

## ACTION AND PROJECT PROGRESS LIST

FGP - Item 8

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	136.1	07-Mar-24	Communications	it was <b>AGREED</b> that the Clerk would research options to assist with training and present a summary of his findings at a future meeting.			In progress
F&GP	137.1	07-Mar-24	Toilets on the Common	it was AGREED that the Clerk would: a)Instruct the architects, with Working Group input, to prepare the building specification for the proposed tender. b)Instruct the architects, with Working Group input, to prepare and submit the discharge of conditions applications.	AF & Working Group		In progress
F&GP	157.1	02-May-24	Toilets on the Common	A)That Lindfield Parish Council would be open to taking over ownership of the land, subject to further clarifications regarding the size of the parcel of land, and  B)To delegate authority to the Clerk, in conjunction with the Toilets on the Common Working Group, to oversee and agree to any potential land transfer.	Clerk & TCWG		In progress
F&GP	158.1	02-May-24	Barclays Bank	Recommend to Full Council to amend the Barclays Bank mandate to allow the Clerk view-only online access to the accounts held.	Clerk		On agenda for 18 July 2024

### **F&GP working groups**

#### **Insurance and Risk Management.**

Remit: to review the insurance policies of the Council in consultation with the Clerk and RFO; to make recommendations to the F&GP Committee on changes to the insurance cover arising from such reviews; to conduct a periodic review of the Council's insurance providers and submit a written comparison of proposals to F&GP with recommendations; to oversee the Council's risk management procedures to ensure that the requirements were met, reporting to F&GP and other committees as appropriate.

#### **Administration & HR.**

Remit: to oversee all matters relating to the Parish Council's office property, employment matters and the running and maintenance of the Parish Office within the agreed Administration Budget and in consultation with the Parish Clerk, including periodic checks of the premises and working practices for compliance with Health and Safety and Risk Management requirements.

#### **Grants Panel.**

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

#### **Toilets on the Common.**

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

#### **Clock Tower House Lease & Enterprise Park.**

Remit: to consider any matters relating to the Clock Tower House Lease and the Lindfield Enterprise Park. To make recommendations to the F&GP committee.

#### **Policies.**

Remit: consider existing and proposed policies and make recommendations to F&GP.

#### **Plan 23-27.**

Remit: to consider any amendments to plan. Liaise with committees over their aims and objectives. Make recommendations to F&GP.

<b>Working Group existing membership 2023-24</b>	<b>AB</b>	<b>WB</b>	<b>LG</b>	<b>RP</b>	<b>VU</b>	<b>TW</b>	<b>AM</b>
Insurance and Risk Management	X		X	X			
Administration & HR.	X	X		X	X		
Grants Panel.		X	X		X		
Toilets on the Common.	X	X		X	X	X	
Clock Tower House Lease & Enterprise Park.		X		X	X		
Policies.		X	X	X		X	
Plan 23-27.		X	X	X	X		X

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.24. - 31.03.25

Per budget	date	Applicant	Purpose	Request	amount	S.137	other	23/24	Comments
2,500.00	agreed				agreed	power	powers		
		Lindfield Bonfire Society	To support the costs of medical care at the 2024 bonfire night display	£500.00	£500.00			£500.00	
Total agreed to date					£500.00	£0.00			
As at 25.04.24		Balance in hand			2,000.00				

### **RFO Summary**

#### **Income that was received in May 2024.**

1. Barclays Business Current Account:  
£808.00 CTH Rent for May 2024.  
£232.57 CTH Service Charge for the period 26 Dec to 25 Mar 2024.  
£421.25 Allotment Rent.  
£100.00 Allotment Deposits.  
Plus, regular automatic transfer facility transactions from Barclay's Business Premium account.
2. Nationwide Building Society:  
£100.96 Nationwide Building Society Interest for May 2024.
3. Barclays Business Premium Account:  
Only regular automatic transfer facility transactions from Barclay's Current account.
4. Unity Trust Instant Savings Account:  
There were no transactions.

#### **Non-Budgeted Expenditure April 2024**

There were no transactions

#### **Transfer of funds to Nationwide Building Society Savings Account May 2024**

£10,000 transferred from the Barclays Business Premium account on 7 May 2024.  
£30,000 transferred from the Barclays Business Premium account on 31 May 2024.

#### **Earmarked Reserves Expenditure May 2024 (Net of VAT)**

There were no transactions.

