

ACTION AND PROJECT PROGRESS LIST

F&GP Item 6

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

| COUNCIL / COMMITTEE | MINUTE REF | MEETING DATE | SUBJECT | ACTION AGREED | WHO | TARGET DATE | DATE DONE | NOTES |
|---------------------|------------|--------------|---------|---|-----|-------------|-----------|--|
| F&GP | 412.1 | 03-Nov-22 | FSCS | Recommend to Full Council that an additional account be opened. | TE | asap | | Agreed at Full Council. Application to be progressed. |

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 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Total agreed to date

| | |
|---------|-------|
| £750.00 | £0.00 |
|---------|-------|

As at 30.06.23

Balance in hand

1,750.00

Detailed Income & Expenditure by Budget Heading 30/04/2023

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 | 108,000 | 216,000 | 108,000 | | | 50.0% | |
| 1090 Interest Received | 98 | 0 | (98) | | | 0.0% | |
| 1120 Clock Tower House Rental | 808 | 0 | (808) | | | 0.0% | |
| Finance & General Purposes :- Income | 108,906 | 216,000 | 107,094 | | | 50.4% | 0 |
| 4000 Salary | 0 | 84,500 | 84,500 | | 84,500 | 0.0% | |
| 4010 Tax & NI | 0 | 7,200 | 7,200 | | 7,200 | 0.0% | |
| 4020 Pension | 0 | 13,000 | 13,000 | | 13,000 | 0.0% | |
| 4110 Staff Expenses | 0 | 200 | 200 | | 200 | 0.0% | |
| 4111 Payroll Administration | 0 | 400 | 400 | | 400 | 0.0% | |
| 4120 Training | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4140 Audit Fees | (1,596) | 1,700 | 3,296 | | 3,296 | (93.9%) | |
| 4160 Insurance | 2,037 | 2,500 | 463 | | 463 | 81.5% | |
| 4170 Postage & Stationery | 0 | 400 | 400 | | 400 | 0.0% | |
| 4175 Annual Memberships/Subscriptio | 1,998 | 3,000 | 1,002 | | 1,002 | 66.6% | |
| 4180 Photocopying | 230 | 2,300 | 2,070 | | 2,070 | 10.0% | |
| 4190 Telephone & Broadband | 120 | 2,500 | 2,380 | | 2,380 | 4.8% | |
| 4200 IT & Website | 296 | 4,500 | 4,204 | | 4,204 | 6.6% | |
| 4210 Office Equipment | 0 | 500 | 500 | | 500 | 0.0% | |
| 4221 Lindfield Enterprise Park | 0 | 700 | 700 | | 700 | 0.0% | |
| 4230 Grants Paid | (408) | 2,500 | 2,908 | | 2,908 | (16.3%) | |
| 4240 Room Hire | 0 | 900 | 900 | | 900 | 0.0% | |
| 4250 Cleaning/Catering | 0 | 2,700 | 2,700 | | 2,700 | 0.0% | |
| 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 | 300 | 1,500 | 1,200 | | 1,200 | 20.0% | |
| 4295 Waste Collection | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4310 PWLB Repayment | 11,210 | 22,299 | 11,089 | | 11,089 | 50.3% | |
| 4320 Electricity Supply | 0 | 3,100 | 3,100 | | 3,100 | 0.0% | |
| 4330 Water Supply | 7 | 200 | 193 | | 193 | 3.6% | |
| 4340 Security Alarm System | 0 | 500 | 500 | | 500 | 0.0% | |
| 4350 Fire Safety System | 0 | 500 | 500 | | 500 | 0.0% | |
| 4360 Health & Safety | 0 | 200 | 200 | | 200 | 0.0% | |
| 4370 Publications | 0 | 200 | 200 | | 200 | 0.0% | |
| 4380 Data Protection | 0 | 300 | 300 | | 300 | 0.0% | |
| 4393 Maintenance/Improvements CTH | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Finance & General Purposes :- Indirect Expenditure | 14,194 | 175,849 | 161,655 | 0 | 161,655 | 8.1% | 0 |
| Net Income over Expenditure | 94,711 | 40,151 | (54,560) | | | | |

