

Committee Meeting:	Full Council
Item:	5
Report of:	Councillor Trevor Webster
Date:	24 th July 2025
Subject:	Chairs update

Purpose of Report:

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

Recommendation(s)

Members are recommended to:

- a) **Note the content of this report.**
-

Background

2. As per previous meetings, a Chair's update will be presented at each Full Council meeting.

3. **Detail**

- 3.1 Resident Engagement.

The council had stands at both the Eastern Road Nature Reserve Open Event on 10th May and Village Day on 31st May – our thanks go to all Councillors and staff who helped make our stands engaging and informative.

The feedback will be considered by the Communications working party to inform other engagement events. Councillors are encouraged to give feedback to the working party.

- 3.2 Co-opting of Councillor.

We have been informed by MSDC that residents have not requested a by-election. We will now implement the co-opting procedure.

An advert is currently out, and once expressions of interest have been received, we will be planning for applicants to have a short interview at Full Council.

Councillors will be able to vote based on the content of the application and the replies to the interview questions. The governance around this process will be communicated to you before the interviews are conducted.

- 3.3 Agenda format.

A trial of an amended agenda layout is currently being undertaken. The aim is to group all “Items for decision” within an early part of the agenda, and items for “information only” later on in the agenda.

The purpose is to better use council time, focusing on “items for decision” considering and discussing the recommendations. All “items for information” will receive just a brief introduction at the meeting with members, then able to read the items before or post the meeting.

If successful, we can consider rolling out to all the committees.

Committee Meeting:	Full Council
Item:	7.1 a
Report of:	Parish Clerk
Meeting Date:	24 July 2025
Subject:	Haywards Heath Town Council Community Governance Review(2025).

Please refer to the background documents for the consultation and supporting information.

Purpose of Report:

1. To agree on a consultation response to a Community Governance Review (CGR)

Recommendation(s)

Members are recommended to:

- a) **Submit a response to Mid Sussex District Council (MSDC) setting out its position on the proposed transfer of Haywards Heath North East(HHNE) from Haywards Heath Town Council (HHTC) to Lindfield Parish Council(LPC).**
- b) **Not to put forward any suggestions that would see existing areas of the Parish transferred to other authorities.**

Background

2. The Parish Council have been asked to comment on the HHTC Community Governance Review (CGR) 2025. It was agreed at our June meeting to seek input from members and provide a summary of views received. The consultation considers three points, of which two are relevant to this Council:
 - LPC – Whether to move the existing town council ward of HHNE to LPC. This proposal is that this town council ward would move from HHTC to LPC.
 - Other related matters which may arise during the review in response to representations received, will be considered as appropriate.

Comment/considerations

3. The following summarised comments have been received from members:
 - Generally in favour of the proposal.
 - The natural boundary between Lindfield and Haywards Heath is defined by Summerhill Lane, Portsmouth Lane, and High Beech Lane. It makes little community sense to extend Lindfield westward beyond this line. While the proposed extension area currently falls within the MSDC Lindfield Ward, the anticipated abolition of MSDC removes any justification for aligning parish and district boundaries.
 - Contrary to the current configuration, the contributor feels that Roundwood Lane and Brook Lane—currently part of Lindfield Parish—do not share a meaningful connection with Lindfield and supports their exclusion from the parish. Conversely, they suggest that Town Wood Close (Lindfield Rural) should be included within Lindfield Parish, as its exclusion has always seemed incongruous.
 - Parish boundaries should reflect genuine community identity rather than being driven by numerical voter equality, which they feel is overly prioritised by the Boundary Commission. Residents, in their view, are more concerned with preserving village and community identity.
4. Officers have made the following points:

- The proposed changes would align better with the District Ward members' boundaries. We will continue to have District Councillors until 2028. At this stage, no one knows what the boundaries will be for the anticipated unitary authority.
- Areas such as Gatesmead, Birchen Lane and Portsmouth Lane had been included in the deliveries of Parish Council literature as they were viewed as part of the village community.
- Historically, Lindfield has included all of the HHNE ward (up to the 1970s).
- No residents of the Parish have expressed views to the office that they want to be part of Lindfield Rural or Haywards Heath.

5. The following summarised comments have been received from members of the public:

5.1 Lindfield residents:

The resident lives on the west side of High Beech Lane, within the Lindfield boundary, and notes that both they and their neighbours consider themselves part of the Lindfield community. Many regularly use the village's amenities—such as shops, pubs, restaurants, and green spaces—either on foot or by car. It is also observed that residents of nearby roads like Birchen Lane, Gatesmead, Gander Hill, and College Road share a similar connection to Lindfield, although they may also use facilities in Haywards Heath depending on their needs.

The resident supports the CGR proposal to extend Lindfield's boundary up to the railway line and north of Gander Hill/College Road. This extension is seen as logical from a historical perspective—since the area was part of Lindfield until the 1970s—and from a geographical and electoral standpoint. Additionally, walking or cycling to Lindfield is often more convenient than travelling to Haywards Heath, making Lindfield the more natural centre for local activity.

In conclusion, the CGR proposal is viewed as sensible and appropriate, reflecting historical boundaries, electoral alignment, and the everyday habits and preferences of local residents.

Another resident has suggested that Lindfield would be better served by merging Lindfield and Lindfield Rural.

5.2 Haywards Heath resident:

The HHNE ward resident asked us for the advantages & disadvantages of the proposals, having received a flyer published by HHTC (appendix 1).

Financial Implications

6. Tax base – The tax base is the number of band D equivalent properties in the Parish. The figure is adjusted to take account of any discounts (for example, single occupancy, second homes, etc). The tax base figure is used to calculate the Band D charge for each Parish.