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance &amp; General Purposes</u>							
1076 Precept	128,500	257,000	128,500			50.0%	
1090 Interest Received	182	1,500	1,318			12.2%	
1120 Clock Tower House Rental	1,616	9,696	8,080			16.7%	
1125 CTH Service Charge	(60)	1,400	1,460			(4.3%)	
1150 Telephone Refund	(360)	0	360			0.0%	
1210 Licence Fee	0	143	143			0.0%	
1230 Christmas Festival Night	0	800	800			0.0%	
Finance & General Purposes :- Income	129,878	270,539	140,661			48.0%	0
4000 Salary	7,083	90,000	82,917		82,917	7.9%	
4010 Tax & NI	559	6,800	6,241		6,241	8.2%	
4020 Pension	984	13,200	12,216		12,216	7.5%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	500	500		500	0.0%	
4120 Training	195	2,000	1,805		1,805	9.8%	
4130 Bank Charges	0	75	75		75	0.0%	
4140 Audit Fees	(1,755)	3,000	4,755		4,755	(58.5%)	
4160 Insurance	3,196	3,500	304		304	91.3%	
4170 Postage & Stationery	50	400	350		350	12.5%	
4175 Annual Memberships/Subscriptio	2,043	3,000	957		957	68.1%	
4180 Photocopying	206	2,300	2,094		2,094	9.0%	
4190 Telephone & Broadband	419	2,500	2,081		2,081	16.8%	
4200 IT & Website	828	5,000	4,172		4,172	16.6%	
4210 Office Equipment	136	1,000	864		864	13.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	500	2,500	2,000		2,000	20.0%	
4240 Room Hire	0	1,000	1,000		1,000	0.0%	
4250 Cleaning/Catering	317	3,000	2,683		2,683	10.6%	
4260 Newsletter & Annual Report	0	2,500	2,500		2,500	0.0%	
4265 F&GP Professional Fees	(900)	5,000	5,900		5,900	(18.0%)	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4285 Toilets on Common Construction	350	0	(350)		(350)	0.0%	350
4292 Community Engagement	343	1,500	1,157		1,157	22.8%	
4295 Waste Collection	89	1,500	1,411		1,411	5.9%	
4310 PWLB Repayment	10,968	21,815	10,847		10,847	50.3%	
4320 Electricity Supply	480	4,000	3,520		3,520	12.0%	
4330 Water Supply	32	200	168		168	16.2%	
4340 Security Alarm System	0	500	500		500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Fire Safety System	10	500	490		490	2.0%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	400	400		400	0.0%	
4385 Vehicle	478	4,000	3,522		3,522	12.0%	
4393 Maintenance/Improvements CTH	79	2,500	2,421		2,421	3.2%	
Finance & General Purposes :- Indirect Expenditure	27,346	192,390	165,044	0	165,044	14.2%	350
Net Income over Expenditure	102,532	78,149	(24,383)				
6000 plus Transfer from EMR	350						
Movement to/(from) Gen Reserve	102,882						
<u>110 Environment &amp; Amenities</u>							
4450 Street Lighting Energy/Mainten	1,583	4,900	3,317		3,317	32.3%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	183	2,000	1,817		1,817	9.1%	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	150	525	375		375	28.6%	
4510 Grass Cutting	0	2,200	2,200		2,200	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	668	14,000	13,332		13,332	4.8%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	226	1,500	1,274		1,274	15.1%	
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	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	7,520	64,425	56,905	0	56,905	11.7%	0
Net Expenditure	(7,520)	(64,425)	(56,905)				
<u>120 Allotments</u>							
1200 Allotment Income	1,110	1,243	133			89.3%	
Allotments :- Income	1,110	1,243	133			89.3%	0
4600 Allotment Expense	548	2,500	1,952		1,952	21.9%	
Allotments :- Indirect Expenditure	548	2,500	1,952	0	1,952	21.9%	0
Net Income over Expenditure	562	(1,257)	(1,819)				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## 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>							
4960 SID Maintenance	0	2,500	2,500		2,500	0.0%	
4973 RTP1	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	0	2,900	2,900	0	2,900	0.0%	0
Net Expenditure	0	(2,900)	(2,900)				
Grand Totals:- Income	130,988	271,782	140,794			48.2%	
Expenditure	35,414	262,215	226,801	0	226,801	13.5%	
Net Income over Expenditure	95,574	9,567	(86,007)				
plus Transfer from EMR	350						
Movement to/(from) Gen Reserve	95,924						

## Lindfield Parish Council 2024-2025

### Expenditure from Earmarked Reserves as at 31 May 2024

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	- 350.00	76,841.67
329 EMR - Wilderness Field S106 Maintenance	12,845.58		12,845.58
332 EMR - Council Elections	1,350.00		1,350.00
334 EMR - Plan 23-27	5,000.00		5,000.00
335 EMR - Planning Reserve	4,000.00		4,000.00
336 EMR - SID Replacement	2,000.00		2,000.00
	<u>102,387.25</u>	<u>- 350.00</u>	<u>102,037.25</u>



Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2024	Barclays Business Premium A/c	Automatic	710.25			210		710.25	From 20623318
02/05/2024	Connected Kerb Limited	DEBIT CARD	11.35		1.89	4385	100	9.46	Vehicle Charge 2 May 2024
07/05/2024	Streetlights	ONLINE	737.92		122.99	4450	110	614.93	Maintenance Contract 24/25
07/05/2024	Blachere Illumination UK Ltd	ONLINE	5,652.00		942.00	4465	110	4,710.00	Product Hire - 35 Trees Year 3
08/05/2024	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Apr 2024
08/05/2024	Mid Sussex District Council	DEBIT CARD	35.00			4385	100	35.00	Off Street Parking Penalty MS
14/05/2024	Red Rose Paint Supplies Ltd	DEBIT CARD	42.99		7.17	4471	110	35.82	Sadolin Woodstain: Bus Stop
14/05/2024	Amazon EU S.à r.l., UK Branch	DEBIT CARD	17.85		2.98	4471	110	14.87	Bus Stop: Wood Treatment
15/05/2024	British Gas	DD	168.79		8.04	4320	100	160.75	Elec Supply 30Mar-27Apr 2024
15/05/2024	INSPIRE TECH UK LTD	DEBIT CARD	5.74		0.96	4393	100	4.78	8wT5 300mm12" FluorescentTubes
15/05/2024	Amazon Services Europe S.a.r.L	DEBIT CARD	8.99		1.50	4170	100	7.49	8" Multipurpose Scissors 3Pack
16/05/2024	Castle Water Limited	DD	77.31			4561	110	77.31	Water Supply Apr 2024
17/05/2024	Castle Water Limited	DD	19.31			4330	100	19.31	Water Supply Apr 2024
17/05/2024	Npower Commercial Gas Ltd	DD	493.41		23.50	4450	110	469.91	Electricity Supply Apr 2024
17/05/2024	Mailchimp	DEBIT CARD	19.08			4200	100	19.08	Mailchimp ComEngagement May24
17/05/2024	Monitor Cleaning Services Ltd	ONLINE	519.52		86.59	4561	110	432.93	Daily Cleaning Apr 2024
17/05/2024	Zurich Town & Parish Insurer T	ONLINE	3,195.98			4160	100	3,195.98	Policy Renewal 28May24-27May25
20/05/2024	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment May 2024
20/05/2024	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office & CTH Cleaning Apr 2024
20/05/2024	West Sussex County Council	ONLINE	8,625.51			4000	100	7,082.65	Salaries Apr 2024
						4010	100	558.98	NICs Apr 2024
						4020	100	983.88	Pensions Apr 2024
23/05/2024	British Gas	DD	49.00		2.33	4561	110	46.67	Elec Supply 6Apr-6May 2024
23/05/2024	Connected Kerb Limited	DEBIT CARD	15.50		2.59	4385	100	12.91	Vehicle Charge 23 May 2024
24/05/2024	Screwfix Direct Ltd	DEBIT CARD	163.48		27.25	4210	100	120.82	Numatic 620W Vacuum Cleaner
Subtotal Carried Forward:			21,104.92	0.00	1,281.20			19,808.31	

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>
						4210	100	15.41	Numatic VacCleaner Filter Bags
28/05/2024	Lindfield Bonfire Society Ltd	ONLINE	500.00			4230	100	500.00	S145 Lindfield Bonfire Society
28/05/2024	LM Associates Ltd Client Acc 1	ONLINE	656.50			4221	100	556.50	Ann. Service Fee 2024/25
						4221	100	100.00	Sinking Fund Supplement 24/25
28/05/2024	Geosphere Limited	ONLINE	180.00		30.00	4500	110	150.00	Parish Online Mapping Software
28/05/2024	Impeckable	ONLINE	226.00			4650	110	226.00	Four Swift Apt. Nest Box White
28/05/2024	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 16.5.24
30/05/2024	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges May 2024
31/05/2024	SUEZ Recycling and Recovery	DD	106.92		17.82	4295	100	89.10	Waste Collection Apr 2024
Total Payments:			22,917.26	0.00	1,349.17			21,568.09	

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## Lindfield Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 May 2024

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			<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>				
1	31/05/2024	Barclays Current Account		14,837.16
2	31/05/2024	Business Premium Account		103,053.68
3	31/05/2024	Nationwide Building Society		85,000.00
4	31/05/2024	Petty Cash		127.62
5	31/05/2024	Unity Trust Current Account		464.20
6	31/05/2024	Unity Trust Savings Account		58,199.56
				<b>261,682.22</b>
<u>Receipts not on Bank Statement</u>				
1	31/05/2024	NBS Int		100.96
				<b>100.96</b>
<b>Closing Balance</b>				<b>261,783.18</b>
<u>All Cash &amp; Bank Accounts</u>				
1		Barclays Current Bank A/c		14,938.12
2		Barclays Business Premium A/c		103,053.68
3		Nationwide Building Society		85,000.00
4		Petty Cash		127.62
5		Unity Trust Current Account		464.20
6		Unity Trust Savings Account		58,199.56
			Other Cash & Bank Balances	0.00
			<b>Total Cash &amp; Bank Balances</b>	<b>261,783.18</b>

## LINDFIELD PARISH COUNCIL

## SUPPORTING NOTES FOR THE BALANCE SHEET 31 March 2024

These notes provide supplementary information about the financial affairs of the Council year end 31 March 2024.

**ASSETS PURCHASED**

- a) During the year, the following assets were purchased (items above £100 net of VAT):

		Net Cost (£)
<b>Allotments:</b>		
30 October 2023	HOTBIN Mega (450 ltr)	400.00
20 November 2023	Shed - 8' x 6' Supreme Tanalised Workshop	1,095.84
<b>Christmas Festival Night &amp; Community Events:</b>		
26 May 2024	3m x 3m Pro30 Gazebo	237.50
<b>Replacement Street Furniture:</b>		
25 July 2023	Litter bin - Topsy Jubilee Bin Top	186.92
<b>Real-Time Passenger Information Display:</b>		
26 July 2023	Eden RTPI Display	5,392.35

- b) During the year the following assets were disposed of:

Date of Disposal	Asset	Original Net Cost (£)	Disposal (£)
19 November 2023	Allotment Shed	278.77	0.00

- c) The following assets were held as of 31 March 2024:

	Original Cost (£)
Allotments	11,154.52
Community Asset	852.00
Emergency Equipment	5,522.09
Land	1.00
Lindfield Pond	4,846.20
Office Equipment	10,254.16
Office Fixture	4,585.02
Office Furniture	4,954.18
Office Miscellaneous	731.17
Office Software	1,750.00
Outdoor Equipment Tools & Machinery	3,597.71
Property	343,098.00
Public Toilets	33,000.00
Reference Material	221.99
Safety Equipment	11,041.20
Street Furniture	87,059.30
Wilderness Field	<u>2,602.00</u>
<b>TOTAL</b>	<b>525,270.54</b>

d) The following expenditure was incurred during the year maintaining assets:

<b>Allotments:</b>		£
15 May 2023	Tree Surgery Works	550.00
4 June 2023	Shed: Replacement Felt	51.64
17 August 2023	Water Tank: Replacement Cover	25.64
1 November 2023	Tree Survey	400.00
6 November 2023	Treatment of Wasp Nest	60.00
9 January 2024	Tree Surgery Works	1,400.00
9 February 2024	Contribution towards Repairs to Gravel Drive	90.00
<b>Maintenance of Clock Tower House:</b>		
11 May 2024	Replacement Water Heater: First floor	353.00
20 June 2023	Replacement Toilet Seat: First Floor	49.99
8 August 2023	Replacement Lock & Keys: Entrance Door	90.00
18 August 2023	Replacement Emergency Lighting, Heat Detector & Smoke Detectors	749.35
8 November 2023	Maintenance of Air Conditioning Units	338.26
19 December 2023	Service Call: Main Switch Burnt Out	65.00
<b>Maintenance of Denmans Lane Public Toilets:</b>		
2 June 2023	Attend to Blocked Drain	90.00
<b>Streetlighting:</b>		
15 January 2024	Lighting Repairs: Column 1, West View	325.00
7 March 2024	Lighting Repairs: Column 3, Francis Road	86.25
<b>Wilderness Field:</b>		
14 July 2023	Meadow Cutting (Cut 1 of 2)	1,200.00
2 October 2023	Meadow Cutting (Cut 2 of 2)	1,200.00
1 November 2023	Tree Survey	450.00
9 January 2024	Tree Surgery Works	3000.00
<b>Village Orderly Equipment:</b>		
3 May 2023	Strimmer: Replacement Charger	55.00
<b>Street Furniture:</b>		
22 Sep 2023	Bus Stop Pole Repair (repair 2022/23)	95.00
22 Sep 2023	Refurbishment of Pond Bench (repair 2022/23)	580.00
22 Sep 2023	Litter Bin Repair (repair 2022/23)	95.00

## **BORROWINGS**

As of 31 March 2024, the following loan was outstanding:

Public Works Loan Board:

Amount borrowed	300,000
Principal loan repaid to date	<u>220,000</u>
	£ <u>80,000</u>

Interest paid to date: £51,909.00

## **LEASES**

As of 31 March 2024, the following leases/hire agreements were in operation:

<b>Lessor</b>	<b>Purpose</b>	<b>Amount Payable (Net of VAT)</b>	<b>Year of Expiry</b>
BNP Paribas Leasing Solutions Limited	Photocopier	£259.99 per quarter	2025
Mercedes-Benz Financial Services	Vehicle	£586.71 (Oct 2023) & £195.57 monthly (Nov 23-Mar 24)	2024

## **DEBTS OUTSTANDING**

On 31 March 2024, the following debts were outstanding and due to the Council.

	<b>Number</b>	<b>Value (£)</b>
HMRC VAT Refund	1	5,224.57
Less than 3 months old	4	448.81
3-6 months old	2	144.16
6-9 months old	0	0.00
9-12 months old	2	73.74

## **ADVERTISING AND PUBLICITY**

The following costs were incurred in the year:

	<b>£</b>
Annual Report: Lindfield Life July 2023 Edition	540.00
Newsletter: Lindfield Life October 2023 Edition	540.00
Advertisement for Village Festival Night: Lindfield Life Dec 2023 Edition	50.00
Newsletter: Lindfield Life January 2024 Edition	405.00
Precept Article: Lindfield Life March 2024 Edition	135.00
Newsletter: Lindfield Life March 2024 Edition	435.00
Stallholder Fee: Lindfield village Day 3 June 2024	25.00
Mailchimp: Community Engagement (Jan-Mar 2024)	38.20
Lindfield Parish Council Magnetic Signage: Vehicle	96.00

## **AGENCY WORK**

The Council undertook no agency work on behalf of other authorities during the year.

## **CONTINGENT LIABILITIES**

### **Scrase Steam Flood Defences**

The Directors of the Lindfield Enterprise Park Limited informed all Shareholders including Lindfield Parish Council that deterioration of the embankment was identified during or before March 2019.

## **PENSIONS**

During the year, the Council made a total contribution of £12,455.28 to the West Sussex County Council LGPS.

**GENERAL FUND AS AT 31 MARCH 2024**

Opening Balance as at 1 April 2023	178,682
Add: Net surplus	<u>-5,644</u>
General Fund as at 31 March 2024	£173,038

Signed .....  
(Chairman) (Responsible Financial Officer)

Date: 13<sup>th</sup> June 2024

## LINDFIELD PARISH COUNCIL 2024/2025

DRAFT REVIEW OF SURPLUS FUNDS as at 1 April 2024  
(With Year End I&E Adjustments)

## Calculation of Available Funds

## Cash in hand as at 01 April 2024

	£	£
Barclays Bank Business Premium Account	61,537.86	
Barclays Bank Business Current Account	15,000.00	
Nationwide Building Society Savings Account	45,000.00	
Petty Cash	149.37	
Unity Trust Business Current Account	464.20	
Unity Trust Business Savings Account	58,199.56	
<b>Total Cash in Hand</b>	180,350.99	
<b>Add Total Debtors</b>	7,040.50	
<b>Less Total Creditors -</b>	14,353.15	173,038.34