Detailed Income & Expenditure by Budget Heading 30/04/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 110 Environment & Amenities | | | | | | | |
| 4450 Street Lighting Energy/Mainten | 270 | 4,900 | 4,630 | | 4,630 | 5.5% | |
| 4460 Street Lighting Purchase | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4465 Christmas Lights | 0 | 18,000 | 18,000 | | 18,000 | 0.0% | |
| 4471 Maintenance/Gardening | (770) | 2,000 | 2,770 | | 2,770 | (38.5%) | |
| 4480 Christmas Festival Night & Com | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4500 Digital Mapping | 0 | 375 | 375 | | 375 | 0.0% | |
| 4510 Grass Cutting | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4530 Village Orderly Equip/Expenses | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4560 Denmans Lane Toilets Repair | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4561 Denmans Lane Toilets Utilities | 104 | 14,000 | 13,896 | | 13,896 | 0.7% | |
| 4650 Climate Change Projects | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4750 Replacement Street Furniture | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4800 Emergency Equipment | 0 | 300 | 300 | | 300 | 0.0% | |
| 4825 Community Equipment | 0 | 300 | 300 | | 300 | 0.0% | |
| 4900 Village Archives | 0 | 100 | 100 | | 100 | 0.0% | |
| Environment & Amenities :- Indirect Expenditure | (396) | 54,975 | 55,371 | 0 | 55,371 | (0.7%) | 0 |
| Net Expenditure | 396 | (54,975) | (55,371) | | | | |
| 120 Allotments | | | | | | | |
| 1200 Allotment Income | 445 | 0 | (445) | | | 0.0% | |
| Allotments :- Income | 445 | 0 | (445) | | | | 0 |
| 4600 Allotment Expense | 151 | 2,500 | 2,349 | | 2,349 | 6.0% | |
| Allotments :- Indirect Expenditure | 151 | 2,500 | 2,349 | 0 | 2,349 | 6.0% | 0 |
| Net Income over Expenditure | 294 | (2,500) | (2,794) | | | | |
| 130 Planning & Traffic | | | | | | | |
| 4963 SID Maintenance & Replacement | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4973 RTPI | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 4985 Improvements per Traffic Study | (4,044) | 0 | 4,044 | | 4,044 | 0.0% | |
| Planning & Traffic :- Indirect Expenditure | (4,044) | 8,000 | 12,044 | 0 | 12,044 | (50.6%) | 0 |
| Net Expenditure | 4,044 | (8,000) | (12,044) | | | | |
| Grand Totals:- Income | 109,351 | 216,000 | 106,649 | | | 50.6% | |
| Expenditure | 9,905 | 241,324 | 231,419 | 0 | 231,419 | 4.1% | |
| Net Income over Expenditure | 99,446 | (25,324) | (124,770) | | | | |
| Movement to/(from) Gen Reserve | 99,446 | | | | | | |

Lindfield Parish Council 2023-2024

Expenditure from Earmarked Reserves as at 30 April 2023

| Account | Opening Balance | Expenditure | Closing Balance |
|--|------------------------|----------------------|------------------------|
| EMR - Toilets on the Common | 84,170.00 | - | 84,170.00 |
| EMR - Wilderness Field S106 Maintenance | 18,695.58 | - | 18,695.58 |
| EMR - Council Elections | 5,400.00 | - | 5,400.00 |
| EMR - Traffic Improvement & Planning Support | 4,500.00 | - | 4,500.00 |
| | 112,765.58 | <hr/> - <hr/> | 112,765.58 |