A reduced tax base will increase council tax rates. An increasing tax base could decrease the council tax rates.

As an example

	Example 1	Example 2	Example 3
Tax base	2,700	2,800	2,900
Precept request	£ 300,000	£ 300,000	£ 300,000
Band D annual charge	£ 111.11	£ 107.14	£ 103.45

Appendices

- Appendix 1 – MSDC email to LPC

- Appendix 2 - HHTC flyer to residents of HHNE

Background Paper

- [MSDC Community Governance Reviews – general webpage](#)
- [HHTC Community Governance Review 2025 – Terms of Reference](#)
- [HHTC Community Governance Review 2025 – Guidance for Respondents](#)
- [HHTC Community Governance Review 2025 – HHNE map](#)

Andrew Funnell

From: Aidan Gaff
Sent: 09 June 2025 18:21
To: Aidan Gaff
Subject: Haywards Heath Town Council Community Governance Review - Public Consultation 1
Attachments: guidance-for-respondents-hhtc-cgr.pdf; terms-of-reference-hhtc-cgr.pdf

Dear Stakeholder,

Today (Monday 9th June), Mid Sussex District Council formally launched the first consultation for the Haywards Heath Town Council Community Governance Review.

As a key stakeholder within this process, we would welcome your representations on this review.

Further information, including our online consultation response form, can be found on our website here: [Community Governance Reviews - Mid Sussex District Council](#)

If you prefer, you can provide a submission via e-mail to communitygoverancereviews@midsussex.gov.uk

Please note the deadline for the first round of consultation is 8th August 2025.

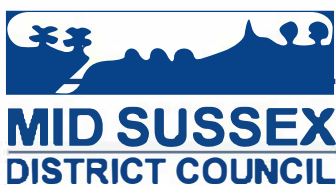
If you require any further information regarding the process, please do not hesitate to contact me.

Kind regards,

Aidan Gaff – AEA (Cert.)
Electoral Services Manager



www.midsussex.gov.uk



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HAYWARDS HEATH TOWN COUNCIL

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Tel: 01444 455 694

Email: town.clerk@haywardsheath.gov.uk

Website: haywardsheath.gov.uk

8th July 2025

Dear Resident,

Community Governance Review for Haywards Heath – Reminder Letter

Mid Sussex District Council is currently undertaking a Community Governance Review for Haywards Heath Town, which could potentially have an effect on the administrative boundaries of the neighbouring Parish Councils including Lindfield as well as those of the Town of Haywards Heath.

What is a Community Governance Review?

A Community Governance Review is a way for councils to make sure that, at the town/parish level, governance arrangements are working as efficiently and effectively as they should be. This is achieved by asking the public, town/parish councils and any interested parties whether they feel their communities are suitably represented and whether town/parish councils would like to see any changes made to their current governance arrangements.

Draft Proposals

As a result, Haywards Heath Town Council would like to draw to your attention to the proposed changes that could affect the area you live within, as presented in the attached map.

If supported through the Community Governance Review process that would result in your property moving from Haywards Heath Town into Lindfield Parish from the date of the 2027 local election.

Haywards Heath Town Council opposes the proposal that these houses be taken out of the Haywards Heath's administrative boundary on the grounds that the area of Haywards Heath North East is set within the Town Boundary and has been in the town since the town council was created and is part of the Haywards Heath Neighbourhood Plan.

Currently residents use and will continue to use core services and facilities in the Town of Haywards Heath and have little relation to Lindfield village centre.

The move from Haywards Heath Town into Lindfield Parish would increase your council tax. For comparison, the annual Band D tax rate currently applicable in Lindfield is £100.99 compared with £72.72 in Haywards Heath.

Consultation Process

The consultation is live now on the Mid Sussex District Council website at www.midsussex.gov.uk/elections-voting/community-governance-reviews/ and the closing date is 8th August 2025.

This is a first stage of consultation, containing draft recommendations which commenced on Monday 9th June 2025, and concludes on Friday 8th August 2025. The responses will be considered by Mid Sussex District Council with final recommendations being consulted upon as a stage two consultation, commencing in mid-September 2025, with a formal conclusion being made in early 2026.

The Town Council encourages you to visit the consultation portal and make your representation.

