.76	£ 3,071.47	£ 3,970.68	£ 4,294.68
Price (monthly)	£ 209.86	£ 255.96	£ 330.89	£ 357.89
Service Plan	£ 19.91	£19.00	£ 19.00	£ 19.00
Combined (monthly)	£ 229.77 p/m	£ 274.96 p/m	£ 349.89	£ 376.89
Total price over the contract	£ 7,544.40	£ 9,670.51	£ 12,368.04	£ 13,340.04
Delivery	August	September	August	August

Purchase (vehicles are all from garages in the local area)

<b>Make</b>	Peugeot	Renault	Peugeot	Ford	Mercedes	Nissan
<b>Model</b>	Partner	Kangoo	Partner	Transit Courier	Citan	e-NV200
<b>Spec</b>	1.6 HDI PROFESSIONAL 625	ZE ML20 33kWh Business L2 H1 4dr (i)	1.6 BlueHDi 854 SE Panel Van 5dr L1	1.5 TDCI Trend	109 1.5	40kWh Acenta Panel Van 5dr SWB
<b>Engine</b>	Diesel (Euro 4)	Electric	Diesel	Diesel (Euro 6)	Diesel (Euro 6)	Electric
<b>CO2</b>	131	0	112 g/km	117 g/km	123 g/km	0
<b>Transmission</b>	Manual	Auto	Manual	Manual	Manual	Auto
<b>MPG</b>	61.4		65.7	62.8	60.1	
<b>Range</b>		143				170
<b>Millage</b>	82,124	20,045	36,900	67,650	31,000	24,575
<b>Registration Year</b>	2015	2020	2017	2019	2018	2019
<b>Price</b>	£6,495	£ 9,995	£ 9,995	£9,995	£10,450	£ 13,950

Many thanks

Best regards  
Andrew Funnell  
Parish Clerk

Lindfield Parish Council  
The Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH  
01444 484115

*Please consider the environment before printing this email or attachments*

**Lindfield Parish Council** comprises twelve councillors:  
Amy Beecroft · William Blunden · Irene Burns · Linda Grace · Amanda Matthews · Stuart Nisbett  
Roger Pickett · Valerie Upton · Trevor Webster · Ian Wilson · Cavan Wood · David Woolley  
who can be contacted by email in the format: [initial.surname@lindfieldparishcouncil.gov.uk](mailto:initial.surname@lindfieldparishcouncil.gov.uk)

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Although Lindfield Parish Council has taken reasonable precautions to ensure no viruses are present in this email, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments.



### 1. EXISTING VEHICLE

Andrei is currently using a Ford Fusion (5-door) to carry out his duties. The specifications for this vehicle are as follows:

Engine Size, Fuel, BHP, Class:	1.4 / Petrol / 79bhp
CO2, Euro	155 mg / Euro 4
Height/ Length / Width	1.534 / 4.020 / 1.952 m
Boot space (seats up / down)	337 / 1,175 litres



(Image taken from AutoTrader)

The vehicle has no adaptations for work use.

### 2. WORK PATTERN

Andrei is contracted to work 21 hours per week for LPC. Tuesdays and Thursdays are core days. The remaining hours are normally worked over two / three days.

### 3. VEHICLE USAGE

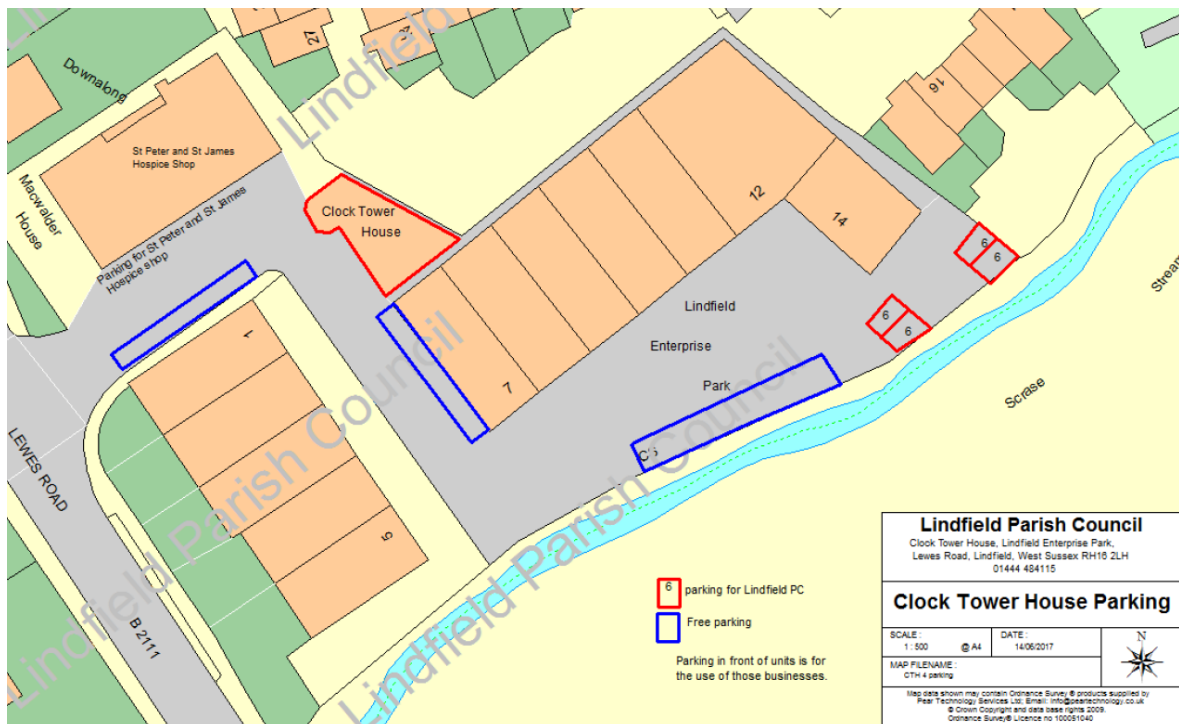
The vehicle is used for the following:

- Speed indicator devices – To enable the installation of the Parish Council's speed indicator devices (4 units). This includes transporting the devices, batteries, brackets, ladder, steps and miscellaneous tools.
- Moving waste/recycling from job sites to our collection bins.
- Garden Machinery – Especially moving equipment to and from the allotments and Wilderness Field. The equipment moved includes a brush cutter, hedge cutter, leaf blower, battery backpack and miscellaneous tools.
- Servicing equipment – Transportation to and from local suppliers.
- Collecting orders (materials for maintenance of Wilderness Field & allotments).
- Inspection of assets.
- Transporting replacement street furniture (bins, wood for benches etc)
- Events – moving equipment for Parish Council events (Spring/Autumn Clean, Village Day stall, Christmas Festival Night etc).

In addition, the Clerk or Deputy Clerk will sometimes accompany Andrei to assist with tasks.

### 4. PROPOSED STORAGE

For tax purposes, the vehicle must be stored at the workplace when not in use. The Council has four spaces on the industrial estate. Note our parking spaces are not next to our building.



## 5. FUEL PROVISION

- 5.1 Petrol or Diesel - Several fuel garages are located in the Haywards Heath area.
- 5.2 Electric – The nearest publicly available charging points are in the Denmans Lane car park (4x 7 Kw chargers). Connected Kerb (the charger operator) charges £0.50 per kWh. It may also be possible to reach an agreement with one of the businesses on the industrial estate that already has an EV charger. For example, charging the vehicle overnight. We are also aware that two other businesses are looking to install EV chargers on the side of their buildings.

## 6. INSURANCE

LPC will pay for the insurance policy. It may be possible to add vehicle insurance as an extra to our existing Zurich insurance arrangements. There should not be any difference in the insurance costs between leasing or purchasing a vehicle outright. For lease agreements though, insurance coverage must be fully comprehensive. Only members of staff will be insured to drive the vehicle.

## 7. ESTIMATED ANNUAL MILEAGE

Our best estimate would be approximately 3,000 miles per annum. Note – most leasing agreements start at 5,000/6,000 per annum.

## 8. NEW VEHICLE AVAILABILITY

For new vans, there can be significant waiting times. Specifically, looking at leasing there are some makes and models available within three weeks. These are mostly diesel or electric. Petrol vans, with short delivery times, are in very limited supply. From online searches, many leasing companies are advising that petrol vans have between 6-18 month waiting times.

## 9. DIESEL AND LOW-MILEAGE USE

Queries have been raised regarding the suitability of a diesel vehicle to cover a low mileage. The following is taken from <https://www.honestjohn.co.uk/>

*Diesel engines are designed for lots of miles. They are not engineered to cover 3,000 or 4,000 miles a year. And this is reflected in the thousands of complaints we receive from diesel car owners who experience costly DPF (Diesel particulate filter), EGR (Exhaust gas recirculation filter) and oil dilution problems that are caused by the fact their cars are used for low-mileage journeys.*

*Obviously, as with all things in life, some DPFs are more durable than others. And I have no doubt there are lots of satisfied diesel owners who use their cars for short trips and do not experience any issues at all. But when it comes to general advice, I'll always recommend a petrol or EV car for low mileage drivers.*

Further information on Diesel Particulate Filters can be found [here](#).

## 10. FUNDING

The council has a budgeted general reserve of £60,000. Items of unbudgeted expenditure and met from the general reserve.

If the vehicle is leased or purchased on a finance agreement then some of the costs will be met by future budgets for example:

Peugeot E-Partner Standard on a 36-month agreement (Brand new vehicle, 3-year warranty, includes road tax, Road Assistance, servicing, R).

Budget	Description	Cost (net)
2023/24	Initial payment plus 5-month rental	£ 5,101.13
2024/25	12 monthly payments	£ 3,670.68
2025/26	12 monthly payments	£ 3,670.68
2026/27	6 monthly payments	£ 1,835.34

As the costs of the agreement are fixed the appropriate amounts could be budgeted for the relevant budget years. Using the above example the total (excluding fuel and insurance) that would be unbudgeted would be £5,101.13.

## 11. SERVICING & REPAIR COSTS

The Vanarama leasing agreements in the original email included an option for 'Service Plan'. The details of this are as follows:

What's Included?

