

# 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    |           | Completed   |
| F&GP                | 38.1       | 06-Jul-23    | Draft Plan 2022-27    | a)That public feedback had be shared with the working group.<br>b)That all new members be shown the Plan 2022-27.<br>c)That all members had been asked for their comments on the current draft.            | Clerk |           | Completed   |
| F&GP                | 38.2       | 06-Jul-23    | Communications Policy | a)That the Clerk be instructed to create a survey on internal communication.<br>b)That the survey be circulated to all members to complete.<br>c)That the results of the survey be collated into a report. | Clerk |           | In Progress |

## LINDFIELD PARISH COUNCIL

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

| Per budget<br>2,500.00 | date<br>agreed | Applicant                                   | Purpose  | Request | amount<br>agreed | S.137<br>power | other<br>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.<br>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).<br>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 |          |
|                        | 07-Sep-23      | 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          |                |                 | £100.00 |          |
|                        | 07-Sep-23      | 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 | £440.00          |                |                 | £300.00 |          |
|                        | 02-Nov-23      | Air Ambulance Charity<br>Kent Surrey Sussex | Contribution to operating costs of Helicopter Emergency Medical Service (HEMS). This brings the emergency room with doctors and paramedics to the scene of serious emergencies, to deliver life-saving care. This can include on-scene surgical interventions, and other complex procedures. This is why the KSS fleet of helicopters and rapid-response vehicles is essential for transporting doctors, paramedics, and patients on a 24/7, 365 days a year basis.  | £300.00 |                  |                |                 | £300.00 |          |
|                        |                |   |  |         |                  |                |                 |         |          |
|                        |                |   |  |         |                  |                |                 |         |          |

Total agreed to date

|           |       |
|-----------|-------|
| £1,290.00 | £0.00 |
|-----------|-------|

As at 25.10.23

Balance in hand

1,210.00

## **RFO Summary**

### **Income that was received in September 2023.**

#### Barclays Business Current Account:

- £808.00 CTH Rent for September 2023.
- £370.00 Stallholder Fees – Village Festival Night.
- Plus, regular automatic transfer facility transactions from Barclay's Business Premium account.

#### Nationwide Building Society:

- £168.17 Nationwide Building Society Interest for September 2023.

#### Barclays Business Premium Account:

- £344.90 Interest Earned Gross for the period 5 June to 3 September 2023
- £108,000 Precept Payment
- Plus, regular automatic transfer facility transactions from Barclay's current account.

### **Non-Budgeted Expenditure September 2023**

- £780.00 Smith of Derby Ltd – Site Visit KEH Clock (£650.00 net of VAT).
- £960.00 Smith of Derby Ltd – Service of KEH Clock (£800.00 net of VAT).

### **Earmarked Reserves Expenditure September 2023 (Net of VAT)**

- There was no expenditure.

### **New Account Opening September 2023**

- Unity Trust Current Account T1 - £nil balance for September 2023
- Unity Trust Instant Access Savings Account - £nil balance for September 2023

### **Overspent Budget Heading (15% or more of Agreed Budget)**

There is currently one overspent budget heading:

- 4350 F&GP Fire Safety System 149.9% - due to expenditure on replacement emergency lighting, heat detector & smoke detectors.