More information

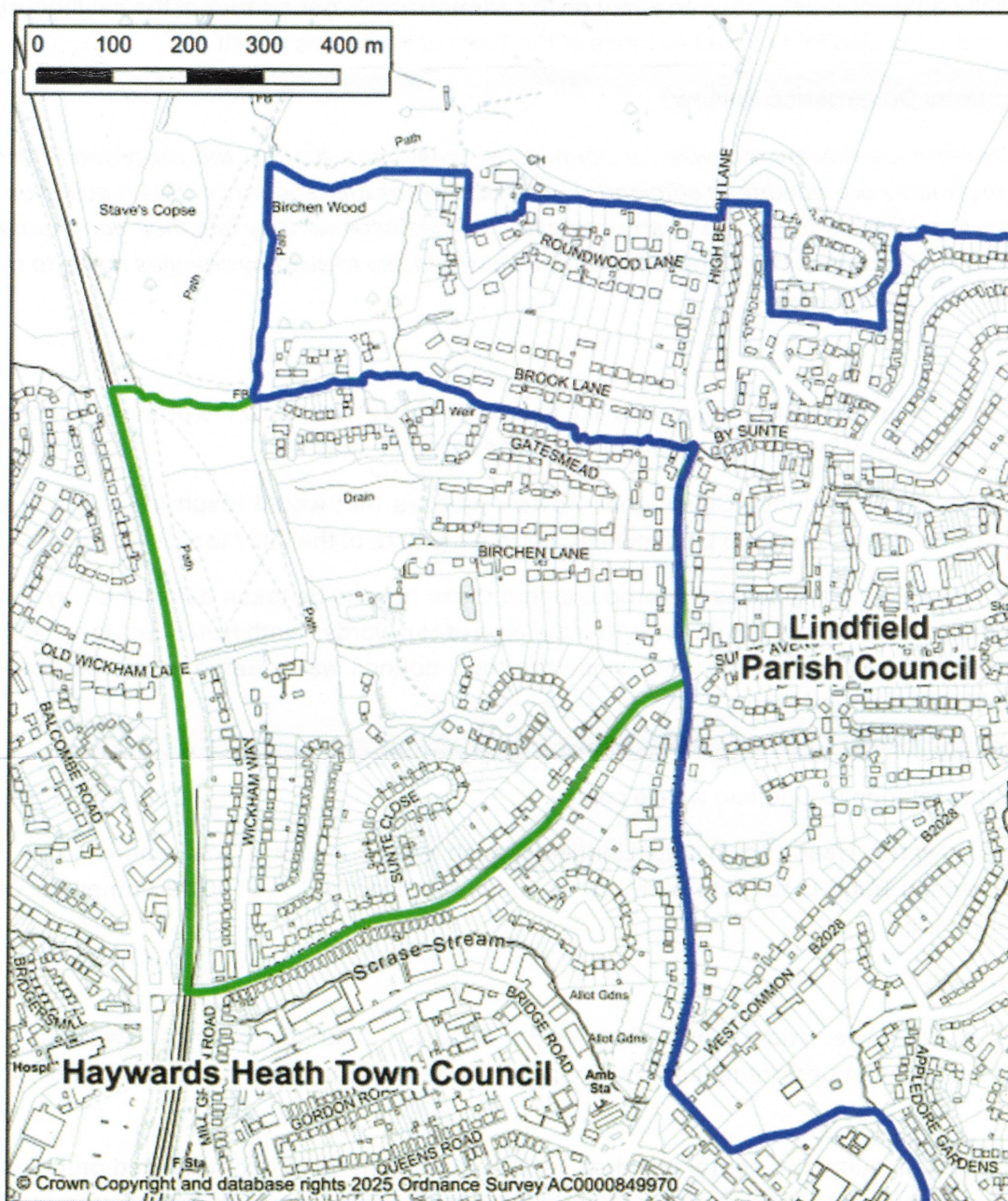
Haywards Heath Town Council offers comprehensive local services to town residents. Our website can be found here: [Haywards Heath Town Council | To Serve The People Well](#) and will help with additional information about the Town Council's work for the people of Haywards Heath.

Yours sincerely

Haywards Heath Town Council

 Existing Parish/Town Boundary

 Proposed Parish/Town Boundary



Committee Meeting:	Full Council
Item:	7.1 b
Report of:	Parish Clerk
Meeting Date:	24 July 2025
Subject:	Shaping West Sussex – Survey

Purpose of Report:

1. Members are asked to consider whether the Council should submit a response to the Shaping West Sussex Survey.

Recommendation(s)

Members are recommended to:

- a) **Confirm whether they wish to submit a response and, if so, the arrangements for submission.**

Background

2. As part of the proposed local government reforms, West Sussex County Council & the District Councils within have launched a survey on the future of local government in West Sussex:



Considerations

3. Members are asked whether the Council should respond to the survey. An option could be to instruct the Clerk, in conjunction with the Devolution working group, to submit a response.

Lindfield Parish Council

Committee Meeting:	Full Council
Item:	7.2
Report of:	Parish Clerk
Meeting Date:	24 July 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.
- c) Note the General Reserve Expenditure.
- d) To sign the bank reconciliation statement and accompanying bank statements.
- e) To note the list of receipts and payments.
- f) To note and ratify the list of payments.

Comments

2. Payments that were received in May 2025.

2.1 Barclays Business Current Account:

£808.00 CTH Rent for May 2025.

£50.00 Allotment Rents

2.2 Barclays Business Premium Account:

There were no payments.

2.3 Unity Trust Current Account:

£921.70 Allotment Rents

£150.00 Allotment Deposits

£1,877.65 HMRC VAT Reclaim for the invoice period Jan-Mar 2025

Internal transfer of funds from Unity Trust Savings account to fund online payments and monthly standing order.

2.4 Unity Trust Savings Account:

There were no payments received other than the approved transfer of funds from the Unity Trust bank current account (See heading Transfer of Funds May 2025 below).

2.5 Nationwide Building Society:

£125.73 Interest for May 2025.

3. Transfer of Funds May 2025:

£84,000 was transferred from the Unity Trust bank current account to the Hinckley & Rugby Building Society savings account (FSCS Protection).

£39,200 was transferred from the Unity Trust bank current account to the Unity Trust savings account (FSCS Protection).

4. Earmarked Reserves Expenditure May 2025 (Net of VAT)

There were no payments.

5. General Reserves Expenditure May 2025 (Net of VAT)

There was no planned expenditure.

6. Overspent Budget Heading (15% or more of Agreed Budget)

There were no overspent budget headings.