- Routine servicing & maintenance (collection & delivery available)
- ALL batteries, brake pads & exhaust replacement caused by fair wear & tear
- Warranty-related work
- Work required to keep the vehicle roadworthy. E.g antifreeze/engine coolant
- Standard usage tyre replacement, including 1 accidental tyre per year
- MOTs, if required
- Full RAC Breakdown Cover, including:
  - Standard breakdown cover.
  - Home-Start (for when your vehicle breaks down at home).
  - Recovery (to make sure your vehicle gets home).

- Replacement vehicle for up to 7 days if your vehicle is off the road due to breakdown for more than 24 hours (1 business day).

#### What's Not Included?

- Fuel, AdBlue, washing or parking charges.
- Any repairs or maintenance required because of accidental, negligent or wilful damage caused by the driver – including misfuelling.
- Damage to glass. E.g. windscreens or mirrors.
- Replacing normal tyres with winter tyres.
- Any service or repair work for converted bodies, tail lifts or refrigerated vehicles.

If we were to purchase a vehicle then we would have to cover the cost of servicing. If the vehicle is outside of its warranty period (manufacturer or seller) then we would be responsible for replacement parts. Most manufacturers have a 3-year warranty from new. Used vehicle sellers provide warranties starting at 3 months. Mercedes Benz will provide a 12-month warranty on approved used vans that have covered less than 150,000 miles at the point of sale.

## 12 LEASING A USED VEHICLE

It is possible to lease a used van. The Mercedes Benz-approved used scheme has the following example which is available locally:

eVito Van PROGRESSIVE L2 (41kW) Automatic (inc rear camera)

Mileage:	3,400
Battery warranty	75 months
Registration	December 2021
Monthly Rental (ex. VAT) *	£210.90
Advance Rental (ex. VAT)	£1,265.40
Duration of Agreement	24 months
Annual Mileage	6,000 miles
Excess Mileage Charge (ex. VAT)	20 pence per mile
Payment Profile	6 + 23

The total agreement cost for this vehicle would be £6,116.10 plus VAT. This includes 24 months of breakdown cover and roadside assistance.

An option we could also purchase a service plan and extend the warranty to 24 months (covering the length of the agreement). I have asked for more details on these costs.

Lindfield Parish Council have been fortunate that our Village Orderly has been prepared to use their own private transport for work journeys up until now.

Looking through the given information about their job description, we see that:

- The Orderly is employed for 3 days per week (about 150 days per year).
- Their work journeys are short and predominantly around the village and the local towns, giving an expected annual mileage of less than 3,000 (maybe 20 miles per day). This implies there has been a fuel cost of about £300 p.a.
- The workday cargo to be carried fits into a family car boot.
- The Orderly has said they will not continue to use their own vehicle on LPC work journeys from October 2023.

Given that a change is required, we have options. Mindful that LPC must spend taxpayer money wisely and also that our community expects us to lead by example, we have risks and opportunities in our choice of new transport arrangements for the Orderly.

Options proposed so far are for the purchase or lease of a new or 2<sup>nd</sup> hand van which, as well as being a larger vehicle than that needed to date also commits the council to an indefinite annual outlay in excess of £3,000 p.a. for the vehicle – plus maybe another £1,000 p.a. for fuel, insurance, servicing etc. This seems a rather large financial commitment to support 3,000 miles p.a. Councillors have expressed concern about both the costs and the environmental impact of all these vehicle options as well as potential negative comments from the community whichever is chosen.

The Orderly might also feel inconvenienced because they would not be permitted to use such a van for travel between work and home – the van being required for tax purposes to be parked overnight at the council offices.

However, if instead of only considering acquiring a van, we cast our net a little further, we do have an opportunity to achieve several positives by including an active travel option.



An electrically assisted eCargo Trike seems to fulfill the job requirements admirably. The model pictured above:-

- has the capacity to carry 150Kg.
- has a lockable cargo box measuring 537 litres (91 cm. x 59 cm).

- has a range of 40 miles.
- is available from a local (Robertsbridge, E.Sx) store at 21 days lead-time. Test drives are available.
- is exempt from HMRC “company car” benefits so can be stored at staff premises. (\*1)
- can carry LPC livery with pride, and demonstrate that we are actively engaging and delivering on our Neighbourhood Plan objective “To encourage greater use of public transport, cycling and walking” and our Local Plan aim to “Recognise the threat of climate change and help the community tackle the environmental emergency at a local level”.
- is very energy efficient – a 40 mile full charge takes about 0.5kWh (compared with about 10kWh for 40 miles in an electric van). Annual cost to recharge the trike: about £20.
- Is low-cost. Outright purchase is £3,400 inc. VAT and delivered. Finance arrangements will be available if required to spread the cost.
- [more details available at this link](#)

(\*1) see <https://www.gov.uk/expenses-and-benefits-bikes-for-employees>

There are many eCargo bikes and trikes on the market that have been used successfully by other local authorities for delivering both their services and also a positive message to residents.

For example, Stratford upon Avon District Council have bought 10 eCargo bikes. See <https://www.stratford.gov.uk/parking-roads-transport/e-cargo-bikes-initiative.cfm?>

Brighton and Hove Council are using them (see this [case study](#)) and one of the outcome quotes is:

*"The e-cargo bike is eye catching and demonstrates that the council is leading by example." which is something we can highlight."*

And [this newspaper item](#) from Oxford about a local gardening company.