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|-----------|--------------------------------|
| 03/04/2023 | Business Premium Account | Automatic | 867.58 | | | 210 | | 867.58 | From 20623318 |
| 03/04/2023 | Mr D Hadimbu | ONLINE | 50.40 | | | 4530 | 110 | 50.40 | VO Travel Expenses Mar 2023 |
| 11/04/2023 | British Telecommunications Plc | DD | 144.56 | | 24.09 | 4190 | 100 | 120.47 | Phone/Cloud/Broadb Mar 2023 |
| 11/04/2023 | Calabash Mint Limited | ONLINE | 1,710.00 | | 285.00 | 4561 | 110 | 1,425.00 | Calabash Annual Contract 23/24 |
| 11/04/2023 | Calabash Mint Limited | ONLINE | -210.59 | | -35.09 | 4561 | 110 | -175.50 | Calabash Cre AP23/24 1002163 |
| 11/04/2023 | Ian Woodhams | ONLINE | 20.00 | | | 4250 | 100 | 20.00 | CTH Window Cleaning 28.3.23 |
| 11/04/2023 | Monitor Cleaning Services Ltd | ONLINE | 440.53 | | 73.42 | 4561 | 110 | 367.11 | Cleaning Service Mar 2023 |
| 12/04/2023 | West Sussex County Council | ONLINE | 12,075.80 | | | 4000 | 100 | 6,670.76 | Salaries March 2023 |
| | | | | | | 4010 | 100 | 504.35 | NICs March 2023 |
| | | | | | | 4020 | 100 | 1,030.69 | Pen Contribtions March 2023 |
| | | | | | | 4271 | 100 | 3,870.00 | Members Allowances March 2023 |
| 14/04/2023 | Tisburys Cleaning Services | ONLINE | 287.50 | | | 4250 | 100 | 287.50 | Office/CTH Cleaning March 2023 |
| 14/04/2023 | West Sussex County Council | ONLINE | 212.16 | | 35.36 | 4111 | 100 | 176.80 | Admin Charge 1Oct22-31Mar23 |
| 14/04/2023 | B-9 Fire Protection Ltd | ONLINE | 239.70 | | 39.95 | 4350 | 100 | 199.75 | Six Monthly Fire Alarm Service |
| 14/04/2023 | WSALC Limited | ONLINE | 1,997.66 | | | 4175 | 100 | 1,997.66 | WSALC/NALC Subscription 23/24 |
| 17/04/2023 | Castle Water Limited | DD | 7.21 | | | 4330 | 100 | 7.21 | Water Supply March 2023 |
| 17/04/2023 | Castle Water Limited | DD | 63.81 | | | 4561 | 110 | 63.81 | Water Supply March 2023 |
| 19/04/2023 | Npower Commercial Gas Ltd | DD | 283.90 | | 13.52 | 4450 | 110 | 270.38 | Electricity Supply March 2023 |
| 20/04/2023 | SWALEC | DD | 70.81 | | 3.37 | 4320 | 100 | 67.44 | Elec Supply 26Nov-25Feb23 Q4 |
| 24/04/2023 | British Gas Trading Ltd | DD | 41.75 | | 1.99 | 4561 | 110 | 39.76 | Electricity Supply 6Mar-5Apr23 |
| 24/04/2023 | Zurich Town & Parish Insurer T | ONLINE | 2,036.98 | | | 4160 | 100 | 2,036.98 | Renewal 28May23-27May24 |
| 26/04/2023 | Public Works Loan Board | DD | 11,210.00 | | | 4310 | 100 | 11,210.00 | Loan Repayment April 2023 |
| 28/04/2023 | Castle Water Limited | DD | 51.20 | | | 4600 | 120 | 51.20 | Water Supply (Paid Apr 2023) |
| 28/04/2023 | SUEZ Recycling and Recovery | DD | 100.74 | | 16.79 | 4295 | 100 | 83.95 | Waste Collection March 2023 |

Subtotal Carried Forward:

31,701.70

0.00

458.40

31,243.30

Date: 19/06/2023

Lindfield Parish Council Current Year

Page 2

Time: 11:39

Cashbook 1

User: TRACY

Current Bank A/c

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> |
|-----------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| Total Payments: | | | 31,701.70 | 0.00 | 458.40 | | | 31,243.30 | |

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2023

| | | <u>Account Description</u> | <u>Balance</u> | |
|---------------------------------------|---|----------------------------|-----------------------------|-------------------|
| <u>Bank Statement Balances</u> | | | | |
| | 1 | 30/04/2023 | Barclays Current Account | 14,944.31 |
| | 2 | 30/04/2023 | Business Premium Account | 167,979.12 |
| | 3 | 30/04/2023 | Nationwide Building Society | 93,000.03 |
| | 4 | 30/04/2023 | Petty Cash | 151.80 |
| | | | | 276,075.26 |
| <u>Receipts not on Bank Statement</u> | | | | |
| | 1 | 28/04/2023 | Interest | 97.58 |
| | | | | 97.58 |
| Closing Balance | | | | <u>276,172.84</u> |
| <u>All Cash & Bank Accounts</u> | | | | |
| | 1 | | Current Bank A/c | 15,041.89 |
| | 2 | | Business Premium Account | 167,979.12 |
| | 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>276,172.84</u> |

Item: 10
Committee Meeting: Finance & General Purposes
Report of: Parish Clerk
Meeting Date: 6 July 2023
Subject: Unspent balances from Budget 2022/23

Purpose of Report:

1. To note the unspent balances for 2022/23

Summary:

2. The total funds in hand on 31 March 2023 were £4,272.53 more than had been anticipated.

Recommendation(s):

Members are recommended to:

- (a) Note the unspent balances for 2022/23

Background:

3. Each year as part of the precept calculation the Parish Council (PC) must predict its balance of funds held at the financial year-end close down (31st March). Mid Sussex District Council required the PC to submit its precept request by the end of January 2023. The PC agreed on its budget and precept for 2023/24 of £216,000 at their meeting held on the 12th of January 2023.

For 2023/24 the anticipated funds in hand were calculated as follows:

| | |
|-----------------------------|-------------------|
| | £ |
| (+) Funds Held | <u>408,318.92</u> |
| (-) Anticipated Expenditure | 233,909.45 |
| Total | 174,409.47 |

The actual balance of funds held on the 1st of April 2023 was £178,682, including year-end adjustments, resulting in a small surplus of £4,272.53. This is automatically transferred to the general reserve.

Financial Implications:

4. The Parish Council has an unspent balance figure of £4,272.53. Please note that the current budget includes a £10,000 deficit as the total required is £226,000 rather than the precept of £216,000.

Legal Implications:

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

Item: 11
Committee Meeting: Finance & General Purposes
Report of: Parish Clerk / RFO
Meeting Date: 6 July 2023
Subject: Clock Tower House – Lease

Purpose of Report:

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

Summary:

2. Members are asked to consider making an application for a Unity Trust saving account.

Recommendation(s):

Members are recommended to:

- (A) Agree to recommend to Full Council that the Parish Council applies for the Unity Trust Instant Access Business Savings Account.**

Background:

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

6 FSCS Level & Current Position.

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

| | | |
|--------------------------|--------------------------------------|------------------|
| Existing FSCS Protection | Barclays Bank | £ 85,000 |
| | Nationwide Building Society | £ 85,000 |
| | Total current FSCS protection | £ 170,000 |

Exposed unprotected funds: balance above £170,000.

| | | |
|--|-----------------------------------|---------------------|
| Current funds held as of 29 June 2023: | NBS | £ 93,000.03 |
| | Barclays Business Current Account | £ 13,523.36 |
| | Barclays Business Premium Account | £ 137,531.38 |
| | Total: | £ 244,054.77 |
| | Total exposed funds: | £ £74,054.77 |