Appendices

- Appendix 1 - Detailed Income & Expenditure by Budget Heading
- Appendix 2 - Expenditure from Earmarked Reserves

Lindfield Parish Council

- Appendix 3 - Barclays Bank Current Account - Analysis of Payments made between 1-31-May-25.
- Appendix 4 - Unity Trust Current Account - Analysis of Payments made between 1-31-May-25.
- Appendix 5 - Bank – Cash and Investment Reconciliation to 31-May-25
- Appendix 6 – List of Direct Debits (March-June 2025)
- Appendix 7 – List of Card Payments (March-June 2025)
- Appendix 8 - List of Payments

Detailed Income & Expenditure by Budget Heading 31/05/2025

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	248	1,500	1,252			16.5%	
1120 Clock Tower House Rental	1,616	9,696	8,080			16.7%	
1125 CTH Service Charge	0	1,400	1,400			0.0%	
1210 Licence Fee	0	152	152			0.0%	
1230 Christmas Festival Night	0	900	900			0.0%	
Finance & General Purposes :- Income	<u>147,198</u>	<u>304,316</u>	<u>157,118</u>			<u>48.4%</u>	<u>0</u>
4000 Salary	7,359	93,160	85,801		85,801	7.9%	
4010 Tax & NI	854	11,000	10,146		10,146	7.8%	
4020 Pension	1,339	14,000	12,661		12,661	9.6%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	0	600	600		600	0.0%	
4120 Training	35	2,000	1,965		1,965	1.8%	
4130 Bank Charges	9	200	191		191	4.5%	
4140 Audit Fees	(811)	2,500	3,311		3,311	(32.4%)	
4160 Insurance	0	5,000	5,000		5,000	0.0%	
4170 Postage & Stationery	0	200	200		200	0.0%	
4175 Annual Memberships/Subscriptio	2,149	3,000	851		851	71.6%	
4180 Photocopying	208	1,500	1,292		1,292	13.9%	
4190 Telephone & Broadband	282	2,500	2,218		2,218	11.3%	
4200 IT & Website	974	5,000	4,026		4,026	19.5%	
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	0	2,500	2,500		2,500	0.0%	
4240 Room Hire	0	1,000	1,000		1,000	0.0%	
4250 Cleaning/Catering	352	3,500	3,148		3,148	10.1%	
4260 Newsletter & Annual Report	0	2,500	2,500		2,500	0.0%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	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	95	1,500	1,405		1,405	6.4%	
4310 PWLB Repayment	10,726	21,331	10,605		10,605	50.3%	
4320 Electricity Supply	542	4,200	3,658		3,658	12.9%	
4330 Water Supply	35	200	165		165	17.4%	
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 31/05/2025

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	439	4,000	3,561		3,561	11.0%	
4393 Maintenance/Improvements CTH	0	1,500	1,500		1,500	0.0%	
Finance & General Purposes :- Indirect Expenditure	25,641	199,791	174,150	0	174,150	12.8%	0
Net Income over Expenditure	121,557	104,525	(17,032)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	1,596	5,200	3,604		3,604	30.7%	
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	7	1,500	1,493		1,493	0.5%	
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	3,623	20,230	16,607		16,607	17.9%	
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	117	1,500	1,383		1,383	7.8%	
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	5,563	74,505	68,942	0	68,942	7.5%	0
Net Expenditure	(5,563)	(74,505)	(68,942)				
<u>120 Allotments</u>							
1200 Allotment Income	876	1,352	476			64.8%	
Allotments :- Income	876	1,352	476			64.8%	0
4600 Allotment Expense	485	3,000	2,515		2,515	16.2%	
Allotments :- Indirect Expenditure	485	3,000	2,515	0	2,515	16.2%	0
Net Income over Expenditure	391	(1,648)	(2,039)				
<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)				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	148,074	305,668	157,594			48.4%	
Expenditure	31,688	277,696	246,008	0	246,008	11.4%	
Net Income over Expenditure	<u>116,386</u>	<u>27,972</u>	<u>(88,414)</u>				
Movement to/(from) Gen Reserve	<u>116,386</u>	<u>27,972</u>	<u>(88,414)</u>				

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves May 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

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>
06/05/2025	Connected Kerb Limited	DEBIT CARD	8.56		1.42	4385	100	7.14	Vehicle Charge 6 May 2025
06/05/2025	Co-operative Group Ltd	DEBIT CARD	38.75			4292	100	38.75	Provisions ParishMeeting May25
12/05/2025	Southern Railway	DEBIT CARD	30.40			4110	100	30.40	Travel Costs WSALC 13.5.25 AF
17/05/2025	Mailchimp	DEBIT CARD	18.21			4200	100	18.21	MailChimpComEngag May25
20/05/2025	Connected Kerb Limited	DEBIT CARD	6.85		1.14	4385	100	5.71	Vehicle Charge 20 May 2025
22/05/2025	Connected Kerb Limited	DEBIT CARD	12.21		2.03	4385	100	10.18	Vehicle Charge 22 May 2025
29/05/2025	Geoxphere Limited	DEBIT CARD	180.00		30.00	4500	110	150.00	POnline Mapping Software 25/26
29/05/2025	StPeter&StJames Hospice Shops	DEBIT CARD	40.00			4600	120	40.00	Purchase 2 x Compost Bins
Total Payments:			334.98	0.00	34.59			300.39	