The Energy Saving Trust have more information. See <https://energysavingtrust.org.uk/service/e-cargo-bikes/>

Some testimonials from that site:-

MAN MAID's handy people travel around SW London providing handyman services to home owners. *"Purchase price is much less than anticipated, operating costs are cheaper, we keep fit and we still arrive on time."*

Hammersmith Heating Ltd *"An absolutely fantastic way of efficiently moving myself and my tools around London. eCargo bikes have become a major percentage of my travel time cutting my van use by up to 95%.... (that's not a typo)."*

Flour & Soul Bakery *"We have been affected by rising costs, but nowhere near where we could have been if used a car or a van. Doing deliveries via eCargo bike means we never have to think about parking or traffic. This includes reducing noise and pollution on local roads and having a business model more resilient towards fluctuations in fuel prices."*

In addition to the trike LPC must provide a budget of a few hundred pounds for safety equipment – like a helmet and hi-viz weatherproof clothing.



We can wholeheartedly commend the eCargo Trike option to our village community because as well as being a very visible talking point it achieves a number of our plan objectives in the council and will greatly reduce the budgetary concerns of the other options.



**Andrew Funnell**

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**From:** [REDACTED]  
**Sent:** 30 August 2023 16:40  
**To:** Andrew Funnell  
**Cc:** [REDACTED]  
**Subject:** RE: GH340 Lindfield PC - Updated Fee Proposal and S106 Funding Application  
**Attachments:** GH340 Fee Proposal 30.08.23.pdf

Hi Andrew,

Further to our recent discussions, please see attached for updated fee proposal with Stages 3 (Discharge of Conditions), 5 (CDM/Health and Safety) and 7 (Contract Administration) now confirmed also.

Stage 2 (Building Regulations) and Stage 4 (Pre-Contract Services) remain unchanged, for which I believe you have already confirmed instruction for Stage 2 previously.

In terms of rough programme, based upon instruction to proceed on 17<sup>th</sup> September, following your meeting, it would be sensible to allow:

- 2 months for Stage 2 Building Regulations (mid-November finish).
- Discharge of Conditions can be submitted at this point also with drainage information having then been completed by the Structural Engineer.
- 1 month to produce Specification of Works (mid-December finish)
- Tendering of works early in new year, say mid-January, tender period 4 weeks (mid-February tender returns)
- Assuming relatively quick mobilisation, we could then be on site mid to end of March, and an approximate construction duration would be 6 months.
- This results in completion of the works on site mid to end of September.

In terms of your S106 funding application, and queries RE fees, please see below a short summary of total costs. I have tried to include some budget figures where specialist input is required:

		<b>Cost Ex VAT (£)</b>	<b>VAT (£)</b>	<b>Notes</b>
<b>Stage 2 - Building Regulations</b>	Gould Baxter	2,760.00	552.00	
	Soil Investigation <b>(Budget)</b>	500.00	100.00	
	Utilities Search <b>(Budget)</b>	200.00	40.00	
	Structural Engineer and Below Ground Drainage <b>(Budget)</b>	3,000.00	600.00	
	Application to connect into public sewer <b>(Budget)</b>	300.00	60.00	



	Building Control <b>(Budget)</b>	1,500.00	300.00	
<b>Stage 3 - Discharge of Conditions</b>	Gould Baxter	500.00	100.00	
<b>Stage 4 - Pre-Contract Services</b>	Gould Baxter	3,450.00	690.00	
<b>Stage 5 - CDM/Health &amp; Safety</b>	Gould Baxter	750.00	150.00	
<b>Stage 7 - Contract Administration</b>	Construction Budget Cost	229,625.00	45,925.00	NOTE: Any VAT relief or exemption to be confirmed by specialist. It has been assumed 20% VAT applicable.
	Gould Baxter (10%)	22,962.50	4,592.50	
		<b>265,547.50</b>	<b>53,109.50</b>	= <b>318,657.00</b>

I trust the above is clear and of assistance, but please let me know if you require any further information.

I look forward to hearing from you.

Best Regards,

[Redacted Signature]

[Redacted Address Line 1]

[Redacted Address Line 2]

[Redacted Address Line 3]

[Redacted Address Line 4]

[Redacted Address Line 5]

[Redacted Address Line 6]

