

Committee Meeting:	Full Council
Item:	3
Report of:	Parish Clerk
Meeting Date:	25 September 2025
Subject:	Co-option

Purpose of Report:

1. Members are asked to vote on the co-option of a new member and confirm the committees they will serve on.

Recommendation(s)

Members are recommended to carryout the co-option process as detailed below:

Proposed co-option procedure

- Action 1: Are members happy to co-opt from the candidates?
Yes – proceed to Action 2
No – agree that we re-advertise the vacancy
- Action 2: Voting
- Votes will be by a ballot and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
 - Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
 - In the event of a tied vote, the Council Chair has a second and deciding vote, should they wish to exercise it.
- Action 3: The co-opted member will be asked to sign a Declaration of Acceptance of Office (*if present*).
- Action 4: Agree on which committee the co-opted members should be appointed to. It is suggested that the new member initially be appointed to the F&GP & PT&T, given that they have a smaller membership than E&A.

Committee Meeting:	Full Council
Item:	6
Report of:	Councillor T Webster
Date:	25 th September 2025
Subject:	Chair's announcements

Purpose of Report:

1. The purpose of this report is to update members on any matters arising since the last meeting. The content of this report is for information only

Recommendation(s)

Members are recommended to:

- a) **That members note the content of this report.**
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Background

Liaison

1. Along with Andrew and Amy we met with our local MP Alison Bennett on 6th August, we discussed the concerns about the Mid Sussex District Plan and the Devolution & Local Government Reorganisation. We also briefed on our proposals to carry out consultation about applying to make the village a 20mph speed limit zone.
2. We also met with Cllrs Cavan Wood and Anne-Marie Cooke from MSDC on 9th September where we discussed the provision of toilets on the common, the condition of the posts around the common, foliage growing out of the pond wall, the village 20-mile-an-hour project plans, and cricket square on the common.

Note: No decisions were taken at the meetings.

Committee Meeting:	Full Council
Item:	8.1 a
Report of:	Parish Clerk
Meeting Date:	25 September 2025
Subject:	Haywards Heath Town Council Community Governance Review(2025).

Purpose of Report:

1. Members are asked to consider a Community Governance Review (CGR) consultation.

Recommendation(s)

Members are recommended to:

- a) **Confirm what response the Council should submit.**
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Background

2. On 9th June 2025, an 8-week consultation commenced, requesting the views of interested parties in relation to the initial scope of the Community Governance Review. This report will only focus on whether to move the existing town council ward of Haywards Heath North East to Lindfield Parish Council. 51 residents responded to the consultation (18 supported the transfer and 33 opposed it). In addition, Haywards Heath Town Council opposed the transfer whereas Lindfield Parish Council supported it.
3. MSDC, having carefully reviewed the responses now recommends that the town ward of Haywards Heath North East remain within the Haywards Heath Town Council area for the following reasons:
 - Concerns from residents regarding the increase in Council Tax and their belief that they identified closer to Haywards Heath provided compelling arguments to not change existing and solid parish representation.
 - It is considered that aligning District and Parish wards would no longer prove as beneficial to local residents as District wards would no longer exist following local government reorganisation.
 - We have noted representations from residents that feel they more closely align to Lindfield. However, this is not a view shared by many other local residents within the ward.
4. They also noted representations that suggest amending the existing parish ward boundary so that fewer roads are moved to Lindfield Parish Council. In light of the small number of representations suggesting amended parish boundaries, this does not form part of our draft recommendations.
5. MSDC has now launched a final consultation (closing on 14th November 2025) that proposes Haywards Heath North East remains within Haywards Heath Town Council.

Options

6. As stated above, LPC had supported the originally proposed transfer of the HHNE ward. Members are now asked how the Council wishes to respond to the amended proposals. There appear to be the following options:
Option 1 – Submit no responses
Option 2 – Submit a response that the council still wishes to see HHNE transferred to LPC.

Option 3 – Submit a response that notes the majority of the respondents oppose the transfer. LPC would not wish to oppose the majority opinion and therefore now agrees that HHNE ward should remain within the boundary of HHTC.

Background Paper

- [MSDC Community Governance Reviews – general webpage](#)
- [Draft Recommendations](#)
- [Guidance for Respondents](#)

Committee Meeting:	Full Council
Item:	8.1 b & c
Report of:	Parish Clerk
Meeting Date:	25 September 2025
Subject:	New Street Trading Policy & New Air Quality Strategy

Purpose of Report:

1. Members are asked to consider whether to respond to two consultations.

Recommendation(s)

Members are recommended to:

- a) **Confirm whether a response should be submitted to the New Street Trading Policy, and if so, which member(s) will draft the response (noting that it needs to be submitted by Monday, 29th September).**
- b) **Confirm whether a response should be submitted to the New Street Trading Policy, and if so, which member(s) will draft the response.**

2. Consultations

2.1 New Street Trading Policy

Consultation End Date: 29 September 2025

Links: [Appendix 1 Draft Street Trading Policy](#)
[Appendix 2 Draft New Street Trading Conditions](#)

MSDC Consultation Summary

The Policy has been developed to harmonise the approach to street trading and to assist the Licensing Authority, current and potential licence holders, and the public in understanding how the street trading licensing regime will be administered within the District. Under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'. In 2001 the Council resolved that Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 should apply. Since 2001, there have been changes to the local area but no review of, or changes to street trading designations and the way in which street trading is administered within the District. There is no Policy in place setting out the Council's approach to street trading or the issue of consents. Given that the current resolutions were passed over 20 years ago, it is an opportune time to review current practice.

Street trading balances the right of an applicant to make an application under the LG(MP) Act 1982 to trade within the District, and to have the application considered on its own merits; against the right of any person to live in the District without being disturbed by the trading activity, and the rights of established businesses to continue trading, creating a vibrant local economy.

The Policy, which is new to the Council, proposes that all streets within Mid Sussex District Council area will be designated as 'Consent Streets' and therefore a trader will be required to apply for a consent prior to trading. The new policy aims to have the following benefits:

- Provide protection to existing retail traders, and security to consent holders, as any new trader will have to apply to the Council for permission to trade.
- Consultation process for any new application where local representations will be considered, ensuring any new application meets local needs.

- Traders will be regulated to protect the public across the District for example in terms of waste disposal and food hygiene.
- Higher quality street trading concessions in the right location will enhance the local environment.
- Permits a futureproof, business friendly, demand led approach.
- Opens up areas and remains relevant to reflect redevelopment.
- Gives more regulation on the obstruction of and repair to damage of the highway.

For the purposes of this policy, street trading is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. The term street includes footways, car parks, public house forecourts and generally any area where the public have access without payment.

A final version of the policy will be written taking into account the results of the consultation exercise.

2.2. **New Air Quality Strategy**

Consultation End Date: 27 October 2025

Links: [Air Quality Strategy Draft](#)

MSDC Consultation Summary

Following revocation of the Air Quality Management Area (AQMA) at Stonepound Crossroads in Hassocks in December 2024, Mid Sussex District Council now requires an Air Quality Strategy in accordance with the Local Air Quality Management Framework (LAQM) established by the Environment Act 1995.

Overall, the air quality in Mid Sussex is good and the continuing trend is that pollutant levels are decreasing year on year. However, air pollution continues to be one of the biggest environmental risks to human health in the UK, disproportionately affecting those who are already vulnerable. The Air Quality Strategy outlines the actions that will be taken by the Council to continue improving air quality in the District.

The Air Quality Strategy includes action to reduce emissions from road vehicles, such as facilitating the shift to electric vehicles, encouraging the modal shift from the car to other more sustainable modes of transport, and ensuring development proposals have included appropriate air quality mitigation. The Air Quality Strategy also recognises that collaboration with other agencies is vital to its success, and Mid Sussex District Council is a member of the Sussex Air Quality Partnership, a collaboration of all 15 local authorities in East and West Sussex, coordinating air quality work throughout the region.

A final version of the Air Quality Strategy will be written considering the results of the consultation.

Options

3. For each application, members are asked whether to submit a response and, if so, which members will draft the response for submission to the office. Please note the response date on the New Street Trading Policy consultation.

Lindfield Parish Council

Committee Meeting:	Full Council
Item:	8.2
Report of:	Parish Clerk
Meeting Date:	25 September 2025
Subject:	Financial Reporting and Monitoring

Purpose of Report:

1. Members are asked to consider the financial reports and approve the financial statements

Recommendation(s)

Members are recommended to:

- a) Note the RFO comments.
- b) Note the Budget Progress reports for June & July 2025.
- c) Note the General Reserve Expenditure for June & July 2025.
- d) To sign the bank reconciliation statement and accompanying bank statements for June & July 2025.
- e) To note the list of receipts and payments for June & July 2025
- f) To note and ratify the list of payments.

Comments

2. Payments that were received in June & July

2.1 Barclays Business Current Account:

June 2025	£808.00 CTH Rent for June 2025. £152.00 License Fee.
July 2025	£808.00 CTH Rent for July 2025. £17.50 Allotment Rent received in June 2025 (inadvertently overlooked in June report)

2.2 Barclays Business Premium Account:

June 2025	£153.91 Interest for the period 3 March to 1 June 2025.
July 2025	There were no payments.