Unity Trust Current Account

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/05/2025	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges Apr 2025
13/05/2025	RBS Input Connection	CLAIM-AH	16.20		2.70	4600	120	13.50	Petrol for Allotment Machinery
13/05/2025	Shell Birch	CLAIM-AH	16.20		2.70	4600	120	13.50	Petrol Allotment Machinery COR
13/05/2025	Shell Birch	CLAIM AH	16.20		2.70	4600	120	13.50	Petrol Allotment Machinery COR
13/05/2025	West Sussex County Council	ONLINE	9,551.50			4000	100	7,358.65	Salaries Apr 2025
						4010	100	853.60	NICs Apr 2025
						4020	100	1,339.25	Pensions Apr 2025
13/05/2025	Streetlights	ONLINE	767.42		127.90	4450	110	639.52	Maintenance Contract 25/26
14/05/2025	British Gas	DD	163.21		7.77	4320	100	155.44	Elec Supply 29Mar-27Apr 2025
16/05/2025	Lloyds Bank Commercial Cards	DD	3.00			4130	100	3.00	Charge Card Fee May 2025
16/05/2025	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning Apr 2025
16/05/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Clean 12.5.25
16/05/2025	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	DailyClean 4 Weeks end 1Jun 25
19/05/2025	Npower Commercial Gas Ltd	DD	485.42		23.12	4450	110	462.30	Elec Supply Apr 2025
19/05/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment May 2025
20/05/2025	Castle Water Limited	DD	120.83			4561	110	120.83	Water Supply Apr 2025
20/05/2025	Castle Water Limited	DD	43.94			4600	120	43.94	Water Supply Apr 2025
21/05/2025	Castle Water Limited	DD	20.29			4330	100	20.29	Water Supply Apr 2025
22/05/2025	British Gas	DD	41.19		1.96	4561	110	39.23	Elec Supply 6Apr-6May 2025
27/05/2025	Rialtas Business Solutions Ltd	ONLINE	1,046.40		174.40	4140	100	872.00	YE Closedown of Account 24/25
29/05/2025	Hinckley&Rugby Building Soc.	Transfer	84,000.00			260		84,000.00	UT 5647 to H&R BS 9522
29/05/2025	Unity Trust Savings Account	Transfer	39,200.00			250		39,200.00	UT 5647 to UT 5650
30/05/2025	British Telecommunications Plc	DD	128.39		21.40	4190	100	106.99	Mobile Reg Charges May 2025
30/05/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection Apr 2025
31/05/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Account Fee 1-30 Apr 2025
Total Payments:			137,542.67	0.00	430.97			137,111.70	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2025

			<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>				
1	31/05/2025	Barclays Current Account		14,950.12
2	31/05/2025	Business Premium Account		38,715.97
3	31/05/2025	Nationwide Building Society		84,721.34
5	31/05/2025	Unity Trust Current Account		19,767.60
6	31/05/2025	Unity Trust Savings Account		76,209.96
7	31/05/2025	Hinckley&Rugby Building Soc.		85,000.00
				319,364.99
<u>Receipts not on Bank Statement</u>				
0	31/05/2025	All Receipts Cleared		0.00
				0.00
Closing Balance				319,364.99
<u>All Cash & Bank Accounts</u>				
1		Barclays Current Bank A/c		14,950.12
2		Barclays Business Premium A/c		38,715.97
3		Nationwide Building Society		84,721.34
5		Unity Trust Current Account		19,767.60
6		Unity Trust Savings Account		76,209.96
7		Hinckley&Rugby Building Soc.		85,000.00
			Other Cash & Bank Balances	0.00
			Total Cash & Bank Balances	319,364.99

Summary of Direct Debit Payments - March 2025										
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	Total Payment	CTH SC	Payment Details	Notes	Bank Statement
3 Mar 2025	BT	M027 SO	UT	123.70	20.62			4190 F&GP Administration: Mobile Services - Regular Charges Feb 2025 & Usage Charges Jan 2025	GP01076289-000022	
								Bill M027 GP01076289 £123.70		
10 Mar 2025	BT	M118 EP	UT	73.75	12.29			4190 F&GP Administration: Telephone - Broadband Services Feb 2025	VP80491770M11801	
13 Mar 2025	BNP Paribas Leasing	FLLB6659210	UT	311.99	52.00			4180 F&GP Administration: Photocopy Rental for the period 13Mar2025-12Jun2025	A1E23602 V3694978 (PART PRE-PAYMENT 2025/26)	
17 Mar 2025	British Gas Lite	10370410	UT	523.42	87.24			4320 F&GP CTH Electricity Supply 29Jan-26Feb 2025	BGL0455283-0612530	
No Payment - See below	Castle Water Ltd	n/a			-			4561 E&A Denmans Lane Toilets Water Supply Feb 2025	NO DDM collection in Mar 2025	
	npower Business Solutions							4450 E&A Street Lighting Electricity Supply Feb 2025	Delay due to change in bank details: Premium collected Apr 2025	
19 Mar 2025	Castle Water Ltd	10005748685	UT	14.00	-		Y	4330 F&GP Administration: CTH Water Supply Feb 2025		
19 Mar 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12			4385 F&GP PC Vehicle: Lease Mar 2025	X00003496663409318	
No Payment - See below	Castle Water Ltd	n/a						4600 E&A Allotments Water Supply Feb 2025	NO DDM collection in Mar 2025	
24 Mar 2025	British Gas Lite	10448323	UT	40.09	1.91			4561 E&A Denmans Lane Toilets Electricity Supply 6Feb-6Mar25	BGL0214045-0612528	
31 Mar 2025	BT	M028 W9	UT	120.92	20.15			4190 F&GP Administration: Mobile Services - Regular Charges Mar 2025		
								Bill M028 W9 GP 0107 6289 15 Mar 2025		
31 Mar 2025	SUEZ Recycling and Recovery UK Ltd	33539097	UT	114.36	19.06			4295 F&GP Waste Collection: Feb 2025		
				1,556.92						
Credit Held on Account:				Total Credit						
Bill dated 6 Mar 2025	Castle Water Ltd			4.34				4600 E&A Allotments Water Supply Feb 2025	Estimated meter read	
								Bill 10005774979 dated 6 Mar 2025		
Bill dated 5 Mar 2025	Castle Water Ltd			86.12				4561 E&A Denmans Lane Toilets Water Supply Feb 2025	Estimated meter read	
								Bill 1000571127 dated 4 Mar 2025		
All invoices listed have been examined, verified and certified by the RFO										
RFO, Lindfield Parish Council										
31 Mar 2025										