Budget Estimate - Updated June 2023

GH340 - Lindfield Public Conveniences, Lindfield Common, West Sussex

5th June 2023

1.00	<b>Specialist Groundworks</b>	1,870.00
2.00	<b>Sub Structure</b>	18,390.00
3.00	<b>Super Structure</b>	
	Roof	16,850.00
	External Walls	10,775.00
	External Doors	4,950.00
	Internal Walls and Partitions	4,820.00
	Internal Doors	750.00
4.00	<b>Internal Finishes</b>	
	Walls	13,240.00
	Floors	4,065.00
	Ceilings	1,570.00
5.00	<b>Fittings, Furnishings and Equipment</b>	1,650.00
	Changing Places equipment and sanitaryware	
6.00	<b>Services</b>	
	Sanitaryware and Changing Places equipment	25,000.00
	Disposal Installations	2,110.00
	Water Installations	1,735.00
	Ventilation Systems	2,300.00
	Electrical Installations	4,700.00
	Fire and Lighting Protection	675.00
	Builder's Work in connection with Services	450.00
7.00	<b>External Works</b>	
	Site Preparation Works	1,010.00
	Roads, Paths and Pavings	2,700.00
	Soft Landscaping, Planting and Irrigation System	1,870.00
	Fencing, Railings and Walls	1,500.00
	External Fixtures	750.00
	External Services	30,275.00
8.00	<b>Main Contractors Preliminaries</b>	23,920.00
9.00	<b>Main Contractors Overheads and Profits</b>	26,700.00
10.00	<b>Contingency</b>	5,000.00
	<b>Build Cost Sub-total:</b>	<b>209,625.00</b>
11.00	<b>Statutory Services</b>	
	UKPN Electrical Connection	£10,000.00
	Water Connection	£10,000.00
	<b>Total Budget Cost:</b>	<b>229,625.00</b>

[REDACTED]

[REDACTED]

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

[a.funnell@lindfieldparishcouncil.gov.uk](mailto:a.funnell@lindfieldparishcouncil.gov.uk)

30<sup>th</sup> August 2023

Dear Andrew

#### **LINDFIELD PUBLIC CONVENIENCES**

Thank you again for your time recently and for the opportunity to be involved in the project.

Our fee proposal below relates works to Lindfield Public Conveniences.

Our fees are stated for stages where these can be assessed at this time, and for your reference we have also set out the further stages that are likely to be required but where associated fees cannot be confirmed until the proposals are more defined during preceding stages.

An outline description of what is undertaken in each stage is given below. A more detailed description of our services at each stage is included in the Appendix to this letter.

#### **Stage 1 – Planning Documentation**

Using feasibility sketch proposals developed during Stage 1, refine the scheme and prepare proposals for planning application:

- 2.1 Meet with you to discuss client/Local Authority feedback to proposals finalised during Stage 1.
- 2.2 Prepare formal drawing documentation in response to feedback.
- 2.3 Prepare Design and Access Statement for planning application.
- 2.4 Liaise with other specialists where applicable.
- 2.5 Consolidate all documentation and submit to client for approval prior to submission.
- 2.6 Submit planning application to Local Authority, or where relevant provide documentation to Planning Consultant for collation and submission.

#### **Stage 2 – Building Regulations**

Using the information prepared for planning during Stage 1, develop drawings to show compliance with Building Regulations:

- 3.1 Meet with you to confirm specific client requirements relating to Building Regulations e.g. any preferred key building materials, heating system type etc.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- 3.2 Prepare initial drawings for circulation and review with specialist consultants.
- 3.3 Liaise with Structural Engineer and cross reference with information on drawings prepared by Gould Baxter.
- 3.4 Liaise with Mechanical and Electrical Engineer if appropriate and cross reference with information on drawings prepared by Gould Baxter. This proposal is set out on the assumption that one will be appointed.
- 3.5 Liaise with other specialist consultants as necessary and co-ordinate input to finalise detailed proposals.
- 3.6 Submit detailed proposals to Local Authority Building Control/Approved Inspector for approval/comment.
- 3.7 Liaise with Building Control/Approved Inspector to review their Plans Check Report.
- 3.8 Make any adjustments required to proposals to show compliance with Building Regulations.

### **Stage 3 – Discharge of Conditions**

Following receipt of planning approval, co-ordinate discharge of planning conditions relating to construction:

- 4.1 Preparation of, and collation of documentation by others in connection with applying for Discharge of Conditions in Planning Decision Notice.

### **Stage 4 – Pre Contract Services (Specification and Tendering)**

Using approved documentation prepared for Stages 2 through to 4, develop and add further detail to designs to enable pricing of the works and contractor selection:

- 5.1 Prepare a detailed written Specification of Works.
- 5.2 Prepare initial lighting and small power layout.
- 5.3 Prepare initial door and window schedule.
- 5.4 Collate documentation, including design/specification information by specialists where required, ready for tendering.
- 5.5 Invite competitive tenders for the building contract.
- 5.6 Respond to queries from contractors during the tender period.
- 5.7 Check/analyse priced documents upon receipt of tenders.
- 5.8 Report on tenders received and provide recommendation for contractor appointment.

### **Stage 5 – CDM/Health and Safety**

During all stages of our appointment, act as Principal Designer as required by the Construction (Design and Management) Regulations 2015, to oversee/co-ordinate ongoing design:

- 6.1 Prepare Designer's Risk Assessment.
- 6.2 Collate Designer's Risk Assessments from other specialists.
- 6.3 Collate information pertaining to services on the site.
- 6.4 Liaise with client to identify existing known risks/hazards on site.
- 6.5 Prepare Pre-Construction Health and Safety Information document and issue to tendering/chosen main contractors.

### **Stage 6 – Construction Drawings**

Using documentation prepared for stages 2 to 5, and in readiness for contract documents and construction on site:

- 7.1 Develop Building Regulations drawings to add further initial construction details for sample areas to supplement information in Specification of Works.
- 7.2 Prepare dimensioned setting out drawings for general floor plans for use on site.

### 7.3 Prepare small power and lighting plans.

Stage 6 services are to be undertaken together with Stage 7.