23<sup>rd</sup> October 2023

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Finance &amp; General Purposes</b>       |                        |                       |                          |                          |                    |               |                         |
| 1076 Precept                                    | 216,000                | 216,000               | 0                        |                          |                    | 100.0%        |                         |
| 1090 Interest Received                          | 1,317                  | 0                     | (1,317)                  |                          |                    | 0.0%          |                         |
| 1120 Clock Tower House Rental                   | 4,848                  | 0                     | (4,848)                  |                          |                    | 0.0%          |                         |
| 1125 CTH Service Charge                         | 159                    | 0                     | (159)                    |                          |                    | 0.0%          |                         |
| 1210 Licence Fee                                | 141                    | 0                     | (141)                    |                          |                    | 0.0%          |                         |
| 1230 Christmas Festival Night                   | 370                    | 0                     | (370)                    |                          |                    | 0.0%          |                         |
| <b>Finance &amp; General Purposes :- Income</b> | <b>222,835</b>         | <b>216,000</b>        | <b>(6,835)</b>           |                          |                    | <b>103.2%</b> | <b>0</b>                |
| 4000 Salary                                     | 33,354                 | 84,500                | 51,146                   |                          | 51,146             | 39.5%         |                         |
| 4010 Tax & NI                                   | 2,511                  | 7,200                 | 4,689                    |                          | 4,689              | 34.9%         |                         |
| 4020 Pension                                    | 4,898                  | 13,000                | 8,102                    |                          | 8,102              | 37.7%         |                         |
| 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                                 | (81)                   | 1,700                 | 1,781                    |                          | 1,781              | (4.8%)        |                         |
| 4160 Insurance                                  | 2,037                  | 2,500                 | 463                      |                          | 463                | 81.5%         |                         |
| 4170 Postage & Stationery                       | 58                     | 400                   | 342                      |                          | 342                | 14.6%         |                         |
| 4175 Annual Memberships/Subscriptio             | 2,189                  | 3,000                 | 811                      |                          | 811                | 73.0%         |                         |
| 4180 Photocopying                               | 870                    | 2,300                 | 1,430                    |                          | 1,430              | 37.8%         |                         |
| 4190 Telephone & Broadband                      | 1,350                  | 2,500                 | 1,150                    |                          | 1,150              | 54.0%         |                         |
| 4200 IT & Website                               | 4,137                  | 4,500                 | 363                      |                          | 363                | 91.9%         |                         |
| 4210 Office Equipment                           | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4221 Lindfield Enterprise Park                  | 630                    | 700                   | 70                       |                          | 70                 | 90.0%         |                         |
| 4230 Grants Paid                                | 1,290                  | 2,500                 | 1,210                    |                          | 1,210              | 51.6%         |                         |
| 4240 Room Hire                                  | 448                    | 900                   | 452                      |                          | 452                | 49.8%         |                         |
| 4250 Cleaning/Catering                          | 1,316                  | 2,700                 | 1,384                    |                          | 1,384              | 48.7%         |                         |
| 4260 Newsletter & Annual Report                 | 540                    | 2,300                 | 1,760                    |                          | 1,760              | 23.5%         |                         |
| 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                           | 420                    | 1,300                 | 880                      |                          | 880                | 32.3%         |                         |
| 4310 PWLB Repayment                             | 11,210                 | 22,299                | 11,089                   |                          | 11,089             | 50.3%         |                         |
| 4320 Electricity Supply                         | 1,883                  | 3,100                 | 1,217                    |                          | 1,217              | 60.7%         |                         |
| 4330 Water Supply                               | 79                     | 200                   | 121                      |                          | 121                | 39.6%         |                         |
| 4340 Security Alarm System                      | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4350 Fire Safety System                         | 749                    | 500                   | (249)                    |                          | (249)              | 149.9%        |                         |
| 4360 Health & Safety                            | 9                      | 200                   | 191                      |                          | 191                | 4.3%          |                         |
| 4370 Publications                               | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4380 Data Protection                               | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4393 Maintenance/Improvements CTH                  | 493                    | 2,500                 | 2,007                    |                          | 2,007              | 19.7%        |                         |
| Finance & General Purposes :- Indirect Expenditure | <b>71,353</b>          | <b>175,849</b>        | <b>104,496</b>           | <b>0</b>                 | <b>104,496</b>     | <b>40.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>151,482</b>         | <b>40,151</b>         | <b>(111,331)</b>         |                          |                    |              |                         |
| <b>110 Environment &amp; Amenities</b>             |                        |                       |                          |                          |                    |              |                         |
| 4450 Street Lighting Energy/Mainten                | 1,936                  | 4,900                 | 2,964                    |                          | 2,964              | 39.5%        |                         |
| 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%         |                         |
| 4521 Wilderness Field S106                         | 1,200                  | 0                     | (1,200)                  |                          | (1,200)            | 0.0%         | 1,200                   |
| 4530 Village Orderly Equip/Expenses                | 359                    | 1,000                 | 641                      |                          | 641                | 35.9%        |                         |
| 4560 Denmans Lane Toilets Repair                   | 90                     | 5,000                 | 4,910                    |                          | 4,910              | 1.8%         |                         |
| 4561 Denmans Lane Toilets Utilities                | 2,669                  | 14,000                | 11,331                   |                          | 11,331             | 19.1%        |                         |
| 4650 Climate Change Projects                       | 40                     | 1,500                 | 1,460                    |                          | 1,460              | 2.7%         |                         |
| 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    | <b>10,979</b>          | <b>54,975</b>         | <b>43,996</b>            | <b>0</b>                 | <b>43,996</b>      | <b>20.0%</b> | <b>1,200</b>            |
| <b>Net Expenditure</b>                             | <b>(10,979)</b>        | <b>(54,975)</b>       | <b>(43,996)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR                        | 1,200                  |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <b>(9,779)</b>         |                       |                          |                          |                    |              |                         |
| <b>120 Allotments</b>                              |                        |                       |                          |                          |                    |              |                         |
| 1200 Allotment Income                              | 1,135                  | 0                     | (1,135)                  |                          |                    | 0.0%         |                         |
| Allotments :- Income                               | <b>1,135</b>           | <b>0</b>              | <b>(1,135)</b>           |                          |                    |              | <b>0</b>                |
| 4600 Allotment Expense                             | 1,026                  | 2,500                 | 1,474                    |                          | 1,474              | 41.0%        |                         |
| Allotments :- Indirect Expenditure                 | <b>1,026</b>           | <b>2,500</b>          | <b>1,474</b>             | <b>0</b>                 | <b>1,474</b>       | <b>41.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>109</b>             | <b>(2,500)</b>        | <b>(2,609)</b>           |                          |                    |              |                         |
| <b>130 Planning &amp; Traffic</b>                  |                        |                       |                          |                          |                    |              |                         |
| 4963 SID Maintenance & Replacement                 | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4973 RTPI  | 0                      | 7,000                 | 7,000                    |                          | 7,000              | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| 4985 Improvements per Traffic Study              | 0                      | 0                     | (0)                      |                          | (0)                | 0.0%        | 4,044                   |
| Planning & Traffic :- Indirect Expenditure       | <u>0</u>               | <u>8,000</u>          | <u>8,000</u>             | <u>0</u>                 | <u>8,000</u>       | <u>0.0%</u> | <u>4,044</u>            |
| <b>Net Expenditure</b>                           | <u>(0)</u>             | <u>(8,000)</u>        | <u>(8,000)</u>           |                          |                    |             |                         |
| 6000 plus Transfer from EMR                      | 4,044                  |                       |                          |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <u>4,044</u>           |                       |                          |                          |                    |             |                         |
| <u>140 Non Budgeted Expenditure</u>              |                        |                       |                          |                          |                    |             |                         |
| 4399 GR: KEH Clock                               | 1,535                  | 0                     | (1,535)                  |                          | (1,535)            | 0.0%        |                         |
| Non Budgeted Expenditure :- Indirect Expenditure | <u>1,535</u>           | <u>0</u>              | <u>(1,535)</u>           | <u>0</u>                 | <u>(1,535)</u>     |             | <u>0</u>                |
| <b>Net Expenditure</b>                           | <u>(1,535)</u>         | <u>0</u>              | <u>1,535</u>             |                          |                    |             |                         |
| Grand Totals:- Income                            | 223,970                | 216,000               | (7,970)                  |                          |                    | 103.7%      |                         |
| Expenditure                                      | 84,893                 | 241,324               | 156,431                  | 0                        | 156,431            | 35.2%       |                         |
| <b>Net Income over Expenditure</b>               | <u>139,078</u>         | <u>(25,324)</u>       | <u>(164,402)</u>         |                          |                    |             |                         |
| plus Transfer from EMR                           | 5,244                  |                       |                          |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <u>144,322</u>         |                       |                          |                          |                    |             |                         |

