

ACTION AND PROJECT PROGRESS LIST

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	38.2	06-Jul-23	Communications Policy	a)That the Clerk be instructed to create a survey on internal communication. b)That the survey be circulated to all members to complete. c)That the results of the survey be collated into a report.	Clerk		In Progress

## LINDFIELD PARISH COUNCIL

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

Per budget	date	Applicant	Purpose	Request	amount	S.137	other	22/23	Comments
2,500.00	agreed				agreed	power	powers		
	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 biog, 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	
	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 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			£300.00	
	07-Dec-23	St Peter & St James Hospice	We would like to apply for a community grant towards the running costs of the hospice. St Peter & St James Hospice provide expert care to adults living with a life limiting illness in our community. Our support extends to friends and families too. It is our mission to provide the best possible care, in the right place, at the right time for everyone who needs us. This year remains incredibly challenging for us, and like all hospices we adapt to the ever-changing world around us, with the effects of the pandemic still being felt for many years to come. The NHS is undergoing a period of radical change and despite a willingness to support hospices, there is still insufficient funding available to contribute more to the services we offer. To provide hospice care in the community and at St Peter & St James Hospice it costs £10,000 a day and with only 13% funding from central government, we have to raise over £5 million through fundraising and retail to run the hospice each year. The hospice is a large part of the community and without the generosity of our local donors it would simply be impossible to provide the care our population needs when living with advanced illness. Your support really makes a difference.	£1,000.00	£300.00				

Total agreed to date

£1,890.00	£0.00
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As at 22.12.23

Balance in hand

610.00

### RFO Summary

#### Income that was received in October 2023.

1. Barclays Business Current Account:  
£808.00 CTH Rent for October 2023.  
£110.00 Stallholder Fees – Village Festival Night.  
£459.60 Castle Water – Refund of credit balance held on account (Allotments).  
£1,000.00 Rossetts UK – Refund of Deposit Paid for Vehicle.  
Plus, regular automatic transfer facility transactions from Barclay's Business Premium account.
2. Nationwide Building Society:  
£164.12 Nationwide Building Society Interest for October 2023.
3. Barclays Business Premium Account:  
Regular automatic transfer facility transactions from Barclay's current account.

#### Non-Budgeted Expenditure October 2023

- £1,200.00 KEH Clock – Balance payment re service/repair work.  
£695.00 KEH Clock – Provision of scaffolding.

#### Earmarked Reserves Expenditure October 2023 (Net of VAT)

- £1,200 Wilderness Field S106 Maintenance – Meadow Cutting.

#### Transfer of funds to Unity Trust Current Account T1 & Unity Trust Instant Access Savings Account October 2023

Unity Trust Current Account T1 - £50,000 transferred from Barclays Business Premium

Unity Trust Current Account T1 - £8,000 transferred from Nationwide Building Society

Unity Trust Instant Access Savings Account - £57,500 transferred from Unity Trust Current Account T1 (leaving a minimum balance of £500 on the Unity Trust Current Account T1).

These transactions complete the transfer of funds that was agreed by the Full Council to maximise FSCS protection.

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

Expenditure remains as anticipated. There is currently one overspent budget heading:

4350 F&GP Fire Safety System 169.8% - the percentage overspend has increased since September 2023 due to additional expenditure incurred to meet the cost of the regular six-month fire alarm service.