2.3 Unity Trust Current Account:

June 2025	£148.75 Allotment Rents £200.00 Allotment Deposits Internal transfer of funds from Unity Trust Savings account to fund online payments and monthly standing order.
July 2025	£35.00 Allotment Rents £50.00 Allotment Deposits Internal transfer of funds from Unity Trust Savings account to fund online payments and the monthly standing order with Bryan Cleaning Services.

2.4 Unity Trust Savings Account:

June 2025	£165.55 Allotment Rents £277.05 Interest for the first quarter period to 30 June 2025
July 2025	There were no payments.

2.5 Nationwide Building Society:

June 2025	£120.47 Interest for June 2025.
July 2025	Payment from Unity Trust current account to support management of the monthly DDM payment.

3. Earmarked Reserves Expenditure (Net of VAT)

June 2025	There were no transactions.
July 2025	Council Elections 332: £150.00 Kipper Creative Ltd - Co-option of New Councillor Article in Lindfield Life.

4. General Reserves Expenditure (Net of VAT)

June 2025	£1,820.00 Council Hive Premium – First Year Service.
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July 2025	£150.00 Kiper Creative Ltd - VJ Day Public Exhibition Advert in Lindfield Life
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5. **Overspent Budget Heading (15% or more of Agreed Budget)**

There were no overspent budget headings.
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Appendices

- Appendix 1 - Detailed Income & Expenditure by Budget Heading (June & July 2025).
- Appendix 2 - Expenditure from Earmarked Reserves (June & July 2025).
- Appendix 3 - Barclays Bank Current Account - Analysis of Payments made between June & July 2025.
- Appendix 4 - Unity Trust Current Account - Analysis of Payments made between June & July 2025.
- Appendix 5 - Bank – Cash and Investment Reconciliation to 31 July 2025
- Appendix 6 – List of Direct Debits (July-August 2025)
- Appendix 7 – List of Card Payments (July-August 2025)
- Appendix 8 - List of Payments

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Finance & General Purposes							
1076 Precept	145,334	290,668	145,334			50.0%	
1090 Interest Received	799	1,500	701			53.3%	
1120 Clock Tower House Rental	2,424	9,696	7,272			25.0%	
1125 CTH Service Charge	0	1,400	1,400			0.0%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	0	900	900			0.0%	
Finance & General Purposes :- Income	148,709	304,316	155,607			48.9%	0
4000 Salary	14,717	93,160	78,443		78,443	15.8%	
4010 Tax & NI	1,707	11,000	9,293		9,293	15.5%	
4020 Pension	2,679	14,000	11,322		11,322	19.1%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	0	600	600		600	0.0%	
4120 Training	660	2,000	1,340		1,340	33.0%	
4130 Bank Charges	18	200	182		182	9.0%	
4140 Audit Fees	(635)	2,500	3,135		3,135	(25.4%)	
4160 Insurance	3,085	5,000	1,915		1,915	61.7%	
4170 Postage & Stationery	0	200	200		200	0.0%	
4175 Annual Memberships/Subscriptio	2,149	3,000	851		851	71.6%	
4180 Photocopying	475	1,500	1,025		1,025	31.7%	
4190 Telephone & Broadband	456	2,500	2,044		2,044	18.3%	
4200 IT & Website	992	5,000	4,008		4,008	19.8%	
4210 Office Equipment	0	1,000	1,000		1,000	0.0%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	500	2,500	2,000		2,000	20.0%	
4240 Room Hire	204	1,000	796		796	20.4%	
4250 Cleaning/Catering	611	3,500	2,889		2,889	17.5%	
4260 Newsletter & Annual Report	300	2,500	2,200		2,200	12.0%	
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	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	339	1,500	1,161		1,161	22.6%	
4295 Waste Collection	191	1,500	1,309		1,309	12.7%	
4310 PWLB Repayment	10,726	21,331	10,605		10,605	50.3%	
4320 Electricity Supply	789	4,200	3,411		3,411	18.8%	
4330 Water Supply	55	200	145		145	27.6%	
4340 Security Alarm System	0	500	500		500	0.0%	
4350 Fire Safety System	0	500	500		500	0.0%	
4360 Health & Safety	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	659	4,000	3,341		3,341	16.5%	
4393 Maintenance/Improvements CTH	0	1,500	1,500		1,500	0.0%	
Finance & General Purposes :- Indirect Expenditure	41,390	199,791	158,401	0	158,401	20.7%	0
Net Income over Expenditure	107,319	104,525	(2,794)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	2,065	5,200	3,135		3,135	39.7%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	0	14,000	14,000		14,000	0.0%	
4471 Maintenance/Gardening	84	1,500	1,416		1,416	5.6%	
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	2,400	2,400		2,400	0.0%	
4530 Village Orderly Equip/Expenses	56	1,000	944		944	5.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	5,047	20,230	15,183		15,183	24.9%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	148	1,500	1,352		1,352	9.9%	
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	7,563	74,505	66,942	0	66,942	10.2%	0
Net Expenditure	(7,563)	(74,505)	(66,942)				
120 Allotments							
1200 Allotment Income	1,208	1,352	144			89.3%	
Allotments :- Income	1,208	1,352	144			89.3%	0
4600 Allotment Expense	584	3,000	2,416		2,416	19.5%	
Allotments :- Indirect Expenditure	584	3,000	2,416	0	2,416	19.5%	0
Net Income over Expenditure	624	(1,648)	(2,272)				
130 Planning & Traffic							
4973 RTPI	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	0	400	400	0	400	0.0%	0
Net Expenditure	0	(400)	(400)				

Detailed Income & Expenditure by Budget Heading 30/06/2025
Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Non Budgeted Expenditure</u>							
4176 GR: Council Hive Premium Yr 1	1,820	0	(1,820)		(1,820)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>1,820</u>	<u>0</u>	<u>(1,820)</u>	<u>0</u>	<u>(1,820)</u>		<u>0</u>
Net Expenditure	<u>(1,820)</u>	<u>0</u>	<u>1,820</u>				
Grand Totals:- Income	149,917	305,668	155,751			49.0%	
Expenditure	51,358	277,696	226,338	0	226,338	18.5%	
Net Income over Expenditure	<u>98,560</u>	<u>27,972</u>	<u>(70,588)</u>				
Movement to/(from) Gen Reserve	<u>98,560</u>	<u>27,972</u>	<u>(70,588)</u>				

Summary Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	148,709	304,316	155,607			48.9%
	Expenditure	41,390	199,791	158,401		158,401	20.7%
	Net Income over Expenditure	<u>107,319</u>	<u>104,525</u>	<u>(2,794)</u>			
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>107,319</u>	<u>104,525</u>	<u>(2,794)</u>			
110	Environment & Amenities						
	Expenditure	7,563	74,505	66,942		66,942	10.2%
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(7,563)</u>	<u>(74,505)</u>	<u>(66,942)</u>			
120	Allotments						
	Income	1,208	1,352	144			89.3%
	Expenditure	584	3,000	2,416		2,416	19.5%
	Movement to/(from) Gen Reserve	<u>624</u>					
130	Planning & Traffic						
	Expenditure	0	400	400		400	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(400)</u>	<u>(400)</u>			
140	Non Budgeted Expenditure						
	Expenditure	1,820	0	(1,820)		(1,820)	0.0%
Grand Totals:- Income		149,917	305,668	155,751			49.0%
Expenditure		51,358	277,696	226,338	0	226,338	18.5%
Net Income over Expenditure		<u>98,560</u>	<u>27,972</u>	<u>(70,588)</u>			
plus Transfer from EMR		0	0	0			
less Transfer to EMR		0	0	0			
Movement to/(from) Gen Reserve		<u>98,560</u>	<u>27,972</u>	<u>(70,588)</u>			