## Stage 7 – Contract Administration

Oversee works through to completion on behalf of the client.

- 8.1 Following client instructions, notify preferred contractor and unsuccessful contractors of tender outcome.
- 8.2 Attend Pre-Contract Site meeting with chosen contractor to discuss programme of works and organisation.
- 8.3 Prepare Contract Documentation (JCT form of building contract).
- 8.4 Arrange for signature of contract documents by both parties.
- 8.5 Supply all necessary information to the contractor.
- 8.6 Check contractor's programme of works.
- 8.7 Monitor the progress and quality of the work by periodic site visits.
- 8.8 Chair monthly progress meetings and prepare minutes to report to you on progress and actual contract expenditure.
- 8.9 Administer the terms of the building contract during progress of the works and issue contract certificates.
- 8.10 Assess valuation applications submitted by the building contractor, and agree progress/interim payment on your behalf.
- 8.11 Update a Draft Rolling Final Account on a monthly basis.
- 8.12 Prepare snagging list prior to certification of Practical Completion.
- 8.13 Issue Practical Completion Certificate at completion of the works.
- 8.14 Make further inspection towards end of Rectification Period following completion of the works and agree any required remedial works.
- 8.15 Agree Final Account with the Building Contractor and certify final payment.
- 8.16 Hand over latest 'For Construction' drawings for record.

Stage 7 services are to be undertaken together with Stage 6.

## Fees

Our fees for the stages set out above are as follows, and are exclusive of VAT:

Stage	Fee/Status
Stage 1 – Planning	Completed
Stage 2 – Building Regulations	£2,760.00
Stage 3 – Discharge of Conditions	£500.00
Stage 4 – Pre-contract Services	£3,450.00
Stage 5 – CDM/Health & Safety	£750.00
Stage 6 – Construction Drawings	TBC
Stage 7 – Contract Administration	10% of Final Account Figure

## General Allowances

Our fee estimate has been based upon the current Client Brief. Should the scheme be abandoned at any time, or any significant revisions be required, our fee in the circumstances would be calculated on a quantum meruit basis and hourly rate.

We would submit interim fee invoices on a monthly basis to reflect ongoing time expenditure, albeit within the parameters of the above cost proposals.

We have not allowed within the above fees for acting as Party Wall Surveyor if this is required. This will very much depend upon the response from your neighbour if notices are served.

We have not allowed for liaison with utilities suppliers and would assume that this will be dealt with direct by you and/or mechanical and electrical engineers together with the contractor.

We trust that the above is self explanatory, but if there are points that require clarification, or you would like to discuss any aspects of our fee proposal in more detail, then please do not hesitate to let us know.

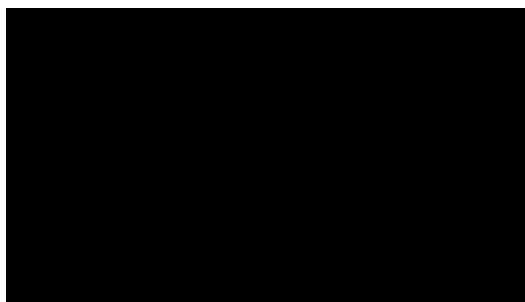
We are obliged to enclose herewith our Conditions of Engagement, which form part of this letter.

Finally, by way of illustrating the range of professional services we can provide, we would direct you to our website at [www.gouldbaxter.co.uk](http://www.gouldbaxter.co.uk).

We look forward to hearing from you in due course.

With kind regards

Yours sincerely



- Enc - Conditions of Engagement  
- Appendix – Further detail for our services at each stage.

#### **Client Acceptance Instructions**

I agree with the above and attached Conditions of Engagement and confirm instructions to proceed with the following stages:

Stage	Fee/Status	Instructed (Y/N)
Stage 2 – Planning	Completed	Y
Stage 3 – Building Regulations	£2,760.00	Y
Stage 4 – Discharge of Conditions	£500.00	
Stage 5 – Pre-contract Services	£3,450.00	
Stage 6 – CDM/Health & Safety	£750.00	
Stage 7 – Construction Drawings	TBC	
Stage 8 – Contract Administration	10% of Final Account Figure	

Client: Andrew Funnell, Lindfield Parish Council

Signed: .....

Date: .....