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Finance &amp; General Purposes</b>							
1076 Precept	216,000	216,000	0			100.0%	
1090 Interest Received	1,481	0	(1,481)			0.0%	
1120 Clock Tower House Rental	5,656	0	(5,656)			0.0%	
1125 CTH Service Charge	159	0	(159)			0.0%	
1210 Licence Fee	141	0	(141)			0.0%	
1230 Christmas Festival Night	480	0	(480)			0.0%	
<b>Finance &amp; General Purposes :- Income</b>	<b>223,917</b>	<b>216,000</b>	<b>(7,917)</b>			<b>103.7%</b>	<b>0</b>
4000 Salary	40,025	84,500	44,475		44,475	47.4%	
4010 Tax & NI	3,013	7,200	4,187		4,187	41.8%	
4020 Pension	5,878	13,000	7,122		7,122	45.2%	
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	2,618	2,500	(118)		(118)	104.7%	
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	1,893	2,500	607		607	75.7%	
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	1,569	2,700	1,131		1,131	58.1%	
4260 Newsletter & Annual Report	1,080	2,300	1,220		1,220	47.0%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	4,000	4,000		4,000	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	562	1,500	938		938	37.5%	
4295 Waste Collection	505	1,300	795		795	38.8%	
4310 PWLB Repayment	22,299	22,299	0		0	100.0%	
4320 Electricity Supply	1,883	3,100	1,217		1,217	60.7%	
4330 Water Supply	88	200	112		112	43.8%	
4340 Security Alarm System	0	500	500		500	0.0%	
4350 Fire Safety System	849	500	(349)		(349)	169.8%	
4360 Health & Safety	9	200	191		191	4.3%	
4370 Publications	0	200	200		200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Data Protection	150	300	150		150	50.0%	
4385 Vehicle	587	0	(587)		(587)	0.0%	
4393 Maintenance/Improvements CTH	493	2,500	2,007		2,007	19.7%	
<b>Finance &amp; General Purposes :- Indirect Expenditure</b>	<b>93,441</b>	<b>175,849</b>	<b>82,408</b>	<b>0</b>	<b>82,408</b>	<b>53.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>130,476</b>	<b>40,151</b>	<b>(90,325)</b>				
<u>110 Environment &amp; Amenities</u>							
4450 Street Lighting Energy/Mainten	2,747	4,900	2,153		2,153	56.1%	
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	156	2,000	1,844		1,844	7.8%	
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	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530 Village Orderly Equip/Expenses	457	1,000	543		543	45.7%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	3,175	14,000	10,825		10,825	22.7%	
4650 Climate Change Projects	440	1,500	1,060		1,060	29.4%	
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%	
<b>Environment &amp; Amenities :- Indirect Expenditure</b>	<b>14,765</b>	<b>54,975</b>	<b>40,210</b>	<b>0</b>	<b>40,210</b>	<b>26.9%</b>	<b>2,400</b>
<b>Net Expenditure</b>	<b>(14,765)</b>	<b>(54,975)</b>	<b>(40,210)</b>				
6000 plus Transfer from EMR	2,400						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,365)</b>						
<u>120 Allotments</u>							
1200 Allotment Income	1,135	0	(1,135)			0.0%	
<b>Allotments :- Income</b>	<b>1,135</b>	<b>0</b>	<b>(1,135)</b>				<b>0</b>
4600 Allotment Expense	727	2,500	1,773		1,773	29.1%	
<b>Allotments :- Indirect Expenditure</b>	<b>727</b>	<b>2,500</b>	<b>1,773</b>	<b>0</b>	<b>1,773</b>	<b>29.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>408</b>	<b>(2,500)</b>	<b>(2,908)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Planning &amp; Traffic</u>							
4963 SID Maintenance & Replacement	0	1,000	1,000		1,000	0.0%	
4973 RTP1	0	7,000	7,000		7,000	0.0%	
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	3,430	0	(3,430)		(3,430)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>3,430</u>	<u>0</u>	<u>(3,430)</u>	<u>0</u>	<u>(3,430)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(3,430)</u>	<u>0</u>	<u>3,430</u>				
Grand Totals:- Income	225,053	216,000	(9,053)			104.2%	
Expenditure	112,364	241,324	128,960	0	128,960	46.6%	
<b>Net Income over Expenditure</b>	<u>112,689</u>	<u>(25,324)</u>	<u>(138,013)</u>				
plus Transfer from EMR	6,444						
<b>Movement to/(from) Gen Reserve</b>	<u>119,133</u>						

## Lindfield Parish Council 2023-2024

### Expenditure from Earmarked Reserves as at 31 October 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 -	2,400.00	16,295.58
EMR - Council Elections	5,400.00	-	5,400.00
EMR - Traffic Improvement & Planning Support	4,500.00	-	4,500.00
	<b>112,765.58</b>	<b>2,400.00</b>	<b>110,365.58</b>

Note:

#### Accrued Expenditure 2022/23 Budget (Paid in Aug 2023)

EMR - Traffic Study Improvements	-	<b>4,044.26</b>
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## Barclays Current Bank A/c