Detailed Income & Expenditure by Budget Heading 31/07/2025

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 & General Purposes</u>							
1076 Precept	145,334	290,668	145,334			50.0%	
1090 Interest Received	918	1,500	582			61.2%	
1120 Clock Tower House Rental	3,232	9,696	6,464			33.3%	
1125 CTH Service Charge	0	1,400	1,400			0.0%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	0	900	900			0.0%	
Finance & General Purposes :- Income	149,636	304,316	154,680			49.2%	0
4000 Salary	22,076	93,160	71,084		71,084	23.7%	
4010 Tax & NI	2,561	11,000	8,439		8,439	23.3%	
4020 Pension	4,018	14,000	9,982		9,982	28.7%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	0	600	600		600	0.0%	
4120 Training	660	2,000	1,340		1,340	33.0%	
4130 Bank Charges	27	200	173		173	13.5%	
4140 Audit Fees	(635)	2,500	3,135		3,135	(25.4%)	
4160 Insurance	3,085	5,000	1,915		1,915	61.7%	
4170 Postage & Stationery	0	200	200		200	0.0%	
4175 Annual Memberships/Subscriptio	2,149	3,000	851		851	71.6%	
4180 Photocopying	540	1,500	960		960	36.0%	
4190 Telephone & Broadband	631	2,500	1,869		1,869	25.2%	
4200 IT & Website	5,845	5,000	(845)		(845)	116.9%	
4210 Office Equipment	0	1,000	1,000		1,000	0.0%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	500	2,500	2,000		2,000	20.0%	
4240 Room Hire	204	1,000	796		796	20.4%	
4250 Cleaning/Catering	869	3,500	2,631		2,631	24.8%	
4260 Newsletter & Annual Report	300	2,500	2,200		2,200	12.0%	
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	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	339	1,500	1,161		1,161	22.6%	
4295 Waste Collection	286	1,500	1,214		1,214	19.1%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	10,726	21,331	10,605		10,605	50.3%	
4320 Electricity Supply	789	4,200	3,411		3,411	18.8%	
4330 Water Supply	82	200	118		118	41.2%	
4340 Security Alarm System	460	500	40		40	92.0%	
4350 Fire Safety System	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Health & Safety	0	100	100		100	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	864	4,000	3,136		3,136	21.6%	
4393 Maintenance/Improvements CTH	0	1,500	1,500		1,500	0.0%	
Finance & General Purposes :- Indirect Expenditure	57,239	199,791	142,552	0	142,552	28.6%	150
Net Income over Expenditure	92,397	104,525	12,128				
6000 plus Transfer from EMR	150	0	(150)				
Movement to/(from) Gen Reserve	92,547	104,525	11,978				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	2,065	5,200	3,135		3,135	39.7%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	0	14,000	14,000		14,000	0.0%	
4471 Maintenance/Gardening	84	1,500	1,416		1,416	5.6%	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	395	525	130		130	75.2%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4530 Village Orderly Equip/Expenses	56	1,000	944		944	5.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	6,584	20,230	13,646		13,646	32.5%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	148	1,500	1,352		1,352	9.9%	
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	9,345	74,505	65,160	0	65,160	12.5%	0
Net Expenditure	(9,345)	(74,505)	(65,160)				
<u>120 Allotments</u>							
1200 Allotment Income	1,243	1,352	109			91.9%	
Allotments :- Income	1,243	1,352	109			91.9%	0
4600 Allotment Expense	685	3,000	2,315		2,315	22.8%	
Allotments :- Indirect Expenditure	685	3,000	2,315	0	2,315	22.8%	0
Net Income over Expenditure	558	(1,648)	(2,206)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

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 & Traffic</u>							
4973 RTPI	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	0	400	400	0	400	0.0%	0
Net Expenditure	0	(400)	(400)				
<u>140 Non Budgeted Expenditure</u>							
4176 GR: Council Hive Premium Yr 1	1,820	0	(1,820)		(1,820)	0.0%	
4400 GR: VJ Public Exhibition	150	0	(150)		(150)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	1,970	0	(1,970)	0	(1,970)		0
Net Expenditure	(1,970)	0	1,970				
Grand Totals:- Income	150,879	305,668	154,789			49.4%	
Expenditure	69,240	277,696	208,456	0	208,456	24.9%	
Net Income over Expenditure	81,639	27,972	(53,667)				
plus Transfer from EMR	150	0	(150)				
Movement to/(from) Gen Reserve	81,789	27,972	(53,817)				

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves June 2025

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR - Toilets on the Common	67,807.50		67,807.50
329	EMR - Wilderness Field S106 Maintenance	8,465.38		8,465.38
332	EMR - Council Elections	2,700.00		2,700.00
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	3,500.00		3,500.00
337	EMR - F&GP Plan 23-27	15,000.00		15,000.00
338	EMR - Rolling Asset Management	20,000.00		20,000.00
		126,472.88	-	126,472.88

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves July 2025

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR - Toilets on the Common	67,807.50		67,807.50
329	EMR - Wilderness Field S106 Maintenance	8,465.38		8,465.38
332	EMR - Council Elections	2,700.00	- 150.00	2,550.00
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	3,500.00		3,500.00
337	EMR - F&GP Plan 23-27	15,000.00		15,000.00
338	EMR - Rolling Asset Management	20,000.00		20,000.00
		126,472.88	- 150.00	126,322.88

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>
05/06/2025	Connected Kerb Limited	DEBIT CARD	12.08		2.02	4385	100	10.06	Vehicle Charge 5 Jun 2025
12/06/2025	Connected Kerb Limited	DEBIT CARD	3.64		0.61	4385	100	3.03	Vehicle Charge 12 Jun 2025
17/06/2025	Mailchimp	DEBIT CARD	17.83			4200	100	17.83	MailchimpComEngag Jun25
19/06/2025	Connected Kerb Limited	DEBIT CARD	8.62		1.43	4385	100	7.19	Vehicle Charge 19 Jun 2025
24/06/2025	Connected Kerb Limited	DEBIT CARD	4.09		0.68	4385	100	3.41	Vehicle Charge 24 Jun 2025
Total Payments:			46.26	0.00	4.74			41.52	

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>
08/07/2025	Connected Kerb Limited	DEBIT CARD	7.24		1.21	4385	100	6.03	Vehicle Charge 8 Jul 2025
08/07/2025	Connected Kerb Limited	DEBIT CARD	4.58		0.76	4385	100	3.82	Vehicle Charge 10 Jul 2025
17/07/2025	Mailchimp	DEBIT CARD	18.05			4200	100	18.05	MailchimpCommEng Jul25
Total Payments:			29.87	0.00	1.97			27.90	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/06/2025	Mr D Hadimbu	CLAIM AH	40.00			4600	120	40.00	Purchase of 2 x Compost Bins
09/06/2025	Mr D Hadimbu	CLAIM AH	25.00		4.17	4600	120	20.83	Petrol for Allotment Machinery
09/06/2025	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges May 2025
09/06/2025	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning May 2025
09/06/2025	Mulberry Local Authority Servi	ONLINE	30.00		5.00	4120	100	25.00	FinanceNetworkDay Add Attendee
09/06/2025	King Edward Hall	ONLINE	121.00			4240	100	121.00	Comm Meetings Apr-Jun 2025
09/06/2025	King Edward Hall	ONLINE	76.73			4471	110	76.73	KEH Village Spring Clean 2025
09/06/2025	King Edward Hall	ONLINE	10.50			4650	110	10.50	KEHGreenerLfield 25Apr25
09/06/2025	King Edward Hall	ONLINE	21.00			4650	110	21.00	KEH NetworkClimateMtin 1.5.25
09/06/2025	King Edward Hall	ONLINE	82.88			4240	100	82.88	Ann Parish Meeting 7May2025
09/06/2025	Breakthrough Communications &	ONLINE	2,904.00		484.00	4176	140	1,820.00	Council Hive Premium Yr 1
						4120	100	600.00	CouncilHive Prem 2 Person Supp
11/06/2025	Apogee Corporation Ltd	DD	9.00		1.50	4180	100	7.50	T-FC425EK TONER BLACK
12/06/2025	Zurich Town & Parish Insurer T	ONLINE	3,084.55			4160	100	3,084.55	Zurich Policy Annual Rnl 25/26
13/06/2025	BNP Paribas Leasing Solutions	DD	311.99		52.00	4180	100	259.99	PhotocopierRental 13/6-12/9/25
13/06/2025	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	DailyClean 4 Weeks end 29Jun25
16/06/2025	Lloyds Bank Commercial Cards	DD	3.00			4130	100	3.00	Charge Card Fee Jun 2025
16/06/2025	Mulberry Local Authority Servi	ONLINE	211.20		35.20	4140	100	162.50	YE Internal Audit 24/25
						4140	100	13.50	YE Internal Audit 24/25Mileage
16/06/2025	West Sussex County Council	ONLINE	9,551.50			4000	100	7,358.65	Salaries May 2025
						4010	100	853.60	NICs May 2025
						4020	100	1,339.25	Pensions May 2025
16/06/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Clean 6.6.25
17/06/2025	British Gas	DD	258.37		12.30	4320	100	246.07	Elec Supply 27Apr-3Jun 2025
17/06/2025	Castle Water Limited	DD	120.92			4561	110	120.92	Water Supply May 2025
Subtotal Carried Forward:			18,461.47	0.00	607.71			17,853.76	

Date: 05/08/2025

Lindfield Parish Council Current Year

Page 2

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Cashbook 5

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Unity Trust Current Account

Payments made between 01/06/2025 and 30/06/2025

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>
17/06/2025	Castle Water Limited	DD	38.37			4600	120	38.37	Water Supply May 2025
18/06/2025	Npower Commercial Gas Ltd	DD	491.75		23.42	4450	110	468.33	Elec Supply May 2025
18/06/2025	Castle Water Limited	DD	20.50			4330	100	20.50	Water Supply May 2025
19/06/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Jun 2025
23/06/2025	Kipper Creative Ltd	ONLINE	360.00		60.00	4260	100	300.00	Ann Report LindfieldLife Aug25
23/06/2025	FO Lindfield Playgrounds	ONLINE	500.00			4230	100	500.00	S137 FO Lindfield Playgrounds
25/06/2025	British Gas	DD	45.29		2.16	4561	110	43.13	Elect Supply 6May-11Jun 2025
30/06/2025	British Telecommunications Plc	DD	128.39		21.40	4190	100	106.99	Mobile Reg Charges Jun 2025
30/06/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection May 2025
30/06/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	UT Account Fee 1-31 May 2025
Total Payments:			20,400.82	0.00	772.87			19,627.95	