## **APPENDIX – Further detail to our services at each stage.**

### **Stage 1 – Feasibility Study (with or without Pre Application Submission) – Further detail**

- a) Unless stated otherwise, we allow for preparing sketches for a single scheme in accordance with the brief, and for one set of revised sketches following discussion to agree changes prior to submission for pre-application consultation. If additional schemes are required then further fees may need to be agreed.
- b) Our sketch scheme will be based on 'As Existing' floor plans provided to us. These may be Estate Agent's illustrative floor plans, or Measured Survey information provided by others. If no 'As Existing' floor plans are available, we will recommend others to prepare these for you.
- c) When agreeing the Client Brief we will request your budget allowance for the works as an initial guide. Estimates of build costs by us would be based upon floor areas and costs/m<sup>2</sup>, based on our experience of similar projects. If more detailed/formal assessment is required this may require specialist input.
- d) Documentation prepared for consultation would typically include:
  - Site Plan 'As Proposed'.
  - General arrangement floor plans 'As proposed'.
  - Principal elevations 'As Proposed'.
  - Illustrative photos of existing site conditions where necessary.
- e) Additional documentation that can be prepared if required, subject to agreement of further fees could include:
  - 3D modelling (with illustrative colour rendering)
  - Internal/external 3D visuals.
  - CGI
- f) The sketch scheme at feasibility stage will be prepared based upon the client brief and our experience of potential planning restrictions. In some instances it can be appropriate to obtain further specialist input at feasibility stage to guide early concept proposals and we can provide recommendations where required. Such further input would be by separate direct appointment by you, and might include:
  - Planning Consultant
  - Heritage Consultant
  - Ecologist
  - Cost Consultant
- g) Where specialist reports will be required to support any planning application, we would expect these to be set out in the written pre-application advice from the Local Authority if obtained.
- h) Where we will not be seeking pre-application advice from the Local Authority, proposals may be prepared by us for use by you or a Planning Consultant during any pre-application consultation, or it may be considered preferable to proceed directly with a formal planning application under Stage 2.
- i) The purpose of the Feasibility Study is to develop the scheme sufficiently, and cost effectively, in readiness for more comprehensive and detailed proposals prepared for formal planning application under Stage 2.
- j) Pre Application fees payable to the Local Authority would be paid direct by you. We would forward a link so that payment can be made electronically.

### **Stage 2 – Planning Documentation – Further detail**

- a) If accurate Measured Survey information has not already been provided, then this would need to be obtained by others together with 'As Existing' plans, elevations and sections. We will recommend others to provide this.
- b) We allow to discuss with you to review feedback from Stage 1 and to agree an updated brief as necessary, prior to making any necessary refinements for approval.
- c) We allow for preparing a single scheme in accordance with the updated brief, and one set of further revisions following discussion, prior to finalising a submission for the planning application. If additional schemes are required then further fees may need to be agreed.

- d) We allow to prepare the following for the planning application:
- Site Location Plan 'As Proposed'.
  - Site Block Plan 'As Proposed'.
  - Site Plan 'As Proposed'.
  - General arrangement floor plans and roof plan 'As Proposed'.
  - Exterior elevations 'As Proposed'.
  - Preparation of Design and Access statement.
- e) Additional documentation that can be prepared if required, subject to agreement of further fees could include:
- 3D modelling (with illustrative colour rendering)
  - Internal/external 3D visuals.
  - CGI
- f) We would liaise with other specialists to inform design where applicable. Appropriate consultants would typically be identified, and possibly involved, during Stage 1, and might include (not an exhaustive list):
- Planning Consultant
  - Heritage Consultant
  - Ecologist
  - Arboriculturist
  - Drainage consultant
  - Landscape Designer
  - Renewables
  - Cost Consultant
- g) Estimates of build costs would be reviewed upon completion of the proposals, and would be on the same basis as at feasibility stage.
- h) Following submission of the planning application by us or others, we would monitor progress to obtain feedback and initial views where possible in advance of the planning decision. We have not allowed for ongoing discussions or negotiation during the decision period. If alterations to the proposals or additional information is required, then further fees may need to be agreed. Whilst every effort is made in advance of submission to ensure that proposals will be viewed favourably by the Local Authority, it is not possible to guarantee approval. Further applications may need to be made for revised schemes, and are not included in our initial fee proposal.
- i) Our agreed fee would be payable upon completion of our documentation and prior to release to the Planning Consultant or submission to the Local Authority.
- j) Planning Application fees payable to the Local Authority would be paid direct by you. We would forward a link so that payment can be made electronically.

### **Stage 3 – Building Regulations – Further detail**

- a) We allow to add information and detail to the approved planning drawings to demonstrate compliance with Building Regulations:
- Floor plans (at all levels).
  - Sections through selected parts of the building.
  - Elevations.
  - Site Plan.
- b) We co-ordinate designs with other specialist consultants who would be instructed separately by you. We would obtain fee proposals from alternative consultants and make recommendations for your instruction.
- c) A Structural Engineer's specialist input will almost always be required.
- d) We recommend that mechanical, electrical and drainage installations be designed by a specialist MEP engineer (mechanical, electrical and public health) for many projects.
- e) Other specialist input that may be required could include:
- Civil Engineer/Below Ground Drainage
  - Renewables
  - Energy Assessors - SAP calculations/EPC's/SBEM



- f) Where Approved Inspector services are to be used in place of Local Authority Building Control, we would obtain alternative quotations and make recommendations for your instruction.
- g) Please note that as part of the Building Regulations process, separate 'plans check' and 'inspection' fees are payable and are normally invoiced directly to the client by the Local Authority/Approved Inspector.
- h) Upon completion of any updated drawings in response to the Plans Check Report, there will typically be remaining items set out in the report that are to be submitted and agreed during or after construction to demonstrate compliance and obtain a Final Certificate/Completion Certificate for the finished works. Where we are not involved with the project on site, this will be provided by the appointed main contractor together with specialist sub-contractors. Where we are involved with the works on site, as part of our Stage 8 – Contract Administration services we will co-ordinate collation and submission of remaining information in order to achieve sign off.