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

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

7 LPC Liability:

The Parish Council has the following liabilities:

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

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

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

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

11 Benefits

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

12 Available Products

| Provider & Product | Details | Minimum Deposit | Pro / Cons & Fees | FSCS Protection & Credit Rating |
|---|--|---|---|---|
| The Cambridge Building Society Council Saver Instant Access Savings | 1.60% gross pa AER variable Interest rate; Withdrawals by cheque up to max 2 a month without giving notice or paying a fee. | £1k by cheque | Simple savings product with interest. No fees payable. Under pressure to go digital. Cash/electronic payments not accepted. Cheque only savings account. Operated by post. | Yes 157223 CRR (Capital Requirements Registration) Pillar 3 Disclosure |
| **NatWest Bank Plc Business Current Account + Business Reserve Savings Account | Business Current Account with online access. Intended for less active accounts. Website suggests stand-alone savings Acc available but unable to confirm for certain. 1.16% AER/1.15% pa variable | Nil | Online access to funds; automated payments, cash payments, manual payments; option to set up business savings acc. No monthly fee. No monthly fee but pay for what you use: Automated payments (in or out) 35p per item, Cash payments (in or out) 70p per £100, Manual payments (in or out) 90p per item. Potential to increase administration time eg bank reconciliation. | Yes 121878 A-1 Standard & Poors A1*A1 Moodys A+ Fitch |
| Lloyds Bank Plc Business Current Account + Business Banking Instant Access Savings Account | Business Current Account with online access. Must open a business current account to access the savings account 0.80% AER | Nil – bank account. £1 – savings account. Also available: 32-day notice savings account with £10k min balance 2.00% variable. | First year of banking - no fees; online access to funds; local branch support returning soon; extremely helpful & easy to contact by phone; option to set up business savings acc. After first year £7 per month & charges for physical cheque per each cheque 85p. Account must stay active. Potential to increase administration time if savings account set up e.g., bank reconciliation. | Yes 119278 (Mayfair Private Banking, Lloyds Bank Private Banking and Scottish Widows Bank) A+ Standard & Poors A2 Moodys AA- Fitch |
| Unity Trust Bank Plc (founded by Trade Unions & the Co-operative Bank in 1984, became independent in 2015) Instant Access Business Savings Account | 2.60% gross pa, 2.62% AER variable (Paid quarterly). Stand-alone Savings Account with nominated bank account of choice. | Nil | Recommended by SSALC; Account serviced by NatWest & PO. No fees. Unlimited withdrawals. No fees. Stand-alone product. Easy to speak to on telephone. | Yes 204570 subject to Annual Budget being less than £428,901 or EUR £500,000 as at 3 Jul 2021 CRR (Capital Requirements Registration) Pillar 3 Disclosure |

Notes:

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

Legal Implications:

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

Full Council

- 14 Full Council approval is required for this item

Item: 13
Committee Meeting: Finance & General Purposes
Report of: Parish Clerk
Meeting Date: 6 July 2023
Subject: Clock Tower House – Authorisation for Expenditure on emergency lighting and smoke detectors

Purpose of Report:

1. To make a financial decision and delegate authority.

Summary:

2. The Parish Council's office smoke and heat detectors are due for replacement. In addition, several existing emergency lights are due for replacement. As a result, the report seeks agreement to replace the existing smoke detectors and emergency lights due for replacement.

Recommendation(s):

Members are recommended to:

- (a) Agree to purchase replacement of smoke detectors and emergency lights with a maximum budget of £1,000.
- (b) Delegate authority to the Clerk, in conjunction with the Committee Chair and Vice Chair, to obtain and accept a quote.

Background:

3. The Parish Office has 10 smoke detectors and a heat detector. This equipment is now coming towards the end of its 10-year life span. In addition, two emergency light fittings will also require replacement. To protect its staff, assets, and insurance coverage the Parish Council should ensure that it has suitable fire safety equipment in place.