Unity Trust Current Account

Payments made between 01/07/2025 and 31/07/2025

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>
04/07/2025	JNR Computer Services	ONLINE	5,801.76		966.96	4200	100	4,834.80	AnnualMaintenance Contract JNR
07/07/2025	Apogee Corporation Ltd	DD	77.40		12.90	4180	100	64.50	Printing Charges 6Mar-5Jun 202
08/07/2025	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges Jun 2025
11/07/2025	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	ContractClean 6/13/20/27 Jul25
14/07/2025	Balcombe Pest Control Ltd	ONLINE	72.00		12.00	4600	120	60.00	Treatment Wasp Nest 1Jul2025
14/07/2025	Pear Technology Services Ltd	ONLINE	294.00		49.00	4500	110	245.00	PT-Mapper/Maplink Sup to Jun26
14/07/2025	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning Jun 2025
16/07/2025	Castle Water Limited	DD	120.83			4561	110	120.83	Water Supply Jun 2025
16/07/2025	Lloyds Bank Charge Card	DD Lloyds	3.00			270		3.00	Lloyds Charge Card Fee Jul25
17/07/2025	Castle Water Limited	DD	41.05			4600	120	41.05	Water Supply Jun 2025
18/07/2025	Castle Water Limited	DD	27.25			4330	100	27.25	Water Supply Jun 2025
18/07/2025	Kipper Creative Ltd	DD	360.00		60.00	4400	140	150.00	Advert LLife Aug25 Edition
						4300	100	150.00	New Cllr Article LLife Aug25
						332		-150.00	New Cllr Article LLife Aug25
						6000	100	150.00	New Cllr Article LLife Aug25
21/07/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Jul 2025
22/07/2025	British Gas	DD	33.39		1.59	4561	110	31.80	Elec Supply 11Jun- 8Jul 2025
22/07/2025	CJS Environmental Ltd	ONLINE	149.40		24.90	4561	110	124.50	Hygiene Services 22Jul-21Jan26
23/07/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Clean 7.7.25
23/07/2025	West Sussex County Council	ONLINE	9,551.50			4000	100	7,358.65	Salaries Jun 2025
						4010	100	853.60	NICs Jun 2025
						4020	100	1,339.25	Pension Jun 2025
23/07/2025	Surrey Security Systems Ltd	ONLINE	552.00		92.00	4340	100	460.00	Maintenance Alarm Fe25-Jan26
30/07/2025	British Telecommunications Plc	DD	128.39		21.40	4190	100	106.99	Mobile Reg Charges Jul 2025
31/07/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection Jun 2025
Subtotal Carried Forward:			19,160.85	0.00	1,312.47			17,848.38	

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>
31/07/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Account Fee 1-30 Jun 2025
Total Payments:			19,166.85	0.00	1,312.47			17,854.38	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/06/2025	Barclays Current Account	15,881.36	
30/06/2025	Business Premium Account	38,869.88	
30/06/2025	Nationwide Building Society	84,841.81	
30/06/2025	Unity Trust Current Account	18,252.48	
30/06/2025	Unity Trust Savings Account	58,115.61	
30/06/2025	Hinckley&Rugby Building Soc.	85,000.00	
			300,961.14
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			<u>300,961.14</u>
<u>All Cash & Bank Accounts</u>			
1	Barclays Current Bank A/c	15,881.36	
2	Barclays Business Premium A/c	38,869.88	
3	Nationwide Building Society	84,841.81	
5	Unity Trust Current Account	18,252.48	
6	Unity Trust Savings Account	58,115.61	
7	Hinckley&Rugby Building Soc.	85,000.00	
	Other Cash & Bank Balances		<u>0.00</u>
	Total Cash & Bank Balances		<u>300,961.14</u>

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/07/2025	Barclays Current Account	16,659.49
31/07/2025	Business Premium Account	38,869.88
31/07/2025	Nationwide Building Society	84,960.70
31/07/2025	Unity Trust Current Account	17,109.88
31/07/2025	Unity Trust Savings Account	40,176.36
31/07/2025	Hinckley&Rugby Building Soc.	85,000.00
02/07/2025	Lloyds Bank Charge Card	-3.00
		282,773.31
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		282,773.31
<u>All Cash & Bank Accounts</u>		
1	Barclays Current Bank A/c	16,659.49
2	Barclays Business Premium A/c	38,869.88
3	Nationwide Building Society	84,960.70
5	Unity Trust Current Account	17,109.88
6	Unity Trust Savings Account	40,176.36
7	Hinckley&Rugby Building Soc.	85,000.00
8	Lloyds Bank Charge Card	0.00
Other Cash & Bank Balances		0.00
Total Cash & Bank Balances		282,776.31

Summary of Direct Debit Payments - June 2025										
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	Total Payment	CTH SC	Payment Details	Notes	Bank Statement
9 Jun 2025	BT	M121 SB	UT	81.24	13.54			4190 F&GP Administration: Telephone - Broadband Services May 2025 Bill M121 SB VP 8049 1770 £81.24		
11 Jun 2025	Apogee Corporation Ltd	1519949	UT	9.00	1.50			4180 F&GP Photocopying: T-FC425EK Toner Black Delivery Charge		
13 Jun 2025	BNP Paribas Leasing Solutions Limited	FLLB7044567	UT	311.99	52.00			4180 F&GP Photocopying: Rental 13/06/2025 TO: 12/09/2025		
16 Jun 2025	Lloyds Corporate Card	Statement 2Jun25	UT	3.00	-			4130 F&GP Bank Charges: Charge Card Fee Jun 2025		
17 Jun 2025	British Gas Lite	11320154	UT	258.37	12.30			4320 F&GP CTH Electricity Supply 27Apr-3Jun 2025	Calculated based on estimated meter reading.	
17 Jun 2025	Castle Water Ltd	10006628818	UT	120.92	-			4561 E&A Denmans Lane Toilets Water Supply May 2025		
17 Jun 2025	Castle Water Ltd	10006598018	UT	38.37	-			4600 E&A Allotments Water Supply May 2025		
18 Jun 2025	npower Business Solutions	IN13265630	UT	491.75	23.42			4450 E&A Street Lighting Electricity Supply May 2025		
18 Jun 2025	Castle Water Ltd	1000666212	UT	20.50	-		Y	4330 F&GP Administration: CTH Water Supply May 2025		
19 Jun 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12			4385 F&GP PC Vehicle: Lease June 2025		
25 Jun 2025	British Gas Lite	11407636	UT	45.29	2.16			4561 E&A Denmans Lane Toilets Electricity Supply 6May-11Jun25	BGL0214045-0612528	
30 Jun 2025	BT	MO31 9M	UT	128.39	21.40			4190 F&GP Administration: Mobile Services - Regular Charges Jun 2025 Bill GP 0107 6289 M031 £ 128.39		
30 Jun 2025	SUEZ Recycling and Recovery UK Ltd	33619193	UT	114.36	19.06			4295 F&GP Waste Collection: May 2025		
				1,857.87						
Credit Held on Account:				Total Credit						
26 Jun 2025	British Gas Lite	11559149		43.74				4320 F&GP CTH Electricity Supply 27Apr-26Jun 2025 Total bill £214.63 ie £204.41 + VAT £10.22 CREDIT £43.74	Calculated based on customer reading.	
All invoices listed have been examined, verified and certified by the RFO. RFO, Lindfield Parish Council										
30 June 2025										

Summary of Direct Debit Payments - July 2025										
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	Total Payment	CTH SC	Payment Details	Notes	Bank Statement
7 Jul 2025	Apogee Corporation Ltd	1524719	UT	77.40	12.90			4180 F&GP Photocopying: Printing Charges 6Mar-5Jun 2025		
8 Jul 2025	BT	M122 WY	UT	81.24	13.54			4190 F&GP Administration: Telephone - Broadband Services June 2025 Bill M122 WY VP 8049 1770 £81.24		
16 Jul 2025	Castle Water Ltd	10006916951	UT	120.83	-			4561 E&A Denmans Lane Toilets Water Supply June 2025		
16 Jul 2025	Lloyds Corporate Card	Statement 2Jul25	UT	3.00	-			4130 F&GP Bank Charges: Charge Card Fee Jul 2025	Cost transferred to Lloyds Bank Charge Card Cash Book	
17 Jul 2025	Castle Water Ltd	10006940195	UT	41.05	-			4600 E&A Allotments Water Supply June 2025		
No payment	British Gas Lite							4320 F&GP CTH Electricity Supply 3Jun-tbc 2025	Invoice not received in July 2025	
18 Jul 2025	Kipper Creative Limited (GOCARDLESS)	8624	UT	360.00	60.00			General Reserve 4400 Advertising VJ Public Exhibition EMR 332 4300 Co-option of New Councillor Article Lindfield Life Aug 2025 Edition	KIPPERMAGS-KYEFT9T	
18 Jul 2025	Castle Water Ltd	10007000158	UT	27.25	-		Y	4330 F&GP Administration: CTH Water Supply June 2025		
No payment	npower Business Solutions							4450 E&A Street Lighting Electricity Supply tbc June 2025	Invoice not received in July 2025	
21 Jul 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12			4385 F&GP PC Vehicle: Lease July 2025		
22 Jul 2025	British Gas Lite	11691480	UT	33.39	1.59			4561 E&A Denmans Lane Toilets Electricity Supply 11Jun-8Jul25	BGL0214045-0612528	
30 Jul 2025	BT	M032 D8	UT	128.39	21.40			4190 F&GP Administration: Mobile Services - Regular Charges Jul 2025 Bill GP 0107 6289 M032 DB £ 128.39		
31 Jul 2025	SUEZ Recycling and Recovery UK Ltd	33653467	UT	114.36	19.06			4295 F&GP Waste Collection: June 2025		
				1,221.60						
Credit Held on Account:				Total Credit						
26 Jun 2025	British Gas Lite	11559149		43.74				4320 F&GP CTH Electricity Supply 27Apr-26Jun 2025 Total bill £214.63 ie £204.41 + VAT £10.22 CREDIT £43.74	Calculated based on customer reading.	
All invoices listed have been examined, verified and certified by the RFO.										
RFO, Lindfield Parish Council										
31 July 2025										