**Lindfield Parish Council 2023-2024**

**Expenditure from Earmarked Reserves as at 30 September 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 -            | 1,200.00           | 18,695.58              |
| EMR - Council Elections                      | 5,400.00               | -                  | 5,400.00               |
| EMR - Traffic Improvement & Planning Support | 4,500.00 -             | 4,044.26           | 4,500.00               |
|  | <b>112,765.58</b>      | <b>- 5,244.26</b>  | <b>112,765.58</b>      |

## Summary Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

|                                |                                | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 100                            | Finance & General Purposes     |                        |                       |                          |                          |                    |         |
|                                | Income                         | 222,835                | 216,000               | (6,835)                  |                          |                    | 103.2%  |
|                                | Expenditure                    | 71,353                 | 175,849               | 104,496                  |                          | 104,496            | 40.6%   |
|                                | Net Income over Expenditure    | <u>151,482</u>         | <u>40,151</u>         | <u>(111,331)</u>         |                          |                    |         |
|                                | plus Transfer from EMR         | 0                      |                       |                          |                          |                    |         |
|                                | Movement to/(from) Gen Reserve | <u>151,482</u>         |                       |                          |                          |                    |         |
| 110                            | Environment & Amenities        |                        |                       |                          |                          |                    |         |
|                                | Expenditure                    | 10,979                 | 54,975                | 43,996                   |                          | 43,996             | 20.0%   |
|                                | plus Transfer from EMR         | 1,200                  |                       |                          |                          |                    |         |
|                                | less Transfer to EMR           | 0                      |                       |                          |                          |                    |         |
|                                | Movement to/(from) Gen Reserve | <u>(9,779)</u>         |                       |                          |                          |                    |         |
| 120                            | Allotments                     |                        |                       |                          |                          |                    |         |
|                                | Income                         | 1,135                  | 0                     | (1,135)                  |                          |                    | 0.0%    |
|                                | Expenditure                    | 1,026                  | 2,500                 | 1,474                    |                          | 1,474              | 41.0%   |
|                                | Movement to/(from) Gen Reserve | <u>109</u>             |                       |                          |                          |                    |         |
| 130                            | Planning & Traffic             |                        |                       |                          |                          |                    |         |
|                                | Expenditure                    | 0                      | 8,000                 | 8,000                    |                          | 8,000              | 0.0%    |
|                                | plus Transfer from EMR         | 4,044                  |                       |                          |                          |                    |         |
|                                | Movement to/(from) Gen Reserve | <u>4,044</u>           |                       |                          |                          |                    |         |
| 140                            | Non Budgeted Expenditure       |                        |                       |                          |                          |                    |         |
|                                | Expenditure                    | 1,535                  | 0                     | (1,535)                  |                          | (1,535)            | 0.0%    |
| Grand Totals:- Income          |                                | 223,970                | 216,000               | (7,970)                  |                          |                    | 103.7%  |
| Expenditure                    |                                | 84,893                 | 241,324               | 156,431                  | 0                        | 156,431            | 35.2%   |
| Net Income over Expenditure    |                                | <u>139,078</u>         | <u>(25,324)</u>       | <u>(164,402)</u>         |                          |                    |         |
| plus Transfer from EMR         |                                | 5,244                  |                       |                          |                          |                    |         |
| less Transfer to EMR           |                                | 0                      |                       |                          |                          |                    |         |
| Movement to/(from) Gen Reserve |                                | <u>144,322</u>         |                       |                          |                          |                    |         |