Payments made between 01/10/2023 and 31/10/2023

## 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>
02/10/2023	Barclays Business Premium A/c	Automatic	567.49			210		567.49	From 20623318
02/10/2023	British Telecommunications Plc	DD	761.53		18.73	4190	100	93.67	Mobile Regular Charges Sep2023
						4190	100	649.13	Mobile Usage Charges Aug2023
02/10/2023	British Telecommunications Plc	DD	112.40		18.73	4190	100	93.67	Mobile Regular Charges Aug2023
02/10/2023	British Telecommunications Plc	DD	-465.25		-77.54	4190	100	93.67	Mobile Regular Charges Jul2023
						4190	100	-31.73	BT OnePhoneAirtimeCr Jul23
						4190	100	-543.00	Rental Adj Credits 1Apr-1Jun23
						4190	100	93.35	Mobile Usage Charges Jun2023
04/10/2023	British Gas Trading Ltd	DD	44.04		2.10	4561	110	41.94	Electricity Supply 5Sep-6Oct23
04/10/2023	British Gas Trading Ltd	DD	-44.04		-2.10	4561	110	-41.94	ElectricitySupply 5Sep-6Oct23c
06/10/2023	Kipper Creative Ltd	ONLINE	648.00		108.00	4260	100	540.00	Lindfield Life Oct2023 Edition
06/10/2023	R J W Bradshaw Ltd	ONLINE	770.00			4471	110	95.00	Bus Stop Pole Repair 22/23
						4471	110	580.00	Refurbishment Pond Bench 22/23
						4471	110	95.00	Litter Bin Repair 22/23
06/10/2023	B-9 Fire Protection Ltd	ONLINE	119.88		19.98	4350	100	99.90	Six Monthly Fire Alarm Service
06/10/2023	Monitor Cleaning Services Ltd	ONLINE	483.28		80.55	4561	110	402.73	Cleaning Service Sep 2023
11/10/2023	Castle Water Limited	DCREDIT	-459.60			4600	120	-459.60	CW Refund of Credit Bal on Acc
12/10/2023	Barclays Business Premium A/c	Automatic	8,469.63			210		8,469.63	From 20623318
12/10/2023	Screwfix Direct Ltd	DEBIT CARD	70.85		11.81	4530	110	47.93	Heavy Duty Rubble Sacks
						4600	120	11.11	Ready Mix Wood Filler
12/10/2023	Rossetts UK	DEBIT CARD	1,000.00			4385	100	1,000.00	Deposit eVito Van
13/10/2023	West Sussex County Council	ONLINE	8,202.97			4000	100	6,670.76	Salaries September 2023
						4010	100	502.14	NICs Sep 2023
						4020	100	979.67	Pen Contribution Sep 2023
						4530	110	50.40	VO Travel Expenses Sep 2023
Subtotal Carried Forward:			20,281.18	0.00	180.26			20,100.92	