[illegible]

Summary of Debit Card Payments July 2025	
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Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024) Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

[illegible]

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>
02/07/2025	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Jul 2025
08/07/2025	Dell Corporation Ltd	CHARGE CAR	354.00		59.00	4210	100	295.00	Dell32Plus 4K Monitor S3225QS
15/07/2025	Houseware Ltd	CHARGE CAR	9.95		1.66	4170	100	8.29	Deskit A5 Laminating Pouches
15/07/2025	Amazon EU S.à r.l., UK Branch	CHARGE CAR	25.68		4.29	4170	100	21.39	A3/A4 Laminating Pouches
18/07/2025	F. Goddard & Sons Ltd	CHARGE CAR	195.60		32.60	4600	120	163.00	Supply&Instal Adaptor Ext. Tap
28/07/2025	Banner Group Limited	CHARGE CAR	69.28		11.56	4561	110	57.72	2Work 2-Ply BulkPackToiletTiss
Total Payments:			657.51	0.00	109.11			548.40	

LINDFIELD PARISH COUNCIL 2023-2024									
Full Council Meeting Thursday 25 September 2025									
Cheques Drawn, Bank Charges, Transfer of Funds, Standing Order and Online Banking Payments Authorised since the Full Council Meeting 24 July 2025									
Cheque No/Debit Card/ Online	Payee	Description of service	Gross Payment £	VAT to Claim £	CTH SC	S.137	Comments	Approval	
24 July 2025									
Fee	Unity Trust Bank	Bank charges 1-30 Jun 2025	6.00	-		-	Paid 31 Jul 2025	Regular Payment	
August 2025									
Online	Mulberry Local Authority Services Ltd	Training: Leading Council & Committee Meetings with Confidence 28 Aug 2025 Cllr LG	54.00	9.00		-	Paid 7 Aug 2025	Cllrs WB, AB, TW	
Online	Mr M Grace (Expenses claim)	Village Archives: Purchase of A4 Laminated Pouches	19.48	-		-	Paid 7 Aug 2025	Cllrs WB, AB, TW	
Online	Tisburys Cleaning Services	Office Cleaning Jul 2025 incl Cleaning of CTH Communal Area	236.59	-	Y	-	Paid 11 Aug 2025	Cllrs LG, WB, AB	
Online	Ian Woodhams	CTH Window Cleaning 5 Aug 2025	22.00	-	Y	-	Paid 19 Aug 2025	Cllrs LG, TW, WB	
Online	Mr D Parsons (Expenses claim)	Washing-Up Liquid for Parish Office	1.35	-		-	Paid 19 Aug 2025	Cllrs LG, TW, WB	
Online	King Edward Hall	Room Hire Friday 8 Aug 2025: Preparation for VJ Public Exhibition	21.00	-		-	Paid 19 Aug 2025	Cllrs LG, TW, WB	
Online	King Edward Hall	Room Hire Saturday 9 Aug 2025: VJ Public Exhibition	114.60	-		-	Paid 19 Aug 2025	Cllrs LG, TW, WB	
Online	West Sussex Archives Society	Membership of WSAS	40.00	-		-	Paid 19 Aug 2025	Cllrs LG, TW, WB	
Online Fund Transfer	Unity Trust Bank	Unity Trust Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 8 Aug 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 3, 10, 17 & 24 Aug 2025	1,260.00	-		-	Paid 8 Aug 2025	F&GP Committee approval meeting 9 Jan 2025	
Fee	Unity Trust Bank	Bank charges 1-31 Jul 2025	6.00	-		-	Paid 31 Aug 2025	Regular Payment	
September 2025									
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 21 Aug 2025	10,511.50	-		-	Paid 1 Sep 2025	Cllrs LG, VU, WB	
Online	West Sussex County Council	Salaries Jul 2025	9,551.50	-		-	Paid 1 Sep 2025	Cllrs LG, VU, WB	
Online	Grasstex Ltd	Wilderness Field: Grass cutting 18 Aug 2025	960.00	160.00		-	Paid 1 Sep 2025	Cllrs LG, VU, WB	
Online Fund Transfer	Unity Trust Bank	Unity Trust Savings Acc to Current Acct to facilitate Online Payments week ending 1 Sep 2025	12,268.85	-		-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online	West Sussex County Council	Salaries Aug 2025	11,862.84	-		-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online	Mulberry Local Authority Services Limited	Training - AGAR Assertion 15 Oct 2025: Clerk	18.00	3.00		-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online	B M Air Ltd	Replacement air conditioning controller	129.42	21.57		-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online	Tisburys Cleaning Services	Office Cleaning Aug 2025 incl Cleaning of CTH Communal Area	236.59	-	Y	-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online	Ian Woodhams	CTH Window Cleaning 1 Sep 2025	22.00	-	Y	-	Paid 8 Sep 2025	Cllrs LG, AB, VU	
Online Fund Transfer	Unity Trust Bank	Unity Trust Savings Acc to Current Acc to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 5 Sep 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 31 Aug & 7, 14 & 21 Sep 2025	1,260.00	-		-	Paid 5 Sep 2025	F&GP Committee approval meeting 9 Jan 2025	
Online Fund Transfer	Unity Trust Bank	Transfer of Funds from Barclays Business Premium Acc 1269 to Unity Trust Savings Acc 5650	20,000.00	-		-	Paid 15 Sep 2025	F&GP Committee approval meeting 4 Sep 2025 (RFO & Cllr AB)	
Online	Calabash Mint Limited	Denmans Lane Toilets: Purchase of Sanitary Bin	65.41	15.90		-	Paid 16 Sep 2025	Cllrs LG, AB, WB	
Online	Mulberry Local Authority Services Limited	Training - Councillors: Council Finance Essentials; 9 Sep 2025 Cllr TW	54.00	9.00		-	Paid 16 Sep 2025	Cllrs LG, AB, WB	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of Approved Grant Awards	1,063.00	-		-	Paid 22 Sep 2025	Cllrs AB & WB	
Online	Lindfield Bonfire Society	Grant Award	500.00	-		-	Paid 22 Sep 2025	F&GP Comm Meeting 4 Sep 2025, Min ref 320.2 i)	
Online	Lindfield History Project Group	Grant Award	263.00	-		263.00	Paid 22 Sep 2025	F&GP Comm Meeting 4 Sep 2025, Min ref 320.2 i)	
Online	Citizens Advice in West Sussex	Grant Award	300.00	-		300.00	Paid 22 Sep 2025	F&GP Comm Meeting 4 Sep 2025, Min ref 320.2 i)	
Online	King Edward Hall	Room Hire: Committee Meetings July to Sep 2025	175.50	-		-	Paid 23 Sep 2025	Cllrs LG, AB, VU	
Online	King Edward Hall	Room Hire: Greener Lindfield Meeting 4 Jul 2025	10.50	-		-	Paid 23 Sep 2025	Cllrs LG, AB, VU	
Online	The Open Spaces Society	Annual Membership Renewal wef 1 Sep 2025	45.00	-		-	Paid 23 Sep 2025	Cllrs LG, AB, VU	
Online	Moore	Audit Fee: Completion of 2024/25 External Auditor's Limited Assurance Review	756.00	126.00		-	Pending Authorisation	Cllrs LG, WB, VU	
		Balance as at 25 September 2025	74,354.13	344.47		563.00			
All invoices listed have been examined, verified and certified by the RFO.									
Received and AGREED at Full Council Meeting held on 25 September 2025									
	Signature of Chairman of Meeting								
	Date								

Committee Meeting:	Full Council
Item:	8.4 a
Report of:	Parish Clerk
Date:	25 September 2025
Subject:	Budget 2026/27

Purpose of Report

1. This report sets out the context and guidelines for developing the budget for 2026/27. It is intended to provide a high-level plan, based on Plan 23-27 objectives, for the authority when considering its service and financial decisions.

Summary

2. The report sets out the local and national context that needs to be considered in the preparation of budget proposals through the autumn. The draft budget will then be published for Members' consideration in December and January.

Recommendations

3. **F&GP has recommended Council to:**
 - a. Endorse the guidelines set out within this report and
 - b. Use these principles in preparing the 2026/27 Budget.