---

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2023

---

|                                       |   | <u>Account Description</u> | <u>Balance</u>                |            |
|---------------------------------------|---|----------------------------|-------------------------------|------------|
| <u>Bank Statement Balances</u>        |   |                            |                               |            |
|                                       | 1 | 30/09/2023                 | Barclays Current Account      | 15,000.00  |
|                                       | 2 | 30/09/2023                 | Business Premium Account      | 207,113.49 |
|                                       | 3 | 30/09/2023                 | Nationwide Building Society   | 93,000.03  |
|                                       | 4 | 30/09/2023                 | Petty Cash                    | 112.25     |
|                                       | 5 | 30/09/2023                 | Unity Trust Current Account   | 0.00       |
|                                       | 6 | 30/09/2023                 | Unity Trust Savings Account   | 0.00       |
|                                       |   |                            |                               | 315,225.77 |
| <u>Receipts not on Bank Statement</u> |   |                            |                               |            |
|                                       | 1 | 29/09/2023                 | Interest                      | 168.17     |
|                                       |   |                            |                               | 168.17     |
| Closing Balance                       |   |                            |                               | 315,393.94 |
| <u>All Cash &amp; Bank Accounts</u>   |   |                            |                               |            |
|                                       | 1 |                            | Barclays Current Bank A/c     | 15,168.17  |
|                                       | 2 |                            | Barclays Business Premium A/c | 207,113.49 |
|                                       | 3 |                            | Nationwide Building Society   | 93,000.03  |
|                                       | 4 |                            | Petty Cash                    | 112.25     |
|                                       | 5 |                            | Unity Trust Current Account   | 0.00       |
|                                       | 6 |                            | Unity Trust Savings Account   | 0.00       |
|                                       |   |                            | Other Cash & Bank Balances    | 0.00       |
|                                       |   |                            | Total Cash & Bank Balances    | 315,393.94 |

Date: 23/10/2023

Lindfield Parish Council Current Year

Page 1

Time: 16:04

Cashbook 1

User: TRACY

Barclays Current Bank A/c

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

| Date                      | Payee Name                    | Reference | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount  | Transaction Details            |
|---------------------------|-------------------------------|-----------|--------------|-------------|--------|------|--------|-----------|--------------------------------|
| 01/09/2023                | Barclays Business Premium A/c | Automatic | 564.59       |             |        | 210  |        | 564.59    | From 20623318                  |
| 05/09/2023                | Open Spaces Society           | ONLINE    | 45.00        |             |        | 4175 | 100    | 45.00     | Open Spaces Society 1 Sep 2023 |
| 05/09/2023                | B-9 Fire Protection Ltd       | ONLINE    | 899.22       |             | 149.87 | 4350 | 100    | 749.35    | Smoke/Heat Detectors&Lighting  |
| 05/09/2023                | Ian Woodhams                  | ONLINE    | 22.00        |             |        | 4250 | 100    | 22.00     | CTH Window cleaning 22.8.23    |
| 05/09/2023                | Smith of Derby Limited        | ONLINE    | 960.00       |             | 160.00 | 4399 | 140    | 800.00    | King Edward Hall Clock Service |
| 08/09/2023                | Monitor Cleaning Services Ltd | ONLINE    | 483.28       |             | 80.55  | 4561 | 110    | 402.73    | Cleaning Service Aug 2023      |
| 08/09/2023                | Smith of Derby Limited        | ONLINE    | 780.00       |             | 130.00 | 4399 | 140    | 650.00    | King Edward Hall Clock: Fault  |
| 08/09/2023                | Tisburys Cleaning Services    | ONLINE    | 227.50       |             |        | 4250 | 100    | 227.50    | Office/CTH Cleaning Aug 2023   |
| 11/09/2023                | SWALEC                        | DD        | 284.78       |             | 13.56  | 4320 | 100    | 271.22    | CTH Electricity Q2 23/24       |
| 11/09/2023                | West Sussex County Council    | ONLINE    | 8,202.97     |             |        | 4000 | 100    | 6,670.76  | Salaries August 2023           |
|                           |                               |           |              |             |        | 4010 | 100    | 502.14    | NICs Aug 2023                  |
|                           |                               |           |              |             |        | 4020 | 100    | 979.67    | Pen Contributions Aug 2023     |
|                           |                               |           |              |             |        | 4530 | 110    | 50.40     | VO Travel Expenses Aug 2023    |
| 13/09/2023                | BNP Paribas Leasing Solutions | DD        | 311.99       |             | 52.00  | 4180 | 100    | 259.99    | Photocopy Rental 13Sep-12Dec23 |
| 18/09/2023                | Apogee Corporation Ltd        | DD        | 72.00        |             | 12.00  | 4180 | 100    | 60.00     | Printing Costs 7Jun-7Sep2023   |
| 19/09/2023                | Castle Water Limited          | DD        | 66.36        |             |        | 4561 | 110    | 66.36     | Water Supply Aug 2023          |
| 19/09/2023                | Npower Commercial Gas Ltd     | DD        | 210.81       |             | 10.04  | 4450 | 110    | 200.77    | Electricity Supply Aug 2023    |
| 20/09/2023                | Castle Water Limited          | DD        | 13.12        |             |        | 4330 | 100    | 13.12     | CTH Water Supply Aug 2023      |
| 20/09/2023                | Castle Water Limited          | DD        | -0.70        |             |        | 4330 | 100    | -0.70     | CTH Water Supply Jul 2023      |
| 21/09/2023                | British Gas Trading Ltd       | DD        | 42.89        |             | 2.04   | 4561 | 110    | 40.85     | Electricity Supply 7Aug-5Sep23 |
| 22/09/2023                | King Edward Hall              | ONLINE    | 212.40       |             |        | 4240 | 100    | 212.40    | Comm Meetings Jul-Sep 2023     |
| 22/09/2023                | King Edward Hall              | ONLINE    | 9.50         |             |        | 4650 | 110    | 9.50      | Room Hire 15 Sep 2023          |
| 22/09/2023                | Moore                         | ONLINE    | 756.00       |             | 126.00 | 4140 | 100    | 630.00    | External Audit 2022/23         |
| 22/09/2023                | CommuniCorp                   | ONLINE    | 110.00       |             |        | 4175 | 100    | 110.00    | Subscription Renewal Nov 2023  |
| 29/09/2023                | SUEZ Recycling and Recovery   | DD        | 100.74       |             | 16.79  | 4295 | 100    | 83.95     | Waste Collection Aug 2023      |
| Subtotal Carried Forward: |                               |           | 14,374.45    | 0.00        | 752.85 |      |        | 13,621.60 |                                |