## Add: Anticipated Income for 2024/2025

Precept	257,000.00	
Other income	13,539.00	
<b>Total Anticipated Income</b>	270,539.00	270,539.00

Equals:

<b>Total anticipated Funds 2024/25</b>	<b>443,577.34</b>
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Deduct:

Budget 2024/25	262,215.00	
Capital Reserve: Toilets on Common	77,192.00	
Ring-fenced Reserve: E&A Wilderness Field S106 Maintenance	12,845.58	
General Reserve	70,000.00	
<b>Total anticipated Expenditure</b>	422,252.58	422,252.58
<b>Total Funds Available to Support Earmarked Reserves</b>		<b>£ 21,324.76</b>

## AGREED RESERVES 2024/2025

## Agreed Reserves 2024/2025

## Comments

		£
<b>General Reserve</b>	Set at £70,000 initially.	70,000.00
<b>Capital Reserve &amp; Ring-Fenced Reserves</b>		
Capital Reserve including Toilets on the Common	Capital receipt from sale of asset - can only be used for capital projects. Being reserved for toilets on the Common.	77,192.00
E&A Wilderness Field S106 Maintenance		12,845.58

## Earmarked Reserves 2024-2025

	£
Council Elections	1,350.00
Plan 23-27	5,000.00
Planning Reserve	4,000.00
SID Replacement	2,000.00
<b>Funds agreed to support earmarked reserves</b>	<b>12,350.00</b>

## FUNDS AVAILABLE TO SUPPORT AGREED EARMARKED RESERVES 2024/2025

Funds available to support earmarked reserves at 1 April 2024	21,324.76
Less funds agreed to support earmarked reserves	12,350.00
<b>SURPLUS FUNDS available at 1 April 2024</b>	<b>8,974.76</b>



Committee Meeting:	Finance & General Purpose
Item:	13
Report of:	Parish Clerk
Date:	2 July 2024
Subject:	Banking arrangements

**Purpose of Report:**

1. Members are asked to make a decision relating to the Council's banking arrangements.

**Summary:**

2. Members are asked to consider cancelling the automatic transfer of interest from the Nationwide Building Society account to the Barclays Bank account.

**Recommendation(s)**

**Members are recommended to:**

- A) **Agree that the Responsible Financial Officer be instructed to cancel the automatic transfer of Nationwide Building Society monthly interest to the Barclays Bank account each month.**

**Background:**

3. The Council has in place an automatic transfer of monthly interest from its Nationwide Building Society account to its Barclays Bank account.
4. Given the improved online access and easier management of the transfer of funds between accounts held by the Council, the automatic transfer is no longer necessary.
5. In addition, the Nationwide Building Society account is currently paying a higher rate of interest than the Barclays Bank account
6. In addition, the proposal would assist with monthly bank reconciliations. The interest received by Barclays Bank currently does not show in the account until the following month.

Aim	Ref	Objective	Beecroft	Blunden	Grace	Pickett	Upton	Webster
Village Environment	VE3	Consider the recommendations of the Village Action Plan.	X	X	X	X		X
	VE9	Construct and operate a block of public toilets on Lindfield Common that includes a changing places facilities.	X	X		X	X	
Community Engagement	CE1	CLlrs to attend Village Day each year to enhance community engagement.	X	X	X		X	X
	CE2	Conduct Councillor engagement sessions.	X	X	X			
	CE3	Launch updated Communications strategy.	X		X			X
	CE4	Create a community webpage that promotes local groups, events, facilities, attractions, and includes a directory of local businesses.	X		X			
	CE5	Undertake residents satisfaction survey to understand community needs and enhance future plans.	X	X	X			X
	CE6	Encourage and assist the promotion of the village as an attractive place to visit.	X	X	X	X		
	CE7	Create an online Village Welcome pack for new residents.	X		X			
	CE8	Consider whether there would be support for a Youth Council.	X	X	X			
	CE9	Review LPC's current assets and consider potential enhancements.	X	X	X	X		X
Effective engagement with local authorities	LA1	Maintain existing Officer meetings (with County, District, and authorities within WSALC) and seek to enhance where possible.		X		X		
	LA2	Councillors to attend MSALC and SALC update and networking events.			X			
	LA3	Develop regular CLlr to CLlr meetings (with County, District, and neighbouring authorities).	X	X	X			
	LA4	WSCC & MSDC community sessions.		X	X		X	
	LA5	Promote LPC as an active and valued stakeholder in helping shape and influence policies of other local authorities		X	X	X		X
Health & Wellbeing	HW1	Promote awareness of campaigns linked to health and wellbeing.			X		X	
	HW2	Ensure the council includes a grant budget each year to support the work of charities and community interest companies within the village.	X	X	X	X	X	
	HW3	Support local charities and community interest companies by promoting the LPC grants scheme and other sources of funding.	X	X	X			
	HW4	Investigate opportunities to support youth and elderly services in the village.	X	X	X		X	
	HW5	Review impact of existing schemes and investigate working with outside bodies to fill gaps.	X		X	X		X
Governance	GV1	Ensure continued staff and councillor training to ensure best practices are adopted.	X	X	X		X	X
	GV2	Promote the May 2027 elections and encourage individuals from all backgrounds to stand at the elections.	X	X	X			
	GV3	Produce and implement an LPC Councillors manual, in time for the new council term, that sets out expected roles and responsibilities for elected members.	X	X	X			
	GV4	Implement rolling asset replacement programme and budget appropriately.	X	X		X		X
	GV5	Apply for NALC good council accreditation.	X	X	X			

Committee Meeting:	Finance & General Purpose
Item:	15
Report of:	Parish Clerk
Date:	2 July 2024
Subject:	Communications

**Purpose of Report:**

1. Members are asked to consider the creation of a new Communications Working Group.

**Summary:**

2. Members are asked to consider creating a Communications Working Group tasked with reviewing both internal and external communications.