National Context

4. The UK's annual inflation rate, measured by the Consumer Prices Index (CPI), was 3.8% in August. The Bank of England's Monetary Policy Committee expects this figure to rise in September before
5. At its meeting ending on 17th September 2025, the Monetary Policy Committee voted by a majority of 7–2 to maintain the bank rate at 4%. The next rate review will be published on 6th November.
6. The date for the Autumn 2025 budget will be 26th November 2025. The next Office for Budget Responsibility forecast will be released on the same day.
7. The nationally negotiated pay award for 2025/2026 has been agreed. It is understood that work on the 2026/27 pay claim will be undertaken this autumn to prevent any delay in the implementation from 1 April 2026

Parish Level Context

8. The Council

Fiscal year	Precept	% Change	Band D annual charge	Notes
2019/20	£ 156,000	0.00	£ 54.90	11k deficit
2020/21	£ 172,000	10.25	£ 60.64	
2021/22	£ 172,000	0.00	£ 60.38	
2022/23	£ 189,000	9.88	£ 66.00	
2023/24	£ 216,000	14.28	£ 75.82	10k deficit
2024/25	£ 257,000	18.98	£ 89.26	
2025/26	£ 290,668	13.10	£ 100.99	

The average Band D annual charge in Mid Sussex for 2025/26 is £90.82. The most expensive Band D charges are Turners Hill (£142.58), Ardingly (£153.87), and Cuckfield (£167.58).

Council Tax Base

9. MSDC's S151 Officer will, in conjunction with their Officers in Revenues and Benefits, set the tax base at 30 November, based on formula requirements. Lindfield Parish Council's Tax Base figures for the last 5 years are as follows:

Fiscal year	Tax base	% Change
2019/20	2,841.4	- 0.56
2020/21	2,836.5	- 0.17
2021/22	2,848.4	0.42
2022/23	2,863.7	0.54
2023/24	2,848.9	- 0.52
2024/25	2,879.1	1.06
2025/26	2,878.1	- 0.03
2026/27	TBC	TBC

10. It should be noted that no major housing developments have taken place in Lindfield Urban so we are unlikely to see any significant increase in the tax base figure. It may even be likely that the figure stays static or will fall.

Inflation

11. The impact of inflation on contracts and wages will be reviewed and considered in light of the best information available.
12. This will also include a review of fees with options and recommendations provided through the budget-setting cycle.

Next Steps

13. Appendix A of this report is the timetable for the setting of the budget going forward.

Policy Context

14. Setting a financial strategy and understanding the environment within which the authority operates is a fundamental requirement in preparing the annual budget. The agreed Plan 23-27 objectives should inform individual committee budgets.

Financial Implications

15. The entire report deals with the financial issues.

Risk Management Implications

16. The forecasts contained are based on the best information available to the Council at this time and have been subjected to an appropriate level of due diligence to ascertain that the financial position is as described.

Appendix A
Budget Timeline

Action	Date
F&GP - Review of budget setting paper	4 September 2025
E&A Committee budgets 1 st Draft	2 October 2025
PT&T Committee budgets 1 st Draft	14 October 2025
F&GP Committee budget 1 st Draft	6 November 2025
PT&T Committee budgets 2 nd Draft	4 November 2025
E&A Committee budgets 2 nd Draft	27 November 2025
F&GP Committee budget 2 nd Draft	11 December 2025
Scrutiny of Committee budgets by F&GP	11 December 2025
Scrutiny by F&GP	8 January 2026
Full Council approval	22 January 2026

Committee Meeting:	Full Council
Item:	8.4 b
Report of:	Responsible Financial Officer & Parish Clerk
Date:	25 September 2025
Subject:	Bank Mandates & Arrangements

Purpose of Report:

1. Members are asked to consider various matters relating to the council's banking arrangements.

Recommendation(s)

F&GP has recommended that the Council:

- A) Approves the bank mandates.
- B) Retains our existing Barclays Bank accounts but seeks to increase the number of signatories to three per transaction to ensure adequate oversight.
- C) That the third signatory member be confirmed at the November F&GP/Full Council meetings.

Bank mandates

2. The RFO has produced updated mandates for each bank account. These are attached as Appendix 1. F&GP has scrutinised the mandates and recommends that Full Council confirms them

Barclays Bank

3. At F&GP (4th September), the following was discussed. Everyday banking had now been transferred to Unity Trust Bank, and arrangements were in hand to switch Barclays Bank debit card payments to the new Lloyds Bank charge card. Once completed, it had been agreed that both the Barclays Bank current account and Business Premium Savings account would be closed. The Hinckley & Rugby Building Society savings account was now set up and running. The level of precept funding that was subsequently agreed to for 2025/26 had increased the amount of funds held by the Council, and this had put a strain on the total amount of FSCS protection that was available. With the limited availability of new savings products for parish councils, a recommendation had been made to retain the Barclays Bank accounts with online banking. The bank mandate could be reviewed to increase the number of signatories to three per transaction to improve security.
4. The committee agreed to recommend to the Full Council the following:
 - a) To retain the Barclays Bank accounts
 - b) That the Barclays Bank mandate be reviewed to increase the number of signatories to three per transaction
5. The council is due to consider co-opting at the same meeting where this item is considered. It has been suggested that, in view of this that the third signature for Barclays Bank transactions be confirmed at our November meeting once the council has a full complement.

Appendices

- 1 Bank Mandates

Appendix 1

Barclays Bank Mandate

Account Number: ending 1269

Account Name: Lindfield Parish Council

Type of Account: Business Premium Savings Account

Approving Person		Power/Authority	Cheque	Online Access*	Limit £	Debit Card
Officer						
Clerk	Mr A Funnell	Authorised Signatory	Yes	Yes	Unlimited	Yes
RFO	Mrs T Ely	Authorised Signatory as Scheme Administrator	Yes	Yes	Unlimited	No
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Yes	Yes	Unlimited	No
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Yes	Yes	Unlimited	No
Vice-Chair F&GP	Mrs L Grace	Authorised Signatory	Yes	No	Unlimited	No
Chair P,T&T; Member F&GP	Mrs V Upton	Authorised Signatory	Yes	No	Unlimited	No
Council Chair; Member of F&GP	Trevor Webster	Authorised Person at request of Barclays Bank	-	-	-	-

Any two authorised signatories are required by LPC per transaction to approve a payment by online banking.

Any two authorised signatories are required to change the bank mandate.

*Maximum limit of £50,000 per single transaction; Maximum limit of £100,000 in total per day for online banking.

Sep 2025

Barclays Bank Mandate

Account Number: ending 3318

Account Name: Lindfield Parish Council

Type of Account: Business Current Account

Approving Person		Power/Authority	Description of Authority	Cheque	Online Payments*	Limit £*	Debit Card
Officer							
Clerk	Mr A Funnell	Authorised Signatory	Authority to pay by Debit Card	Yes	No	Unlimited	Yes
RFO	Mrs T Ely	Authorised Signatory as Scheme Administrator	View, Set-up of transactions as administrator	Yes	Yes	Unlimited	No
Councillor							
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	View, online authorisation of payments	Yes	Yes	Unlimited	No
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	View, online authorisation of payments	Yes	Yes	Unlimited	No
Vice-Chair F&GP	Mrs L Grace	Authorised Signatory	Cheque authorisation only	Yes	No	Unlimited	No
Chair PT&T; Member F&GP	Mrs V Upton	Authorised Signatory	Cheque authorisation only	Yes	No	Unlimited	No
Council Chair; Member F&GP	Trevor Webster	Authorised Person	-	-	-	-	-

Any two authorised signatories are required by LPC per transaction to sign a cheque or to approve a payment by online banking.

Any two authorised signatories are required to change the bank mandate.

*Maximum limit of £50,000 per single transaction; Maximum limit of £100,000 in total per day for online banking.

Sep 2025

Hinckley & Rugby Building Society Bank Mandate

Account Number: ending 9522

Account Name: Lindfield Parish Council

Type of Account: Local Council Easy Access Deposit Account

Approving Person		Power/Authority	Description of Authority	Cheque n/a	Online Access n/a	Limit £
Officer						
RFO	Mrs T Ely	Scheme Administrator/Signatory	Administrator/ Authorisation of deposits & withdrawals		Yes, to assist with administration and access to deposit balance held for the purpose of bank reconciliations	Unlimited
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair P,T&T; Member F&GP	Mrs V Upton	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited

A minimum balance of £500.00 must be held on account.

Any one authorised signatory to withdraw funds or to change the bank mandate. Funds can only be transferred to nominated account held with Unity Trust bank.

Sep 2025

Lloyds Bank Charge Card Bank Mandate

Account Number: ending 1377

Account Name: Lindfield Parish Council

Type of Account: Charge Card

Approving Person		Power/Authority	Online Access	Limit £
Officer				
Clerk	Mr A Funnell	Programme Administrator & Card Holder	Yes	Single Transaction Limit £1,200.00
RFO	Mrs T Ely	Programme Administrator	Yes	N/a
Councillor				
No Councillor Activity				

Sep 2025

Nationwide Building Society Bank Mandate

Account Number: ending 6320

Account Name: Lindfield Parish Council

Type of Account: Business Instant Saver Issue 9 – Monthly (Standalone Product)

Approving Person		Power/Authority	Description of Authority	Cheque n/a	Online Access n/a	Limit £
Officer						
RFO	Mrs T Ely	Scheme Administrator	Administrator		No	Unlimited
Clerk	Mr A J Funnell	Controlling Person at the request of NBS	n/a		No	n/a
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair PT&T; Member F&GP	Mrs V Upton	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited

A minimum balance of £5,000.00 must be held on account.

Any two authorised signatories are required to withdraw funds or to change the bank mandate. Funds can only be transferred to our nominated account with Unity Trust Bank.