Date: 23/10/2023

Lindfield Parish Council Current Year

Page 2

Time: 16:04

Cashbook 1

User: TRACY

Barclays Current Bank A/c

Payments made between 01/09/2023 and 30/09/2023

|                 |                         |                  |                     |                    |              | 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>   |
| 29/09/2023      | Victim Support (Sussex) | ONLINE           | 100.00              |                    |              | 4230                    | 100           | 100.00          | S137 Victim Support (Sussex) |
| 29/09/2023      | 4Sight Vision Support   | ONLINE           | 440.00              |                    |              | 4230                    | 100           | 440.00          | S137 4Sight Vision Support   |
| Total Payments: |                         |                  | 14,914.45           | 0.00               | 752.85       |                         |               | 14,161.60       |                              |

**Item:** 12  
**Committee Meeting:** Finance & General Purposes  
**Report of:** Parish Clerk  
**Meeting Date:** 27 October 2023  
**Subject:** Members Allowance

**Purpose of Report:**

1. To consider financial matters relating to member's allowances.

**Summary:**

2. Members are asked to consider authorising a potential overspend on member allowances.

**Recommendation(s):**

**Members are recommended to:**

- a) Authorise the potential overspend from the general reserve.
- b) Agree that the Clerk ask members whether they will be claiming their allowance for 2023/24.
- c) Agree that the Clerk be instructed to ask members, for budgeting reasons, whether they intend to claim their full allowance in 2024/25.

**Background:**

3. Elected members are entitled to claim an annual allowance of up to £516. The Chair of Council is entitled to claim an annual enhanced allowance of up to £774. Co-opted members are not legally allowed to claim the allowance.<sup>(1)</sup>
4. For the 2023/24 budget, a total of £4,000 was agreed for members allowances. Historically not all elected members have claimed and some members have been co-opted and therefore not eligible to claim. The current council is fully elected. Should all members claim their full allowance this year the budget heading will be overspent by £2,450.
5. Please note allowances are only paid through our payroll and depending on your circumstances income tax may be deducted at source. Any questions relating to personal tax implications are for members to discuss with HMRC.
6. For transparency, local authorities are legally obligated to publish a notice stating what allowances members have been paid.<sup>(2)</sup>

**Legal Implications:**

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

---

<sup>1</sup> Local Authorities (Members' Allowances)(England) (Amendments) Regulations 2004 (SI.2004/2596)

<sup>2</sup> Local Authorities (Members' Allowances)(England) Regulations 2003: 31 (3)

**Item:** 13  
**Committee Meeting:** Finance & General Purposes  
**Report of:** Parish Clerk  
**Meeting Date:** 27 October 2023  
**Subject:** Lindfield Village Day – Sponsorship request for medical cover.

**Purpose of Report:**

1. To consider sponsoring Lindfield Village Day 2024.

**Summary:**

2. Members are asked to consider sponsoring the cost of the medical cover for Lindfield Village Day 2024.

**Recommendation(s):**

**Members are recommended to:**

- a) Agree to sponsor the cost of the medical cover (£300).
- b) Agree that the expenditure be made from the Community Engagement budget.