Financial Implications:

4. The expenditure for these items will need to be met from the F&GP budget heading '4393 Maintenance/Improvements CTH' which has an available balance of £2,500.

Legal Implications:

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

Item: 15
Committee Meeting: Finance & General Purposes
Report of: Parish Clerk
Meeting Date: 6 July 2023
Subject: Policy & Strategic Documents – Communications Policy

Purpose of Report:

1. Members are asked to approve that the Clerk creates an internal survey for member

Summary:

2. The Parish Council has an objective in its Draft Plan 2022-27 to implement a Communications Policy. It is proposed that the Council conducts an internal survey of members on communication experience and preferences

Recommendation(s):

Members are asked to AGREE the following:

- (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.

Background:

3. The Draft Plan 2022-27 includes an objective to implement a Communications Policy. The policy will need to consider how the Parish Council communicates internally and externally. At present it is proposed that research is conducted on internal communication. This will be undertaken by a survey that is available to all members to complete. The information will then be collated into a report. This will help shape the draft Communications Policy document.

Financial Implications:

4. None at present.

Legal Implications:

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

Item: 15
Committee Meeting: Finance & General Purposes
Report of: Parish Clerk
Meeting Date: 6 July 2023
Subject: Policy & Strategic Documents – Draft Plan 2022-27

Purpose of Report:

1. The purpose of this report is for Members to consider matters relating to governing & potential governing documents of the Parish Council

Summary:

2. The draft Plan 2022-27 feedback from members of the public has been collated and shared with the working group. All new members individually met the Clerk to be shown the Plan. All members have been asked for their comments on the current draft Plan 2022-27.

Recommendation(s):

Members are asked to NOTE the following:

- (a) That the public feedback has been shared with the working group
- (b) That all new members have been shown the plan
- (c) That all members have been asked for their comments on the current draft

Background:

3. The document was originally designed in a report form and called a Business Plan(see attached modified version). It was felt that the document should be presented in a more readable manner and so the format was changed and less information was included. The document name was also changed from Business Plan to Plan 2022-27.

The updated draft Plan 2022-27 was approved by Full Council in Autumn 2022. It was agreed that public feedback on the document should be obtained. Advertisements requesting public feedback were placed in Lindfield Life, on our noticeboard, on social media etc. In January 2023 the council hired a room in the King Edward Hall for members of the public to come and view the plan and provide feedback. Feedback collection has continued, including from visitors to our Lindfield Village Day stall. The Working Group is now reviewing the public feedback.

The next stage is to seek input from all members following the May 2023 elections.

Once implemented it is recommended that:

- Each objective will be assigned to the relevant committee(s).
- The committees will be responsible for the objectives assigned to them.
- Committees can then assign members and or working groups to support the research, implementation, etc of the planned objectives.
- The responsible members can then update the committees on progress.
- A separate document will track the progress of the objectives (i.e assigned members, progress, targets, expenditure etc)
- The plan will be reviewed annually. This will take place before the budget-setting process for the following year (this will allow appropriate budgeting).
- The annual review will be undertaken by the working group which will produce a report that will be shared with all members

- The report will be considered by Committees and finally Full Council (where changes to the report can be debated)
- The report will be used as the basis for the Parish Council annual report for Lindfield Life etc

Financial Implications:

4. The Plan 2022-27 will be the Parish Council's core document and will assist in the preparations of budgets. The objectives within the document will need to be appropriately budgeted for.