**Recommendation(s)**

**Members are recommended to:**

- A) Agree to the creation of a Communications Working Group that is tasked with reviewing both internal and external communications.
- B) Confirm the terms of reference.
- C) Confirm the Working Group membership.

**Background:**

3. The methods of communication used internally and externally have changed greatly in the last 5 years. For example, the use of; social media, Microsoft 365 products, Survey Monkey and MailChimp. It, therefore, seems an appropriate time to review how the Council communicates both internally and externally.
4. The following members have stated that they would be interested in joining the working group: Cllr Beecroft, Grace, Nisbett, Upton & Webster.
5. The proposed terms of reference for the working group is:
  - Conduct a review of current internal and external communications. This will involve:
    - Considering how this is currently undertaken and how effective this is.
    - Identifying areas to be improved and any associated costs & required resources.
    - Presenting recommendations to F&GP & Full Council.
  - On a continuous basis monitor: a) new and b) existing communications for effectiveness.
  - Make recommendations as and when required on improving communications.

**Policy implications**

6. The proposed brief for the Communications Working Group would greatly support the Community Engagement objectives within Plan 23-27.

Committee Meeting:	Finance & General Purpose
Item:	16
Report of:	Parish Clerk
Date:	2 July 2024
Subject:	Policy Documents

**Purpose of Report:**

1. Members are asked to consider tasking the Policies Working Group to review the updated Financial Regulations and Pensions Discretions Policy.

**Summary:**

2. A new version of the Financial Regulations was published by the National Association of Local Councils(NALC) in April. Our pension provider has advised we need to review our Pension Discretions Policy. They have provided a new recommended template. Members will need to consider the template documents and then bring them back to F&GP with the appropriate amendments.

**Recommendation(s)**

**Members are recommended to:**

- A) **Agree to task the Policies Working Group, in conjunction with the office, to review the template documents and make appropriate amendments so that drafts can be considered at a future F&GP meeting (September 2024).**

**Background:**

3. The Council's Financial Regulations are a critical framework document which sets out how the authority manages its financial operations. The template document by NALC has been modified and changes can be seen in the following areas:

- Procurement and Tendering Processes
- Electronic Governance
  - Electronic Payments
  - Digital Record Keeping
  - Online Procurement Processes
  - Regular Review and Audit of Digital Practice
  - Data Protection and Cybersecurity
  - Integration with Digital Governance Tools
- Risk Management and Audit Requirements
- Asset Management and Insurance
- Financial Planning and Budget Management
- Legal and Statutory Compliance
- Implementation and Training

The Local Government Pension Scheme (LGPS) requires all scheme employers to formulate, publish and keep under review a statement of policy on all mandatory discretions which they may exercise in relation to members of the LGPS. Each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions

allowed under the Pensions Regulations.<sup>(1)</sup> Setting a discretions policy as a scheme employer gives you flexibility in managing issues relating to LGPS benefits for your current and former employees. Exercising these discretions can have immediate costs for employers, however, please be aware that failing to set a policy is a breach of the scheme regulations.

The Council's Pension Discretions Policy is based on a document originally drafted in 2013. The policy was last reviewed in 2019 and a review is now overdue. Our pension administrator has also recommended that we update the existing policy with their template which can be tailored to our needs.

Due to the detailed nature of both documents, it would seem appropriate for the Policy Working Group to be allowed time to scrutinise the templates and provide tailored drafts to F&GP for review.

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<sup>1</sup> Regulation 60 of the LGPS Regulations 2013 (as amended)

Committee Meeting:	Finance & General Purpose
Item:	17
Report of:	Parish Clerk
Date:	2 July 2024
Subject:	Toilets on Common

**Purpose of Report:**

1. Members are asked to note various matters relating to the proposed toilets on Lindfield Common.

**Summary:**

2. Members are asked to note an issue relating to the CCTV inspection.

**Recommendation(s)**

**Members are recommended to:**

- A) Note the matter contained in the report**

**Background:**

3. On the 10<sup>th</sup> June our contractors attempted to undertake a CCTV survey on a surface water drain owned and maintained by Mid Sussex District Council(MSDC). The survey was required by the MSDC Planning Department as part of the discharge of conditions/building control application. It was discovered that the drain was blocked. We have advised MSDC of the issue with their drain and hope that their flood and drainage team resolve the issue promptly so that the survey can be completed.