Summary of Direct Debit Payments - April 2025											
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	Total Payment	CTH SC	Payment Details	Notes	Bank Statement	
7 Apr 2025	npower Business Solutions	IN12624712	UT	495.60	23.60			**4450 E&A Street Lighting Electricity Supply Feb 2025	Delay due to change of bank details (2024/25 Expenditure)		
7 Apr 2025	Apogee Corporation Ltd	1507604	UT	72.00	12.00			4180 F&GP Admin: Photocopying: Printing Costs 08/12/24 TO 06/03/25	2024-2025 Service CARE Year-End Adj		
7 Apr 2025	BT	M119 IB	UT	73.75	12.29			4190 F&GP Administration: Telephone - Broadband Services Mar 2025	(2024/25 Expenditure)		
								Bill M119 IB VP 8049 1770 £73.75			
15 Apr 2025	British Gas Lite	10685219	UT	464.46	77.41			4320 F&GP CTH Electricity Supply 26Feb-29Mar 2025	BGL0455283-0612530		
16 Apr 2025	Castle Water Ltd	10005957321	UT	499.12	-			4561 E&A Denmans Lane Toilets Water Supply to 31 Mar 2025 -See Summary for details		See Summary	
17 Apr 2025	npower Business Solutions	IN12851638	UT	519.32	24.73			4450 E&A Street Lighting Electricity Supply Mar 2025			
22 Apr 2025	Castle Water Ltd	10006033700	UT	14.42	-		Y	4330 F&GP Administration: CTH Water Supply Mar 2025			
22 Apr 2025	Castle Water Ltd	10006025926	UT	1.92				4600 E&A Allotments Water Supply to 31 Mar 2025 -See Summary for details		See Summary	
22 Apr 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12			4385 F&GP PC Vehicle: Lease Apr 2025			
22 Apr 2025	British Gas Lite	10763745	UT	44.38	2.11			4561 E&A Denmans Lane Toilets Electricity Supply 6Mar-6Apr25	BGL0214045-0612528		
28 Apr 2025	PWLB	PW501633	UT	10,726.00	-			4310 F&GP Administration: PWLB Repayment			
30 Apr 2025	BT	M029 &W	UT	128.39	21.40			4190 F&GP Administration: Mobile Services - Regular Charges Apr 2025			
								Bill GP 0107 6289 M029 &W £ 128.35			
30 Apr 2025	SUEZ Recycling and Recovery UK Ltd	33564822	UT	114.36	19.06			4295 F&GP Waste Collection: Mar 2025			
				13,388.41							
Credit Held on Account:				Total Credit							
**4450 E&A Street Lighting Electricity Supply Feb 2025 - Alpha Software journal refers to Mar 2025 supply.											
All invoices listed have been examined, verified and certified by the RFO											
RFO, Lindfield Parish Council											
30 Apr 2025											

[illegible]

[illegible]

[illegible]

[illegible]