Legal Implications:

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

Office / DSE Risk Assessment

| Issue | Affects | Risks | Impact | Likelihood | Mitigants / Difficulties | Risk Assessment | Acceptance / Comments |
|--|--|---|--------|------------|--|-----------------|--|
| | | | | | | | Risk Assessment 'High' cannot be accepted |
| Unsafe / Poor quality Premises | Officers Councillors Council Visitors Tenant | - Structural Defects - Injury - Asbestos risks to health - Glazing resulting in cuts - Reputational - Difficulty retaining/employing staff | High | Low | + New premises to Council acquired 2012 and works undertaken (incl window replacement, electrical installation) following survey + No asbestos identified in survey (building dates from ~1986 when asbestos issues well known and <i>shouldn't</i> have been used in construction). Considered medium risk unless disturbed. + All glass replaced following acquisition to current specifications (Safety Glass used below 1.2m) + Issues identified are promptly addressed and remedied (<£1k within Parish Clerk discretion and otherwise after reference to authorising committee) + Annual inspection by end of June to allow time for quotations before budget process begins (F&GP July meeting) + Consider new survey after 15 years (or earlier if material deterioration identified) - Inadequate budget provision - Inability to maintain building contents and equipment - Unidentified construction defects | Low | No material issues identified and building maintained to a good standard LPC staff have recently started received workplace first aid training. |
| Unsafe/ poor quality office furniture, fixtures & fittings | Officers Councillors Council Visitors | - Injury - Longer term health issues - Reputational - Difficulty retaining/employing staff | Medium | Low | + Equipment in good condition and replaced / repaired if issues identified + Windows replaced at time of occupation to meet appropriate standards (safety glass utilised) + Condition of office furniture / fittings / workstations reliant on staff reporting and Parish Clerk observation + Issues identified are promptly addressed and remedied (<£1k within Parish Clerk discretion and otherwise after reference to authorising committee) - Inadequate budget / planning | Low | No issues identified and fixtures and fittings appropriately maintained |
| Uneven / Slippery Surfaces | Officers Councillors Council Visitors | - Trips, injury | Medium | Low | + Floors, stairs in good condition + Rapid addressing of identified defects + Access paths, steps in good condition + Hard floors kept clean and dry | Low | No issues identified and surfaces properly maintained |

Office / DSE Risk Assessment

| Issue | Affects | Risks | Impact | Likelihood | Mitigants / Difficulties | Risk Assessment | Acceptance / Comments |
|--------------------------|--|---|--------|------------|--|-----------------|--|
| | | | | | | | Risk Assessment 'High' cannot be accepted |
| Fire / Flood | Officers Councillors Council Visitors Tenant | - Personal injury or death - Loss of premises - Financial Loss - Inability to carry out Council's business | Medium | Low | <ul style="list-style-type: none"> + Fire alarm system including remote monitoring with smoke detectors installed + Fire alarm checked weekly + Emergency lighting and extinguishers (visual inspection) checked monthly + Fire extinguishers, alarm and emergency lighting serviced twice yearly + No accelerants (fuel etc) stored on site. Batteries stored in COSH cupboard. + appropriate signage in place + Furniture complies with regulations + Evacuation procedure - leave building and congregate on Lewes Road. Fire Marshall responsible for ensuring floor clear and obtaining report from First Floor + Fire Marshall carried out and recorded + Full professional risk assessment conducted by Phoenix Fire Dec Annually + Fire training for staff + Ability to work off site proven during Covid lockdowns. Provided backups/Cloud storage remains effective, day to day activity could continue (assumes no staff impacted by Fire / Flood incident) - Equipment poorly maintained - staff training inadequate | Medium | LPC staff have received Fire equipment training April 2021. Fire Marshall procedure not fully documented and tenant involvement unclear, hence Medium Risk assesment. Need to clarify Landlord obligations (if any) |
| Electrical Safety | Officers Councillors Council Visitors Tenant | - unsafe installation - poorly maintained appliances - overloaded sockets | High | Low | <ul style="list-style-type: none"> + rewired when building acquired 2012 to current standards + Training in use of equipment arranged (if appropriate) + Repairs / maintenance undertaken if issues identified + No over loading of sockets + PAT testing annually + Warning sign on door of fusebox / meter cupboard + Fusebox / meter cupboard kept locked + All work carried out by qualified electricians - Wiring test now due | Medium | No identified problems with installations or use |