## F&GP Item 16

### Training & Meeting Attendance 2023-2027

Date	Training Course / Meeting	Training	Provider	Cllr(s)	Staff
24May23	Emergency First Aid at Work	Yes	MSVA		Clerk
8Jun23	Councillors: Roles, Responsibilities & Working Relationships	Yes	Mulberry	A.Beecroft	
14Jun23	Policies, Powers & Duties	Yes	Mulberry	T.Webster *	
15Jun23	Finance for Councillors	Yes	Mulberry	A.Beecroft	
29Jun23	Introduction to Planning	Yes	Mulberry	S.Nisbett	
4Jul23	Emergency First Aid at Work	Yes	MSVA		Deputy Clerk
18Jul23	MSALC meeting		MSALC	L.Grace S.Nisbett	
25Jul23	Face to Face - New Councillors Training Day	Yes	Mulberry	I.Burns S.Nisbett	
17Nov23	Introduction to Political Astuteness	Yes	SLCC		Clerk
11Jan24	WSALC Clerks Forum		WSALC		Clerk
12Jan24	SLCC Sussex Branch Forum		SLCC		Clerk
18Jan24	Community Group Forum		Hurstpierpoint & Sayers Common PC	V.Upton	
23Jan24	Making Effective Planning Representations	Yes	Mulberry		Deputy Clerk
23Jan24	WSALC Chairs Forum		WSALC	V.Upton	
29Jan24	Managing Local Council Elections	Yes	SLCC		Clerk
30Jan24	How to use ChatGPT: Use AI to do Council Tasks Faster		SLCC		Clerk
6Feb24	Emergency First Aid at Work	Yes	MSVA		VO
7Feb24	Chairs Training	Yes	Mulberry	A.Beecroft	
20Feb24	Carbon Calculator Training (Part 1)	Yes		L.Grace	
22Feb24	Exploring the Far Right		Community Security Trust	L.Grace	
26Feb24	Sussex Local Nature Recovery Strategies - Parish & Town Council briefing		ESCC & WSCC	L.Grace	
27Feb24	Eco Forum		MSCA	L.Grace	
25Mar24	Local Councils Climate Networking Meeting		LPC	L.Grace C.Wood D.Woolley	
15Apr24	The Essentials of Pre-application Meetings and Discussions	Yes	Mulberry	A.Beecroft V.Upton	
18Apr24	MSALC meeting		MSALC	L.Grace	
18Apr24	Councillors roles and responsibilities	Yes	Mulberry	L.Grace	
22Apr24	WSALC Clerks Forum		WSALC		Clerk
23Apr24	Carbon Calculator Training (Part 2)	Yes		L.Grace	
16May24	Communicating through traditional and social media	Yes	Breakthrough	L.Grace	
9June24	About the Place – Launch event		MSDC	V.Upton	
11Jun24	Local Nature Recovery Strategy West Sussex		ESCC & WSCC	L.Grace	
24Jun24	Local Councils Climate Networking Meeting		HKPC	L.Grace D.Woolley	

\* Attended Lindfield Rural Parish Councillor

## **Attendance Reports**

### **Cllr Upton**

#### About the Place – Launch event

I attended the ceremony yesterday of the unveiling of the Sussex walk-in trail Waymarker at Ansty. The chairman of Mid Sussex District Council Rodney Jackson unveiled the Waymarker. There are eight-way markers cited at the start and finish points of the walks they were designed and carved by local artist Janine Creaye. The project was funded through section 106 developer contributions. There is a book produced about the walks mid Sussex walking trails.



### **Cllr Grace**

Communicating through traditional and social media: An overview for Parish and Town Councils in West Sussex

The focus of the course was on connecting councils to their communities. This was an extremely helpful course, covering how to communicate effectively, including how to identify communications objectives and audience, key message and method, through a mix of social media and traditional methods.

#### Local Nature Recovery Strategies briefing 11/6/24

WSCC provided an update with the LNRS activity. Once the information gathering has been completed, a long list of priorities will be prepared. This will then be reduced to a short list of manageable actions.

#### Eco Councillors network meeting on 24/6/24

Discussed issues of common interest including mowing of grass verges, solar panels and trees. The discussion will be followed up in CCWG meetings.



Lindfield Parish Council  
Appraisal Policy

**1.0 Purpose**

- 1.1 Performance appraisals are a two-way process essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed into business planning.
- 1.2 Annual performance appraisals enable management and monitoring of standards, training needs assessments, agreeing expectations and objectives, delegation of responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.
- 1.3 Performance appraisals are important for staff retention, motivation, attitude and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between management and staff.
- 1.4 Performance appraisals form part of the performance management of employees. The performance management system aims to improve performance, develop individuals and manage behaviour. Line managers are crucial in this system in ensuring that their team members know and understand what is expected of them, they have the skills to undertake the role, that the Council will support their development, regular feedback is given on performance, and employees have the opportunity to contribute to the team aims and objectives.
- 1.5 During the process the appraisee's job description can be used as a basis for discussion, however, it is recognised that some elements of the job description can become more important during some parts of the appraisal year and/or in some years rather than others.
- 1.6 Job descriptions are a “description of the job” and cannot include everything required. Therefore, other similar tasks at the same level and context can be assigned to the post holder during the year and should this happen these tasks should be listed on the assessment form as a record.

**2.0 Scope**

- 2.1 This policy applies to all employees of the Council.

**3.0 Appraisal Process**

- 3.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, usually in XXXX. Each member of staff is appraised by their line manager. The Clerk is appraised by two members of the F&GP HR/Administration Working Group.
- 3.2 The contents of the completed appraisals will remain confidential and will not be revealed to any other person not involved in the process, although anonymised information may be used for statistical and legitimate business purposes.
- 3.3 The Council aims to have an appraisal process that is people, not paper-driven and that aligns the employee's development and skills to the Council's objectives.
- 3.4. To be effective, both the appraisee and appraiser must be comfortable with and have bought into the appraisal process and purpose. Technical training in conducting appraisal meetings will be made available to line managers or the aforementioned councillors should they wish to

Lindfield Parish Council  
Appraisal Policy

do so to ensure they have a good understanding of what is expected from them and their responsibilities as appraisers.