LINDFIELD PARISH COUNCIL 2023-2024									
Full Council Meeting Thursday 24 July 2025									
Cheques Drawn, Bank Charges, Transfer of Funds, Standing Order and Online Banking Payments Authorised since the Full Council Meeting 13 March 2025									
Cheque No/Debit Card/ Online	Payee	Description of service	Gross Payment £	VAT to Claim £	CTH SC	S.137	Comments	Approval	
13 March 2025									
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 3 Mar 2025	13,683.18	-		-	Paid 14 Mar 2025	Cllrs VU, AB, TW	
Online	West Sussex County Council	Salaries Feb 2025 & Members Allowances	13,683.18	-		-	Paid 17 Mar 2025	Cllrs VU, AB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 10 Mar 2025	1,172.38	-		-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	Tisburys Cleaning Services	Office Cleaning Feb 2025 incl Cleaning of CTH Communal Area	227.50	-	Y	-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	King Edward Hall	Room Hire: Committee meetings Jan-Mar 2025	136.50	-		-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	King Edward Hall	Room Hire: Greener Lindfield 7Feb 2025	10.50	-		-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	West Sussex ALC Limited	Training - Planning Courses: 3 Mar 2025 Cllr VU; 10 Mar 2025 Cllrs VU, IB & AM; 11 Mar 2025 Cllr VU	288.00	48.00		-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	B-9 Fire Protection Ltd	Six monthly fire alarm service & Supply of 2 x Fire alarm battery 12 3.2a/h	209.88	17.49	Y	-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online	King Edward Hall Village Day	Linfield Village Day 31 May 2025 Medical Care Sponsorship	300.00	-		-	Paid 18 Mar 2025	Cllrs LG, VU, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 21 Mar 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 16Mar, 23Mar, 30Mar & 6Apr 2025	1,260.00	-		-	Paid 21 Mar 2025	F&GP Committee approval meeting 9 Jan 2025	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 17 Mar 2025	2,092.00	-		-	Paid 25 Mar 2025	Cllrs RP, AB, WB	
Online	Calabash Mint Ltd	Denmans Lane Toilets: Annual Charge 8 Mar 2025 to 7 Mar 2026	1,710.00	285.00		-	Paid 31 Mar 2025	Cllrs RP, AB, WB	
Online	Ian Woodhams	CTH Window Cleaning 17 Mar 2025	22.00	-	Y	-	Paid 31 Mar 2025	Cllrs RP, AB, WB	
Online	Kipper Creative Ltd	Newsletter Lindfield Life Apr 2025 Edition	360.00	60.00		-	Paid 31 Mar 2025	Cllrs RP, AB, WB	
April 2025									
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 3 Apr 2025	11,622.55	-		-	Paid 11 Apr 2025	Cllrs RP, WB, TW	
Online	Westcotec Limited	SID Maintenance: Purchase of 12v 14a battery incl carriage costs	160.20	26.70		-	Paid 11 Apr 2025	Cllrs RP, WB, TW	
Online	West Sussex ALC Ltd	WSALC Subscription 2025/26; NALC Subscription 2025/26	2,149.49	-		-	Paid 11 Apr 2025	Cllrs RP, WB, TW	
Online	Mr D Hadimbu	Expenses claim: Allotments - Valve for Water Tank; Lawn Seed, Petrol for Machinery	17.80	1.81		-	Paid 11 Apr 2025	Cllrs RP, WB, TW	
Online	West Sussex County Council	Salaries Mar 2025	9,294.97	-		-	Paid 11 Apr 2025	Cllrs RP, WB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 7 Apr 2025	1,128.00	-		-	Paid 14 Apr 2025	Cllrs LG, VU, TW	
Online	Rialtas Business Solutions Ltd	Allotments Software Annual Support and Maintenance Licence2025/26	318.00	53.00		-	Paid 14 Apr 2025	Cllrs LG, VU, TW	
Online	Rialtas Business Solutions Ltd	Allotments App Software Annual Support and Maintenance Licence 2025/26	139.20	23.20		-	Paid 14 Apr 2025	Cllrs LG, VU, TW	
Online	Rialtas Business Solutions Ltd	Alpha Software Annual Support and Maintenance Licence 2025/26	352.80	58.80		-	Paid 14 Apr 2025	Cllrs LG, VU, TW	
Online	Rialtas Business Solutions Ltd	Asset Inventory Annual Support and Maintenance Licence 2025/26	318.00	53.00		-	Paid 14 Apr 2025	Cllrs LG, VU, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 14 Apr 2025	555.55	-		-	Paid 17 Apr 2025	Cllrs RP, TW, VU	
Online	Tisburys Cleaning Services	Office Cleaning Mar 2025 incl Cleaning of CTH Communal Area	227.50	-	Y	-	Paid 17 Apr 2025	Cllrs RP, TW, VU	
Online	West Sussex County Council	Payroll Administration charges for the period 1 October 2024-31 Mar 25	306.05	51.01		-	Paid 17 Apr 2025	Cllrs RP, TW, VU	
Online	Ian Woodhams	CTH Window Cleaning 14 Apr 2025	22.00	-		-	Paid 17 Apr 2025	Cllrs RP, TW, VU	
Online Fund Transfer	LPC Barclays Bank Plc	Barclays Business Premium Savings Account Acc No. ending 1269 via Barclays Business Premium to Barclays Current Acc	15,000.00	-		-	Paid 17 Apr 2025	Cllrs AB, WB, VU, RP, TW, LG	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 22 Apr 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 13Apr, 20Apr, 27Apr & 4May 2025	1,260.00	-		-	Paid 22 Apr 2025	F&GP Committee approval meeting 9 Jan 2025	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 22 Apr 2025	739.48	-		-	Paid 25 Apr 2025	Cllrs RP, AB, VU	
Online	Mr D Hadimbu	Expenses claim: Repair to Denmans Lane Toilets (Purchase of Materials)	13.48	2.25		-	Paid 25 Apr 2025	Cllrs RP, AB, VU	
Online	Lindfield Enterprise Park Limited Management	Lindfield Enterprise Park: Annual Service Fee 1Apr25-31Mar26 & Sinking fund Supplement	684.00	-		-	Paid 25 Apr 2025	Cllrs RP, AB, VU	
Online	National Association of Local Councils	Event booking: Planning for the Future: Navigating the new planning framework 29Oct25 DP	42.00	7.00		-	Paid 25 Apr 2025	Cllrs RP, AB, VU	
May 2025									
Online	West Sussex County Council	Salaries Apr 2025	9,551.50	-		-	Paid 13 May 2025	Cllrs LG, WB, TW	
Online	Mr D Hadimbu (Shell Birch)	Expenses claim: Allotments - Petrol for Allotment Machinery	16.20	2.70		-	Paid 13 May 2025	Cllrs LG, WB, TW	
Online	Streetlights	Street Lighting: Payment 1 (of 2) 2025/26 Maintenance Contract	767.42	127.90		-	Paid 13 May 2025	Cllrs LG, WB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 16 May 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 13Apr, 20Apr, 27Apr & 4May 2025	1,260.00	-		-	Paid 16 May 2025	F&GP Committee approval meeting 9 Jan 2025	