Office / DSE Risk Assessment

| Issue | Affects | Risks | Impact | Likelihood | Mitigants / Difficulties | Risk Assessment | Acceptance / Comments |
|---|-------------------------------------|--|--------|------------|--|-----------------|--|
| | | | | | | | Risk Assessment 'High' cannot be accepted |
| Ventilation | Officers Councillors Visitors | - as highlighted during the Covid pandemic, stale air allows germs / virus to 'hang around' - potential increased risk of illness / absence | Medium | Low | + effective physical ventilation fan installed, to achieve regular air changes within the building + relatively spacious office with low numbers on site + opening windows allow enhanced ventilation in clement waether - noisy in use, so infrequently switched on - 'ventilation dead spots' in areas with closed doors (kitchen & wc has lower level mechanical ventilation) | Low | Effective system in place - reliant on manual operation |
| Display Screen Equipment / Workstations | | | | | | | |
| Workstations | Officers Occasional users | - as detailed below | Medium | Low | + All workstations are assessed to ensure compliance with the HSE guidance. On joining and when changes made with central record maintained + Guidance held in Zurich Folder - Staff repeat previous assertion without testing against current criteria | Low | Workstations in good condition with sufficient space and clear desk policy applied RFO desk move requires re-assessment and consider 5 year reassessment as best practice for all |
| Eyestrain | Officers | - longer term damage to sight - posture issues created or exacerbated | Medium | Low | + screens have adjustable brightness and contrast. + Reflections or glare are minimised by using blinds/ reduced lighting and workstation siting. + Staff are encouraged to take regular breaks away from the screen. - screens are not height adjustable and so reliant on 'packing' to achieve appropriate customisation - characters faded on keyboards | Medium | Whilst no evident issues best practice in terms of eyesight tests is not followed. |

Office / DSE Risk Assessment

| Issue | Affects | Risks | Impact | Likelihood | Mitigants / Difficulties | Risk Assessment | Acceptance / Comments |
|-----------------------------------|----------|--|--------|------------|---|-----------------|---|
| | | | | | | | Risk Assessment 'High' cannot be accepted |
| Work related upper limb disorders | Officers | - discomfort caused by eyestrain or poor workstation set up - longer terms posture issues | Medium | Medium | + Staff are encouraged to take regular breaks away from the screen. + Wrist rests are provided to staff who request them. + Document holders are provided to staff if requested. + The desks and workstation are sufficiently large to allow uses to find a comfortable position. + New staff are provided with guidance on correct seating postures. (HSE leaflet issued to employees). - tendency to slouch at workstation despite HDE guidance provided | Low | Recommended checks are undertaken |
| Backpain | Officers | - discomfort caused by eyestrain or poor workstation set up - longer term posture issues | Medium | Medium | + Staff are provided with a seat which is adjustable in height and tilt. + The seat can move freely across the floor. + There is room under the workstations for users legs. + Staff are encouraged to take regular breaks away from the screen. + Staff are provided with guidance on correct seating postures (HSE leaflet issued to employees). | Low | Recommended checks are undertaken |
| Stress and Fatigue | Officers | - discomfort caused by eyestrain or poor workstation set up - longer term posture issues - excessive working due to volume / pressure points | High | Low | + Staff are encouraged to take regular breaks away from the screen. + Suitable Software is obtained to assist the user in their work + Working hours monitored and scope to take time in lieu | Low | Work related stress and fatigue considered manageable in the light of staffing levels to workload and small team allowing management of workloads appropriately |
| Committee Approval | F&GP | | | | Clerk / Deputy Clerk Signature | | |
| Date | tba | | | | Date | tba | |

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 | |
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*Attended Lindfield Rural Parish Councillor