**Background:**

3. The Parish Council has been approached as to whether it wants to sponsor the cost of medical cover for Lindfield Village Day 2024. The Council sponsored the cost of the medical cover at Lindfield Village Day 2023. The 2023 expenditure was met by the Community Engagement budget.
4. Lindfield Village Day is one of the biggest events in the Lindfield Calendar. For reference, the Council has always supported the cost of the medical cover for Lindfield Bonfire Night

**Legal Implications:**

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

**Contact:**

Elaine Clarke, Community Facilities Officer, [REDACTED]  
[REDACTED]

**Date:**

26 October 2023

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

Dear Andrew,

**Release of S106**

The Cabinet Grants Panel met on 16 October 2023 to consider applications for the Release of S106. The panel considered your application for funds toward the cost of the for the construction of a toilet block on Lindfield Common as detailed in your application submitted on 31 August 2023. I am pleased to inform you that the panel agreed to allocate a maximum of £ £249,785 toward this project.

The Release of S106 is made subject to the standard conditions outlined in the contract in the application form and the following special conditions:


- the project must be completed within 24 months of project funding being obtained
- submission of tender documentation to demonstrate value for money and details of the selected contractor
- a suitable lease agreement is drawn up between the Council and Lindfield Parish Council

Payments are made by bank transfer on receipt of evidence of expenditure and funds can be drawn down in staged payments if required. If you draw the funds down in stages, the final 10% of your award will be paid on completion of the project.

To make a claim please submit original invoices and we will reimburse you for costs incurred. Please include the following details when you make a claim - bank name, account name, account number, sort code and your organisation's VAT Registration no. (if applicable).

If you have any queries, please do not hesitate to contact me. I would like to take this opportunity to wish you every success with your project.

Yours sincerely,



Sally Blomfield  
Assistant Director, Planning & Sustainable Economy

*Working together for a better Mid Sussex*

**Item:** 17  
**Committee Meeting:** Finance & General Purposes  
**Report of:** Parish Clerk  
**Meeting Date:** 27 October 2023  
**Subject:** Amendment to Standing Orders

**Purpose of Report:**

1. To amend the Council's Standing

**Summary:**

2. Members are to explicitly define the position of councillor's attendance at a committee of which they are not a member.

**Recommendation(s):**

**Members are recommended to:**

- a) Note the contents of the report
- b) Refer the matter to the Full Council for consideration.

**Background:**

3. At Full Council<sup>(1)</sup> the Council Chair advised that the position of councillor's attendance at a committee of which they are not a member would be considered further.
4. At an F&GP meeting<sup>(2)</sup> the Clerk was asked by the Committee Chair whether a non-committee council member could participate in discussions. The Clerk provide the following guidance from the SLCC:  
*Any member not being a member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.*<sup>(3)</sup>

The following paragraphs of the Council's Standing Orders were then reported:

- 3(e) *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- 3(f) *The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.*
- 3(g) *Subject to standing order 3(f) above, a member of the public may speak once only and shall not speak for more than three minutes.*
- 25(d) *The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.*

---

<sup>1</sup> Meeting dated 14<sup>th</sup> September 2023.

<sup>2</sup> Meeting dated 7<sup>th</sup> September 2023.

<sup>3</sup> Society of Local Council Clerks - <https://www.slcc.co.uk/effective-governance/#page-row-14>

5. The Standing Orders were confirmed by the current council in May 2023. <sup>(4)</sup> LPC's Standing Orders are based on the template provided by The National Association of Local Councils.
6. The Clerk emailed the West Sussex Association of Local Councils to seek their advice on this matter. Mr Leggo (WSALC CEO), during a meeting with the Clerks, advised that the advice given at the meeting was accurate.
7. Members are reminded that is the Clerk's role to advise the Council on the legalities relating to the running of meetings and decision-making. When a Chair is unsure of the legality of an issue it is right they seek guidance. The Chair of the meeting is ultimately responsible for how the meeting is run.

#### **Position of other local authorities**

8. MSDC's constitution has the following relevant points:  
*A Member of the Council shall have the right to attend any Committee of the Council of which they are not a member, but they shall not vote thereat.<sup>(5)</sup>*  
  
*The member shall (provided prior notice has been given to the Chairman) be enabled to speak on a matter of direct concern to them which relates to their ward but shall not speak on any other matter except by consent of the Chairman.<sup>(6)</sup>*  
  
A Member of the Council who has proposed a motion which has been referred to any Committee may attend the meeting at which it is proposed to consider the motion, and if they attend shall have an opportunity of explaining it.<sup>(7)</sup>
9. Following discussions between the Clerk and the Clerk of Cuckfield Parish Council regarding this matter CPC have added the following to their Standing Orders:  
*All council members may attend all committee and sub-committee meetings of the council. They cannot vote, but may speak at the discretion of the Chairman.*
10. Note – a non-committee council member, even if permitted to take part in discussions, is not permitted by law to vote at that meeting.

#### **Considerations**

11. Consideration should be given to clarifying the Standing Orders. There appear to be multiple options available:
  - a) Do nothing – this leaves the decision purely with the relevant Chair as to how they wish to manage the attendance of non-committee council members.
  - b) Restriction discussions at meetings to only members who have been appointed to the committee in question.
  - c) Allow members of working groups overseen by a committee of which they are not a member the opportunity to participate in discussion relating to the recommendations/findings of the working group.