Sep 2025

How to make changes

To update the key contact, add or remove online banking users and signatories, or change access permissions, please use our [account management form](#). (Opens in a new window)

People connected to this account

Person	Status	Last log in	View	Submit	Authorise	Admin	Signatory
Lindfield Parish Council							
Mrs Amy Beecroft	Active	11/08/25 09:23	✓	✗	✓	✗	✓
Mr William Blunden	Active	14/08/25 22:04	✓	✗	✓	✗	✓
Mrs Tracy Ely	Active	21/08/25 12:26	✓	✓	✗	✓	✗
Mr Andrew Funnell	Active	21/07/25 10:51	✓	✓	✗	✗	✗
Mrs Valerie Upton	Active	10/06/25 17:28	✓	✗	✓	✗	✓
Mr Trevor Webster	Active	18/08/25 17:28	✓	✗	✓	✗	✓

Signing authority rules

Dual Authority: Any two of the signatories listed above must sign instructions. Instructions include signing cheques and making changes to your bank mandate.

Online Banking authority rules

Online Banking authority rules apply to internal transfers and external payments made via Online Banking.

	Single Authority Any one person with submit permissions can make payments and transfers.	Dual Authority One person must submit a payment or transfer, and another person must authorise it.	Triple Authority One person must submit a payment or transfer, and two other people must authorise it.
Internal transfers	Not applicable	£ 0.00 onwards	Not applicable
External payments	Not applicable	Not applicable	£ 0.00 onwards

Help and support

- [What are access permissions?](#)



Lindfield Parish Council

Current T1

XX-XX-XX • XXXXXXXX

Balance

£

Available

£

Payment limits

Changes to payment limits will apply to all accounts within the organisation **Lindfield Parish Council**

	Transaction limit	Daily limit	Available today
Organisation limits			
Lindfield Parish Council	—	—	—
People limits			
Mrs Amy Beecroft	—	—	—
Mr William Blunden	—	—	—
Mrs Tracy Ely	—	—	—
Mr Andrew Funnell	—	—	—
Mrs Valerie Upton	—	—	—
Mr Trevor Webster	—	—	—

Help and support

- [What are payment limits?](#)

ⓘ How to make changes

To update the key contact, add or remove online banking users and signatories, or change access permissions, please use our [account management form](#). (Opens in a new window)

People connected to this account

Person	Status	Last log in	View	Submit	Authorise	Admin	Signatory
Lindfield Parish Council							
Mrs Amy Beecroft	Active	11/08/25 09:23	✓	✗	✓	✗	✓
Mr William Blunden	Active	14/08/25 22:04	✓	✗	✓	✗	✓
Mrs Tracy Ely	Active	21/08/25 12:26	✓	✓	✗	✓	✗
Mr Andrew Funnell	Active	21/07/25 10:51	✓	✓	✗	✗	✗
Mrs Valerie Upton	Active	10/06/25 17:28	✓	✗	✓	✗	✓
Mr Trevor Webster	Active	18/08/25 17:28	✓	✗	✓	✗	✗

Signing authority rules

Dual Authority: Any two of the signatories listed above must sign instructions. Instructions include signing cheques and making changes to your bank mandate.

Online Banking authority rules

Online Banking authority rules apply to internal transfers and external payments made via Online Banking.

	Single Authority Any one person with submit permissions can make payments and transfers.	Dual Authority One person must submit a payment or transfer, and another person must authorise it.	Triple Authority One person must submit a payment or transfer, and two other people must authorise it.
Internal transfers	Not applicable	£ 0.00 onwards	Not applicable
External payments	Not applicable	Not applicable	£ 0.00 onwards

ⓘ Help and support

- [What are access permissions?](#)



Payment limits

Changes to payment limits will apply to all accounts within the organisation **Lindfield Parish Council**

	Transaction limit	Daily limit	Available today
Organisation limits			
Lindfield Parish Council	—	—	—
People limits			
Mrs Amy Beecroft	—	—	—
Mr William Blunden	—	—	—
Mrs Tracy Ely	—	—	—
Mr Andrew Funnell	—	—	—
Mrs Valerie Upton	—	—	—
Mr Trevor Webster	—	—	—

ⓘ Help and support

- [What are payment limits?](#)

Committee Meeting:	Full Council
Item:	8.4 c
Report of:	Parish Clerk
Date:	25 September 2025
Subject:	Procurement

Purpose of Report

1. Members are asked to consider several procurement matters.

Summary

2. Members are asked to authorise two procurement recommendations from the F&GP Committee.

Recommendation

F&GP is asking Full Council to:

- a) **Approve the F&GP recommendation regarding the procurement of an electric vehicle (on a lease or contract hire agreement). As the total value of this agreement may exceed £5,000, Full Council approval for the expenditure is required.**
- b) **Approve expenditure of up to £10,000 for the procurement of the solar panel system detailed below. This expenditure approval exceeds the quoted price to accommodate potential internal electrical upgrades that may be required within the office.**

Van

3. The council's van agreement expires on the 19th October. F&GP considered this matter on 4th September. The F&GP committee agreed that:
 - i) Lindfield Parish Council wish to continue using an electric vehicle for operational reasons.
 - ii) To delegate authority to the Clerk, in conjunction with the Chair of Council and Committee Chair, authority to either renew the existing hire lease agreement or to procure a new contract. A decision will be made following a review of quotations when received. This item of expenditure would be met from the current Vehicle budget (nominal code 4385).

Full Council action

4. Full Council is asked to ratify the expenditure, as the value of the contract may exceed £5,000 over the term of the full agreement. The existing contract value was £5,084.82.

Solar panels

5. F&GP have scrutinised three quotes for solar panel systems for Clock Tower House. The provision of solar panels supports an environmental objective within Plan 23-27 and will help reduce the office's utility costs. The Committee have recommended that the Full Council approve expenditure of £8,722.48 for a solar panel system⁽¹⁾. This system specification is as follows:

System size (kWp):	8.39 (13 x 645W panels)
Battery:	No, but the inverter supports a battery install at a later date.
Bird proofing:	Yes

¹ Expenditure to be met from the F&GP Plan 23-27 Earmarked Reserve.

Lindfield Parish Council

Installation:	Scaffold tower
Individual optimisers on panels:	Yes
Warranties:	Fixing: 10 years Panels: 12 years product / 30 years linear performance Inverter: 12 years Optimisers: 25 years Installation: 2 years
Other comments:	Local supplier (Which? & Check a Trade approved) System includes: • Rapid safety shutdown • Free monitoring

Full Council action

6. As the value of the expenditure will exceed £5,000, Full Council approval is required. It is recommended that we agree to authorise the expenditure of the full amount of £10,000. This will support any internal electrical work that may be necessary to support the installation, for example, a fuse board upgrade.

Committee Meeting:	Full Council
Item:	8.5 a
Report of:	Cllr Trevor Webster
Date:	25 th September 2025
Subject:	Full Council and Sub Committee start times

Purpose of Report:

1. To ask members whether they would prefer meetings of the Full Council and Sub Committees to commence at 7.30 pm instead of the present 8.00 pm.

Recommendation(s)

- a) To agree to a 7.30 pm start for all meetings of the Full Council and Sub Committees, or
 - b) To keep the current 8.00 pm start times for all Full Council and Sub Committee meetings
-

Background

2. Some members of the Council and some staff members have expressed interest in starting all meetings at 7.30 pm.
3. The rationale for the change is that most members who work now have the option of working from home, and therefore, the previous impact on members who work, getting home in time, is no longer as relevant.
4. Also, an earlier meeting start time would lead to an earlier finish time, which members may find better, particularly in the winter months.
5. If agreed, the applicable date of change over of times would be at the discretion of the Parish Clerk.

Options

6. See recommendations above

Committee Meeting:	Full Council
Item:	9
Report of:	Cllr Trevor Webster
Date:	25 September 2025
Subject:	Plan 23-27 monitoring report

Purpose of Report:

1. As agreed at the last Full Council meeting, the Plan 23-27 monitoring report has been presented to all the committees.
2. Following discussions at the committee's meetings, an updated version of the plan is attached; the new right-hand column shows progress since the last meeting of the Full Council.

Recommendation(s)

Members are recommended to:

- a) That the council notes the report and continues to monitor the implementation of the village plan
-

Background

3. The Village Plan 23/27 was agreed by the Council as an expression of the Council's vision, aims and objectives for the period 2023- 2027. It was agreed that it would support the council to move forward in a consistent and coordinated way. It would also help with the setting of future budgets.
4. The purpose of this report is to detail the progress the council has achieved and to focus on what else needs to be done to complete the plan by 2027.

Options

5. The council could opt to reject this monitoring report; however, it is considered that the successful delivery of the objectives would be less likely in this case.