- 3.5 Each member of staff will complete an appraisal form (as attached) and submit this to their line manager by a pre-agreed time.
- 3.6 The line manager will arrange an appraisal meeting at a suitable time and date, in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views is exchanged.
- 3.7 Key Elements of the Appraisal Process:
- **Measurement** – assessing performance against agreed targets and objectives, and behaviour and attitudes against espoused values;
  - **Alignment** – with Lindfield Parish Council's Strategic Objectives and Aims (Plan 23-27);
  - **Feedback** – providing information to individuals on their performance and progress and on what is required to continue to perform well in the future, particularly because of any change programme and evolution of job roles;
  - **Positive Reinforcement** – emphasising what has been done well and making only constructive criticism about what might be improved, drawing out the importance of how things are done, as well as what is done, and ensuring effort is directed at value-adding activities;
  - **Exchange of Views** – a frank respectful exchange of views about what has happened, how appraisees can improve their performance, the support they need from their managers to achieve this and their aspirations for their future careers;
  - **Agreement** – jointly coming to an understanding by all parties about what needs to be done to improve and sustain performance generally and overcome any issues raised in the course of the discussion.
- 4.0 Follow Up**
- 4.1 After the meeting the appraisee will write up their appraisal form with notes from the meeting, showing their understanding of the conversation that has taken place. The form will detail the objectives set and timescales. The form is then agreed upon and signed off by both the appraisee and the appraiser.
- 4.2 It is important to remember that performance appraisals are not just a review of the staff member's ability to carry out and meet the needs of their role; it is a chance to look at personal development too, not just job-specific development. The Clerk will review all appraisals carried out and produce a report for the HR Committee with a generic overview of the appraisals and training needs identified.
- 4.3 Training will be arranged in accordance with the Council's Training & Development Policy and reviewed afterwards for effectiveness. Training can be conducted via several methods including but not restricted to e-training, formal training courses and shadowing other members of the organisation.
- 4.5 Both the appraisee and appraiser will be expected to review performance against objectives on an ongoing basis as part of the ongoing performance management of employees.
- 4.6 It is vital to remember that an appraisal process will be most effective when regular one-to-one discussions take place between managers and staff throughout the year. All line managers are provided with template one-to-one record sheets and are recommended to agree on the frequency of said meetings with each staff member; some may feel weekly or bi-weekly is

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best, others may agree monthly is sufficient. Completed one-to-one record sheets are held securely on the employee's personnel file.

**5.0 Right of appeal and dispute resolution**

The appraisee has the right to ask a member of the Administration and HR Working Group, who has not been involved in the process, to act as a mediator in the event of a dispute. Should this not resolve the issue the appraisee can submit a grievance (see LPC Grievance Policy).

Version:

Date:

DRAFT

Lindfield Parish Council  
Appraisal Policy

**STAFF APPRAISAL FORM**

**Section 1: Employee to Complete this Section**

(Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance. Copies of job descriptions will be provided to the employee and appraiser(s) by the Clerk).

Name:	
Position:	
Date Appointed to Current Job:	
<b>1. Performance Over the Review Year.</b>	
1.1	How would you describe your overall performance in the past twelve months?
1.2	Which parts of your job have you performed most effectively?
1.3	Which parts of your job have not gone so well?
1.4	State any part of your job description that you are not doing.
1.5	State any areas of work which are not in your job description but you performed during the year
<b>2. Your Skills and Expertise</b>	
2.1	What are your key strengths in your job?
2.2	What additional skills and expertise have you gained over the period?
2.3	Do you possess skills and strengths not fully used in your job?
<b>3. Development Needs</b>	
3.1	What parts of your job do you find most difficult and why do you find them difficult?
3.2	Has a lack of a particular experience or skill affected your performance?
3.3	What additional training have you undertaken during the review period?
3.4	How effective has this training been?
3.5	What additional training or experience would now be of benefit to help you achieve future targets/objectives?
3.6	What potential individual objectives/targets do you want to discuss with your appraiser?
3.7	What potential objectives/targets have high priority?

Lindfield Parish Council  
Appraisal Policy

- |     |   |
|-----|---|
| 3.8 | Describe any particular help and/or support you feel you need to achieve your objectives/targets. |
|-----|---|

**Section 2: Appraiser to Complete This Section**

Name(s)	
Date of Appraisal:	
Period Covered From:	To:

Consider what the employee has written in Section 1 and make comments in this section (Section 2). When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in Section 3. You should obtain the employee's comments and signature in Section 4 and give the employee a copy of the full document for their records.

1.	<b>Agreed Objectives</b> (although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).
<b>2. Comments</b>	
2.1	Comment on identified main achievements (add anything else that was done particularly well)
2.2	Comment on work or anything else which has not gone well
2.3	Comment on any tasks that should no longer be in the job description and any that should be included
2.4	Give your overall assessment of the employee's performance during the last twelve months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

**Section 3: Future Plans**

(this section provides an opportunity to record objectives for the coming year, agree training/development plans)

- |  |
|--|
| 1. Agreed Objectives (although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives). |
|--|

Lindfield Parish Council  
Appraisal Policy

2. Training/Development actions

**Section 4: Employee Comments**

This section provides space for the employee to comment on the completed form and the appraisal process.

Signature of Appraisee

Signature(s) of Appraiser(s)

Date