---

<sup>4</sup> Annual Meeting of Council 17<sup>th</sup> May 2023

<sup>5</sup> MSDC Constitution, page 70  
(<https://midsussex.moderngov.co.uk/documents/s16470/CONSTITUTION%20AUGUST%202023.pdf> )

<sup>6</sup> ibid, page 70

<sup>7</sup> Ibid, page 71



- d) Allow all members the opportunity to take part in discussions at committee meetings irrespective of whether they are a member of that committee.

12. Should members wish to amend the Standing Orders as per 8 C above then the following wording could be considered:

A Member of the Council shall have the right to attend any Committee of the Council of which they are not a member, but they shall not vote thereat.

The member shall (provided prior notice has been given to the relevant Chair) be enabled to speak on a matter of direct concern to them but shall not speak on any other matter except by consent of the Chairman.

## **LINDFIELD PARISH COUNCIL**

### **Mobile Phone Policy**

This document of Lindfield Parish Council (LPC) serves to outline the policy on the use and storage of parish council-provided mobile phones.

#### **Purpose**

Mobile phones are an essential communication tool, allowing employees to communicate council business. This Policy describes the controls necessary to minimize information security and mobile telephone damage risks. Mobile phones may be viewed as an essential and convenient business tool, but their very portability makes them particularly vulnerable to physical damage or theft.

#### **Scope**

This Policy and the procedures herein affect all employees who are issued with a mobile phone by the Parish Council. Employees are also advised that in addition to the terms and conditions of mobile phone usage as reflected in this Policy, employees shall also have to adhere to any terms of their respective employment agreement which mandate or restrict any action in this regard. An employee using council-provided mobile phones is responsible for the security of that mobile phone, regardless of whether the mobile phone is used in the office, at one's place of residence, or in any other location such as a hotel, conference room or while travelling. This Policy contains certain guidelines and restrictions on the usage of mobile phones that are required to be strictly adhered to by all employees while using these mobile phones.

#### **Use of Council Mobile Phones**

1. If the Parish Council provides you with a mobile phone to assist communications between staff, councillors, and other business-related contacts, it is solely for use for work-related matters and is not – other than in an emergency – to be used to make or receive personal calls or text messages.
2. For this reason, no personal data should be stored in the handset or SIM card, other than an emergency contact.
3. Similarly, your work mobile number should be given only to work-related contacts, not personal ones (other than an emergency contact).
4. Unless you are required to be available outside normal hours there is no obligation on you to make or respond to calls/texts outside your normal working time for the Council.
5. You must not use a handheld mobile phone to make or receive calls while you are driving. This includes points at which you are temporarily stationary. If caught by the police, you may be liable to a fixed penalty and potentially points on your licence. If the Parish Council becomes aware that you have been using a phone whilst driving – whether or not you have been caught by the police – you may be subject to disciplinary action (including, in serious cases, your dismissal)
6. If you have a hands-free / Bluetooth kit fitted to your vehicle, it is your decision as to whether you answer or make calls. The Council does not expect you to do so and you must judge whether the conditions are safe enough to use your hands-free equipment. If in doubt, do not use.

## **LINDFIELD PARISH COUNCIL**

7. If it appears that the use of your phone is excessive or there appear to nonwork calls, we may investigate matters. If it appears that there has been wilful misuse of the phone, then we may consider disciplinary action & recover any incurred unauthorised usage costs.
8. All council mobile phones will be pass number protected. The Parish Clerk will supply the pass number, with any amendments agreed. Employees must not share their pass numbers with anyone else.
9. At the end of your employment, the phone must be returned in good condition

Policy Approved:

Review Date:

## LINDFIELD PARISH COUNCIL (LPC)

### VEHICLE USAGE & DRIVING AT WORK POLICY

#### 1 Works Vehicle

LPC provides a works vehicle to be used by employees for business purposes only.

LPC will ensure that when choosing a works vehicle to be used on behalf of the council it is entirely suitable for the intended purpose and that utmost importance is placed on safety features.

The works vehicle is a Mercedes Benz Evito. It has an automatic transmission.

The vehicle is stored at Lindfield Enterprise Park when not in use or being charged.

LPC will ensure that all work vehicles are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules.

#### 2 Authorised Driver

Only employees over the age of 25 who hold a full driving licence valid for driving in the UK may drive the vehicle with the knowledge of the Parish Clerk or Deputy Clerk.

Anyone wishing to use the vehicle must provide the Parish Clerk with a copy of their driving licence prior to driving the vehicle.

Employees must notify the Parish Clerk of any changes to their driving license details as soon as possible, this includes any penalty points and the reason for the penalty, or any health conditions that may affect their ability to drive. Failure to do so could invalidate any insurance cover, and may lead to disciplinary action for employees.

All employees will be required to present their driving documents every six months for inspection.