Financial Implications

6. No new implications

Legal Implications

7. None

Policy Context

8. Council Governance

Risk Management Implications

9. No new implications

Sustainability Implications

10. No new implications

Appendices and Background Paper

11. Monitoring report

Lindfield Parish Council

Aim	Term	Objectives	RAG Status	Narrative	Responsible committee	September 2025 update
Village environment						
	Ongoing	Litter picking – to continuing organising and running village clean up events and seek to support volunteer litter pickers.		Village clean up days arranged and litter currently not flagged as a issue with residents	E&A	
		Continue to work with WSCC to implement traffic calming measures in the village		Needs better definition	PT&T	20 mph project started – RAG status now green
	Short term	Children's Playground – Seek for inclusive Play Equipment to be installed in Lindfield		LPC has awarded a grant Friends of Lindfield Playgrounds to help support them and this objective.	E&A	
		Consider the recommendations of the Village Action Plan		Needs consideration how to action	F&GP	
		Lindfield War Memorial – To work with partners to consider applying for the War Memorial to be listed		It has been agreed that this will not be progressed	E&A	Item withdrawn from the plan
	Medium term	Work with MSDC & WSCC to ensure services and assets are maintained and/or undertaken to a sufficient standard.		Action taken mostly on an ad hoc basis – need to arrange regular meetings with chair and vice chair with MSDC and WSCC members.	F&GP	Brought to the attention of Alison Bennet MP on 6 th August 2025. Regular meetings now being held with MSDC Councillors
		Install electronic bus information boards and speed indicator devices in the village		Completed	PT&T	

Lindfield Parish Council

		Undertake a review of the Neighbourhood Plan and consider village speed limits.		Meeting arranged with WSCC on 14th July 2025. Active issue with residents.	PT&T	We have been advised at present, due to District Plan, not to work on NP.
		Construct and operate a block of public toilets on Lindfield Common that includes a changing places facility		Project review required	F&GP	Item discussed at liaison meeting with MSDC councillors – project plan needed
		Lobby West Sussex County Council for greater provision of active travel in the village.		Needs better definition	PT&T	
	Longer term	Undertake refurbishment of Denmans Lane public toilets		Replacement flooring is scheduled to take place soon.	E&A	Action taken following vandalism in August 2025.
Community engagement						
	Ongoing	Cllrs to attend Village Day each year to enhance community engagement.		Enhanced presence on stall in 2025 – ongoing improvements planned	F&GP	
		Conduct Councillor engagement sessions		Needs better definition	F&GP	
	Short term	Launch updated Communications strategy		On track – session to be organised with Breakthrough	F&GP	Communications Working party
		Create a community webpage that promotes local groups, events, facilities, attractions, and includes a directory of local businesses		We are obtaining quotes for a new website.	F&GP	Communications Working party

Lindfield Parish Council

	Medium term	Undertake residents satisfaction survey to understand community needs and enhance future plans		Needs better definition	F&GP	Communications Working party
		Encourage and assist the promotion of the village as an attractive place to visit		Needs better definition	F&GP	
		Create an online Village Welcome pack for new residents		Needs better definition	F&GP	Communications Working party
	Longer term	Consider whether there would be support for a Youth Council		No progress	F&GP	AB and LG discussed. AB to reach out to local schools. Hh town council have started similar but much larger youth population to draw from. Will liase with them about how and why they run theirs RAG changed to amber
		Review LPC's current assets and consider potential enhancements.		Reviewed annually -ongoing	F&GP	
Effective engagement with local authorities						
	Ongoing	Maintain existing Officer meetings (with County, District, and authorities within WSALC) and seek to enhance where possible.		Needs developing with further meetings	Full Council	Liaison meeting held with MSDC Councillors – meeting with WSCC Councillor planned. RAG status changed to green

Lindfield Parish Council

	Short term	Councillors to attend the Mid Sussex County Local Forum		Completed	Full Council	
		Councillors to attend MSALC and SALC update and networking events		Completed	Full Council	
	Medium term	Develop regular Cllr to Cllr meetings (with County, District, and neighbouring authorities).		Needs more action	Full Council	Meetings now being held with MSDC Councillors – date being arranged with MSDC Councillor RAG status changed to green
		WSCC & MSDC community sessions.		Needs better definition	Full Council	
	Longer term	Promote LPC as an active and valued stakeholder in helping shape and influence policies of other local authorities.		Needs better definition	Full Council	
Environment and sustainability						
	Ongoing	Continue to promote and achieve the aims and objectives of the council's climate policy.		On track	E&A	
		Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online		Needs more work to compete	E&A	
		Share information with the community relating to local and national environment initiatives		This is done ad-hoc but can be improved.	E&A	
		Maintain Management Plan for Wilderness Field that promotes wildflowers and ecosystem		On track – plan in place	E&A	

Lindfield Parish Council

	Short term	Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly Clearance		Completed	E&A	
	Medium term	Investigate installation of solar panels on LPC buildings		On track – Denmans Lane public toilets are not economically viable due to conservation area requirements.	E&A	Quotes received for panels on the Parish Office – successful contractor agreed RAG status changed to green
		Work with local schools to assist in designing messaging for environmental campaigns.		Not completed	E&A	
		Flower & fauna, and biodiversity survey of the Wilderness Field		The council has asked members of the public to use apps to report plants, insects etc	E&A	
		Consider free water refill provisions within the village		Not completed	E&A	
	Longer term	Ensure that LPC provides input into long term MSDC & WSCC Climate Change policy documents		Needs better definition	E&A	
Health and wellbeing						
	Ongoing	Promote awareness of campaigns linked to health and wellbeing		Needs better definition	F&GP	
		Ensure the council includes a grant budget each year to support the work of charities and community interest companies within the village.		Completed and on track	F&GP	
	Short term	Support local charities and community interest companies by promoting the LPC		Completed and on track	F&GP	

Lindfield Parish Council

		grants scheme and other sources of funding.				
	Medium term	Investigate opportunities to support youth and elderly services in the village.		Not completed	F&GP	
	Longer term	Review impact of existing schemes and investigate working with outside bodies to fill gaps		Not completed	F&GP	
Governance						
	Ongoing	Ensure continued staff and councillor training to ensure best practices are adopted		Courses available – some take up	F&GP	Training courses highlighted to members. Satt appraisals carried out RAG status changed to green
	Short term	Produce and implement an LPC Councillors manual, in time for the new council term, that sets out expected roles and responsibilities for elected members		Draft document in progress.	F&GP	
	Medium term	Implement rolling asset replacement programme and budget appropriately		On track	F&GP	
	Longer term	Promote the May 2027 elections and encourage individuals from all backgrounds to stand at the elections.		Planned for appropriate time	F&GP	
		Apply for NALC good council accreditation.		Not completed	F&GP	

Lindfield Parish Council

Committee Meeting:	Full Council
Item:	10.3
Report of:	Parish Clerk
Meeting Date:	25 September 2025
Subject:	Clerk's Report

Purpose of Report:

1. Members are asked to note the latest updates.

Recommendation(s):

Members are recommended to:

- a) Note the updates.

Updates:

2. BT Phone Kiosk
BT has confirmed that, following the consultation to remove the phone equipment from the kiosk on the High Street, the box can now be adopted. The council will be applying to adopt it.
3. Festive Lights
The Council's moderation panel selected Blachere for our 2025-2027 festive lighting display. The winning tender was within our anticipated budget.
4. Autumn Clean
The event will take place on Saturday, 11th October 2025. We will require members' support with the event. Please let us know if you can help.
5. WSALC AGM
The West Sussex Association of Local Councils' AGM is due to take place on the 6th November.
6. S.106 Funding
Lindfield Primary Academy has been awarded up to £1m for improvements.
7. LPC Grants
Lindfield History Project Group's William Allen & 200 years of Lindfield school event took place over the weekend. The Council had supported the event by awarding a grant. The event was very successful. Various groups in the village, including the school, come together to organise an informative community event.
8. VJ80 Event
I would like to thank all the volunteers, including our own Parish Archivists, who helped make the event a success. The event was well attended. I have submitted our grant remittance claim to MSDC alongside an event report. We have been advised that our claim has been accepted, and we will receive funds shortly.
9. Denmand Lane Public Toilets
Unfortunately, our public toilets were subject to graffiti last week. I would like to thank our cleaners and Andrei for removing it promptly.

Lindfield Parish Council

Committee Meeting:	Full Council
Item:	11.1
Report of:	Parish Clerk
Date:	25 September 2025
Subject:	Council Work Schedule

Purpose of Report:

1. Members are asked to note the work schedule

Summary:

2. A draft work schedule has been developed for the Full Council. This is subject to change but outlines a timeline for scheduled work to 31st May 2027.

Recommendation(s)

Members are recommended to:

- A) Note the draft work schedule.

Schedule

3. Table of proposed committee work schedule

September 2025	Van contact: Consider quotations. Solar panels for Clock Tower House: Consider quotes. Budget 2026/27 to confirm schedule. Co-option
November 2025	Budget 2026/27 to receive committee 1 st drafts.
January 2026	Budget 2026/2027 to confirm the budget and precept request. To confirm the arrangements for the internal control checks. To receive the interim internal audit.
March 2026	Annual Risk Management Report. To receive committee preferences.
May 2026	Annual Meeting of Council.
June 2026	AGAR 2025/26 review and sign off.
July 2026	
September 2026	Budget 2027/28 to confirm schedule.
November 2026	Budget 2027/28 to receive committee 1st drafts.
January 2027	Budget 2027/28 to confirm the budget and precept request To confirm the arrangements for the internal control checks To receive the interim internal audit
March 2027	Annual Risk Management Report. To receive committee preferences.

4. Note that proposed work/dates may change due to both internal and external factors. This document will be continuously updated.