## Barclays Current Bank A/c

Payments made between 01/10/2023 and 31/10/2023

## 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>
13/10/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Sep 2023
13/10/2023	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 2.10.23
16/10/2023	Castle Water Limited	DD	61.68			4561	110	61.68	Water Supply Sep 2023
17/10/2023	Castle Water Limited	DD	8.40			4330	100	8.40	CTH Water Supply Sep 2023
18/10/2023	Npower Commercial Gas Ltd	DD	206.58		9.84	4450	110	196.74	Electricity Supply Sep 2023
23/10/2023	British Gas Trading Ltd	DD	44.04		2.10	4561	110	41.94	Electricity Supply 5Sep-6Oct23
23/10/2023	Smith of Derby Limited	ONLINE	1,440.00		240.00	4399	140	1,200.00	KEH Clock Full Service
23/10/2023	Austins Cradles (Eastbourne) L	ONLINE	834.00		139.00	4399	140	695.00	Erect/Dismantle Scaffold Sep23
23/10/2023	Countrymans Contractors Ltd	ONLINE	1,440.00		240.00	4521	110	1,200.00	Meadow cutting Sep 2023
						329		-1,200.00	Meadow cutting Sep 2023
						6000	110	1,200.00	Meadow cutting Sep 2023
23/10/2023	Streetlights	ONLINE	737.92		122.99	4450	110	614.93	Maint Contract 23/24
24/10/2023	Rossetts UK	DEBIT CARD	-1,000.00			4385	100	-1,000.00	Deposit Refund eVito Van
25/10/2023	Barclays Business Premium A/c	Automatic	1,000.00			210		1,000.00	From 20623318
26/10/2023	Public Works Loan Board	DD	11,089.00			4310	100	11,089.00	Loan Repayment Oct 2023
27/10/2023	Zurich Town & Parish Insurer T	ONLINE	581.15			4160	100	581.15	Policy Update to include Van
30/10/2023	British Telecommunications Plc	DD	112.40		18.73	4190	100	93.67	Mobile Reg Charges Oct 2023
30/10/2023	Mercedes-Benz Fin Services Ltd	DD	704.05		117.34	4385	100	586.71	Instalment Oct 2023
30/10/2023	Hotbin T/AS Engineered Foam Pr	DEBIT CARD	480.00		80.00	4650	110	400.00	HOTBIN Mega (450 ltr)
31/10/2023	SUEZ Recycling and Recovery	DD	102.17		17.03	4295	100	85.14	Waste Collection Sep 2023
31/10/2023	David Chaffe	ONLINE	150.00			4380	100	150.00	DPO Role Annual Rnl Aug 2023
31/10/2023	Blackburn IT Services Ltd	ONLINE	180.00		30.00	4600	120	150.00	Inspection App Service
Total Payments:			38,702.07	0.00	1,197.29			37,504.78	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/10/2023	Barclays Current Account	15,000.00
2	31/10/2023	Business Premium Account	129,534.74
3	31/10/2023	Nationwide Building Society	85,000.00
4	31/10/2023	Petty Cash	109.25
5	31/10/2023	Unity Trust Current Account	500.00
6	31/10/2023	Unity Trust Savings Account	57,500.00
			287,643.99
<u>Receipts not on Bank Statement</u>			
1	31/10/2023	NBS Int	164.12
			164.12
Closing Balance			<u>287,808.11</u>
<u>All Cash &amp; Bank Accounts</u>			
1		Barclays Current Bank A/c	15,164.12
2		Barclays Business Premium A/c	129,534.74
3		Nationwide Building Society	85,000.00
4		Petty Cash	109.25
5		Unity Trust Current Account	500.00
6		Unity Trust Savings Account	57,500.00
Other Cash & Bank Balances			0.00
Total Cash & Bank Balances			<u>287,808.11</u>

Lindfield Parish Council

Committee Meeting:	Finance & General Purposes Committee
Item	12
Report of:	Parish Clerk
Date:	4 January 2024
Subject:	Email Newsletter Platform

**Purpose of Report:**

1. Members are asked to make a financial decision that would support council communications.

**Summary:**

2. This paper proposes that the council subscribe to an email newsletter platform. The platform will boost council communications. The annual cost would be less than £200.

**Recommendation(s)**

**Members are recommended to:**

- A) **Agree to subscribe to an email newsletter platform.**
- B) **Agree that the expenditure be met from the F&GP budget heading Community Engagement.**
- C) **Authorise the necessary payment via either direct debit or debit card.**

**Background:**

3. The council at present communicates with the public using the following methods:
  - a. Noticeboard
  - b. Newsletter in Lindfield Life (quarterly)
  - c. Website
  - d. Social media (Facebook)
4. Communications could be improved by using an email newsletter platform. Members of the public would be able to subscribe to the newsletter via our website. A link on the email also allows recipients to opt out of receiving emails if they change their minds. We will be able to create groups of recipients (for example Denmans Lane Allotment Holders)
5. The email newsletter platform will allow us to send out the following:
  - a. Event notifications (i.e. Village Festival Night or our attendance at Village Day)
  - b. Press releases
  - c. Service notifications (for example work on the allotments or allotment inspections)
  - d. Newsletters

**Financial Implications**

6. The annual charges for the platform are between £125 and £191 depending on which package is procured. The costs will be met from the budget heading 4292 Community Engagement.

**Legal & Data Protection Implications**

7. The platforms feature several tools to ensure GDPR compliance. This will help keep our customer's personal data safe and ensure the council is GDPR compliant. Customers can automatically opt-in and out which helps minimise data consent issues.