#### 3 Works vehicle usage

The works vehicle is for use on **LPC business only, NOT personal use**. This means:

- a. Use by the Village Orderly to carry out their job roles, or any other tasks instructed by the Parish & Deputy Parish Clerk;
- b. Visits to conferences, meetings or training courses etc.

The works vehicle **MUST NOT** under any circumstances, be taken home prior to a journey.

The works vehicle **MUST be returned to Lindfield Enterprise Park** at the end of your journey and not taken home.

Each journey must be logged in the 'Journey log' kept in the vehicle. The log shall record the name of the driver, the date and the details and purpose of the journey.

If it appears that there has been wilful misuse of the vehicle, then we may consider disciplinary action & recover any incurred unauthorised usage costs.

## **4 Private vehicle usage**

Employees and councillors may elect to use the works vehicle over the use of their own vehicle to undertake council duties. If the works vehicle is not available then they can choose to use their own vehicle and are entitled to claim travel allowance at 45p/mile (rates are subject to change) for each journey by completion of a Travelling allowance claim form.

Employees must ensure that any vehicle which is used on LPC business is adequately insured for personal business usage.

Any vehicle used should be fit for the purpose it is being used for and the same vehicle safety checks required for driving the works vehicle should also be carried out before employees and councillors drive their own vehicles for LPC business. Private vehicles should not be used for LPC business in an un-roadworthy condition. Vehicles may be subject to spot checks to ensure they are roadworthy.

Councillors and/or employees travelling for the same purpose should travel together in order to save costs.

## **5 Fuel**

The vehicle is electrically powered.

Drivers of the vehicle are not expected to pay for charging themselves. Accounts will be set up and maintained for EV charging via the Connected Kerb app.

## **6 Vehicle Safety**

Before driving the vehicle, each driver must complete a vehicle safety checklist & defect form which are kept in the vehicle. It is the driver's responsibility to ensure that the vehicle is roadworthy before every journey. The checklist must be dated and signed. Completed forms are kept in the LPC office.

A vehicle defect form must be completed as soon as a defect is found. The completed form must be handed to the Parish Clerk immediately. Verbal reporting of a defect without completing a defect form is not acceptable.

All reported defects will be dealt with promptly. If the works vehicle has a serious defect making it unsafe for drivers and/or members of the public it will be taken off the road immediately until a repair has been carried out.

Any damage to the works vehicle must be reported immediately.

Anyone using the vehicle must ensure that it is kept in good condition. This includes keeping it clean and ensuring the tyre pressures, lights, oil, water, etc are up to the required standard.

## 7 Driver Safety

LPC has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of LPC's policies and procedures, e.g. what to do in the event of an incident.

All drivers must follow all procedures detailed in the driver handbook. All drivers must report all at-work crashes and collisions promptly having followed the procedure detailed in the driver handbook.

All drivers are required to report any road safety concerns that they have within a reasonable period of time.

Seat belts must be worn at all times when fitted.

The Works vehicle has Bluetooth connectivity for mobile phones, and drivers may connect their mobile phones to the works vehicle 'smartphone display audio' facility prior to setting off on a journey, but must only use the phone through the audio facility when appropriate, and must try and keep calls brief.

## 8 Driver's Responsibilities

Anyone driving a vehicle on LPC business, whether it is the works vehicle or in their own vehicle have a responsibility to drive safely and make every effort to safeguard their own safety and that of others.

Drivers have a responsibility to ensure that they are fit to drive. Any driver who may be unfit to drive must inform their line manager or the Parish Clerk immediately. They must not drive.

Drivers must comply with all road traffic laws. Any speeding fines and parking tickets will be the responsibility of the person driving the vehicle when the fine was incurred, and will not be paid for by LPC.

Never leave valuables or possessions on show in the vehicle. Keep valuable items out of view when it is parked or unattended.

Always lock all doors and windows when leaving the vehicle.

Do not leave the vehicle unattended with the engine running.

Smoking is not allowed in any vehicle used for LPC business.

All rubbish is to be removed from the vehicle at the end of the journey.

## 9 Journey Planning

Road journeys will only be carried out when they are really necessary.

LPC will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods.

## **LINDFIELD PARISH COUNCIL (LPC)**

LPC will monitor weather conditions and will reschedule if conditions become too dangerous for the drivers.

### **10 Drink and Drugs, including medicines**

LPC operates a zero-tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action for employees, and any employee prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drunk driving limit must inform their line manager or the Parish Clerk. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may be taken. Any driver taking prescription or over-the-counter medicines must check that they are still fit to drive.

**F&GP Item 19****Training 2023-2027**

| Date         | Training Course  | Provider | Cllr(s)              | Staff        |
|--------------|--|----------|----------------------|--------------|
| 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<br>S.Nisbett |              |
| 17 Nov 2023  | Introduction to Political Astuteness                         | SLCC     |                      | Clerk        |
| 29 Jan 2024  | Managing Local Council Elections                             | SLCC     |                      | Clerk        |
| 30 Jan 2024  | How to use ChatGPT: Use AI to do Council Tasks Faster        | SLCC     |                      | Clerk        |

\*Attended Lindfield Rural Parish Councillor