#### **Stage 4 – Discharge of Conditions – Further detail**

- a) Information often required to discharge planning conditions can include:
  - Samples of proposed materials (physical or images/literature).
  - Large scale details through specific joinery e.g. window frames.
  - Traffic Management Plan
  - Construction Management Plan (site logistics)
- b) Planning conditions may require discharge (approval), prior to commencement, prior to occupation, or prior to certain stages of construction/use.
- c) Securing approval for submitted details can require ongoing negotiation with the planning authority to identify acceptable solutions.

#### **Stage 5 – Pre Contract Services (Specification and Tendering) – Further detail**

- a) Stage 5 develops preceding design information to include client specific requirements beyond essential compliance with Building Regulations and Planning requirements.
- b) We allow to prepare an indicative lighting and small power layout where there is no specific lighting design or electrical design being prepared by others. This is to provide initial allowances for tender purposes.
- c) We have not allowed for preparing reflected ceiling plans (RCP) unless stated.
- d) We have not allowed for providing an Interior Design service, but can assist with selection of general colours and finishes for specification and tendering purposes. Specific choices can be included within the Specification if known, or can be finalised during works in progress.
- e) We have not allowed or designing bespoke internal joinery or cabinetry. If this is required then this would be subject to a separate fee.
- f) We have not allowed for preparing a detailed design for kitchen units/appliances and would assume that these will be prepared by a specialist supplier/sub-contractor based upon general layouts shown in the Building Regulations/Construction drawings.
- g) We have not allowed for preparing detailed internal elevations/designs, for example to bathroom/WC/shower areas, or bespoke internal joinery. If these are required then these would be subject to a separate fee.
- h) We allow to obtain and report on tenders for works agreed in preceding stages. We have not allowed for a 'value engineering' exercise to revise scope or specification. If revisions to the specification are required after receipt of tenders, then further fees may need to be agreed.
- i) We allow for obtaining tenders from main contractors only, with tenders to include all required sub-contractors. We have not allowed for seeking tenders direct from sub-contractors or suppliers.
- j) Where significant sub-contract/supply items may require detailed client input for design and pricing, general cost allowances (Provisional Sums or Prime Cost (PC) sums) may be included in the specification for tender purposes, pending further quotes and selection. e.g. windows, kitchens, sanitaryware, floor coverings, tiling etc.

#### **Stage 5A – Interior Design Support – Further detail**

- a) The scope of guidance required is project specific but might include:
  - Lighting design
  - Detailed sanitaryware layout
  - Joinery/cabinetry layouts and elevations
  - Liaise with AV specialists
  - Prepare reflected ceiling plans (RCP's)
  - Liaise with landscape designer
- b) If a full interior design is required we would be happy to recommend consultants to be appointed on a separate fee basis.

#### **Stage 6 – CDM/Health and Safety– Further detail**

- a) Where we are involved during the construction phase and to completion, we have allowed to oversee preparation and handover of the Health and Safety file by the contractor to the client.
- b) Where we are not involved during the construction phase, the Principal Designer role is to be undertaken by others, typically either the main contractor, or client/client's consultant.

#### **Stage 7 – Construction Drawings– Further detail**

- a) We have not allowed for preparing extensive typical construction details. Further details can be prepared if required and would be subject to additional fees.
- b) Setting out dimensions for floor plans are for overall wall/partition positions and window/door structural openings.
- c) Setting out dimensions for bathroom/WC/shower areas are for general layouts of fittings, not for detailed setting out of pipework/connections/finishes etc.
- d) Setting out dimensions relating to the building site/plot will be provided with reference to existing site features shown in the site plan/topographical survey.
- e) Setting out information is provided by annotation/dimensions. We have not allowed for preparing setting out co-ordinates.
- f) Setting out on site is to be undertaken and co-ordinated by the contractor. Electronic files for dimensioned drawings can be provided from which the contractor's setting out engineer can determine co-ordinates for setting out.

#### **Stage 8 – Contract Administration– Further detail**

- a) A JCT (Joint Contracts Tribunal) form of building contract is a standard proforma with options for selection/completion as required. We have not allowed for making bespoke alterations to the contract wording.
- b) We allow for making minor alterations to our architectural drawings and co-ordinating updates to specialist drawings by others where necessary. Significant alterations to proposals may require agreement to further design fees.

**LPC Training  
2023-2027**

Date	Training Course	Provider	Cllr(s)	
24 May 2023	Emergency First Aid at Work	MSVA		Clerk
8 June 2023	Councillors: Roles, Responsibilities & Working Relationships	Mulberry	A.Beecroft	
14 June 2023	Policies, Powers & Duties	Mulberry	T.Webster *	
15 June 2023	Finance for Councillors	Mulberry	A.Beecroft	
29 June 2023	Introduction to Planning	Mulberry	S.Nisbett	
4 July 2023	Emergency First Aid at Work	MSVA		Deputy Clerk
25 July 2023	Face to Face - New Councillors Training Day	Mulberry	I.Burns S.Nisbett	

\*Attended as a Lindfield Rural Parish Councillor

**Attendance as LPC representative  
2023-2027**

Date		Representative(s)
18 July 2023	Mid Sussex Association of Local Councils	L.Grace S.Nisbett