Online	Tisburys Cleaning Services	Office Cleaning Apr 2025 incl Cleaning of CTH Communal Area	236.59	-	Y	-	Paid 16 May 2025	Cllrs RP, TW, WB	
Online	Ian Woodhams	CTH Window Cleaning 12 May 2025	22.00	-	Y	-	Paid 16 May 2025	Cllrs RP, TW, WB	
Online	Rialtas Business Solutions Ltd	Year End Closedown of Accounts 24/25	1,046.40	174.40		-	Paid 27 May 2025	Cllrs LG, TW, AB	
Online Fund Transfer	LPC Hinckley & Rugby Building Society	Transfer of Funds from LPC Unity Trust Bank Current Account	84,000.00	-		-	Paid 29 May 2025	Cllrs WB, AB, VU, RP, TW	
Online Fund Transfer	LPC Unity Trust Savings Account	Transfer of Funds from LPC Unity Trust Bank Current Account	39,200.00	-		-	Paid 29 May 2025	Cllrs WB, AB, VU, RP, TW	
June 2025									
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 3 June 2025	3,547.70	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	Breakthrough Communications & Strategies Ltd	Council Hive Premium - First Year Service & Supplement for 2 in Person Training	2,904.00	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	Tisburys Cleaning Services	Office Cleaning May 2025 incl Cleaning of CTH Communal Area	236.59	-	Y	-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	Mulberry Local Authority Services Ltd	Finance & Governance Networking Day - additioanl attendee	30.00	5.00		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	King Edward Hall	Room Hire: Committee Meetings Apr to Jun 2025	121.00	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	King Edward Hall	Room Hire: Village Spring Clean 26 Apr 2025	76.63	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	King Edward Hall	Room Hire: Greener Lindfield Meeting KEH 25 Apr 2025	10.50	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	King Edward Hall	Room Hire: Local Councils Climate Network Meeting 1 May 2025	21.00	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	King Edward Hall	Room Hire: Annual Parish Meeting 7 May 2025	82.88	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	Mr D Hadimbu	Expenses claim: Purchase of 2 x compost bins for Allotments	40.00	-		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online	Mr D Hadimbu	Expenses claim: Allotments - Petrol for Allotment Machinery	25.00	4.17		-	Paid 9 June 2025	Cllrs LG, AB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 5 June 2025	3,084.55	-		-	Paid on 12 Jun 2025	Cllrs AB, WB, TW	
Online	Zurich Town & Parish, Insurer Trust Account	Policy Renewal 28May2025-27May2026	3,084.55	-		-	Paid on 12 Jun 2025	Cllrs AB, WB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 13 Jun 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 29 Jun 2025	1,260.00	-		-	Paid 13 Jun 2025	Regular Payment FC Annual Meeting 22.05.25 Agenda item 14	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 5 June 2025	9,782.70	-		-	Paid on 16 Jun 2025	Cllrs LG, WB, VU	
Online	Mulberry Local Authority Services Ltd	Year-end Internal Audit 24/25 incl mileage costs	211.20	35.20		-	Paid on 16 Jun 2025	Cllrs LG, WB, VU	
Online	West Sussex County Council	Salaries May 2025	9,551.50	-		-	Paid on 16 Jun 2025	Cllrs LG, WB, VU	
Online	Ian Woodhams	CTH Window Cleaning 6 June 2025	22.00	-	Y	-	Paid on 16 Jun 2025	Cllrs LG, WB, VU	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 16 June 2025	860.00	-		-	Paid on 23 Jun 2025	Cllrs LG, WB, TW	
Online	Kipper Creative Ltd	Annual Report: Lindfield Life July 2025 Edition	360.00	60.00		-	Paid on 23 Jun 2025	Cllrs LG, WB, TW	
Online	Friends of Lindfield Playgrounds	Grant Award	500.00	-		500.00	Paid on 23 Jun 2025	Cllrs LG, WB, TW	
July 2025									
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 26 June 2025	5,801.76	-		-	Paid on 4 Jul 2025	Cllrs LG, AB, TW	
Online	JNR Computer Services	IT & Website: Annual Maintenance, Cyber Security & Microsoft	5,801.76	966.96		-	Paid on 4 Jul 2025	Cllrs LG, AB, TW	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payment of SO Bryan Cleaning Services	1,260.00	-		-	Paid 11 Jul 2025	F&GP Committee approval meeting 9 Jan 2025	
SO	Bryan Cleaning Services	Denmans Lane Toilets: Daily cleaning for 4 weeks ending 29 Jun 2025	1,260.00	-		-	Paid 11 Jul 2025	Regular Payment FC Annual Meeting 22.05.25 Agenda item 14	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 7 Jul 2025	751.99	-		-	Paid 14 Jul 2025	Cllrs LG, AB, WB	
Online	Balcombe Pest Control Limited	Allotments: Treatment of Wasp Nest 1 Jul 2025	72.00	12.00		-	Paid 14 Jul 2025	Cllrs LG, AB, WB	
Online	Pear Technology Services Ltd	PT-Mapper Pro & Maplink Technical Support & Updates to 30 Jun 2026	294.00	49.00		-	Paid 14 Jul 2025	Cllrs LG, AB, WB	
Online	Tisburys Cleaning Services	Office Cleaning Jun 2025 incl Cleaning of CTH Communal Area	236.59	-	Y	-	Paid 14 Jul 2025	Cllrs LG, AB, WB	
Online	CJS Environmental Ltd	Denmans Lane Toilets: Hygeine Services 22Jul25-21Jan26	149.40	24.90		-	Paid 22 Jul 2025	Cllrs LG, AB, WB	
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 14 Jul 2025	10,125.50	-		-	Paid 23 Jul 2025	Cllrs LG, WB, TW	
Online	Ian Woodhams	CTH Window Cleaning 7 Jul 2025	22.00	-	Y	-	Paid 23 Jul 2025	Cllrs LG, WB, TW	
Online	West Sussex County Council	Salaries June 2025	9,551.50	-		-	Paid 23 Jul 2025	Cllrs LG, WB, TW	
Online	Surrey Security Systems	Security Alarm System: Maintenance & Monitoring Service: February 2025 to January 2026	552.00	92.00		-	Paid 23 Jul 2025	Cllrs LG, WB, TW	
Online	Mulberry Local Authority Services Ltd	Training: Leading Council & Committee Meetings with Confidence 28 Aug 2025 Cllr LG	54.00	9.00		-	Pending authorisation		
Online	Mr M Grace	Village Archives: Purchase of A4 Laminated Pouches	19.48	-		-	Pending authorisation		
		Balance as at 24 July 2025	292,410.08	2,250.49		500.00			
All invoices listed have been examined, verified and certified by the RFO.									
Received and AGREED at Full Council Meeting held on 24 July 2025									
	Signature of Chairman of Meeting								
	Date								

Lindfield Parish Council

Committee Meeting:	Full Council
Item:	7.4 a
Report of:	Parish Clerk
Meeting Date:	24 July 2025
Subject:	Village Archive Management Policy

Purpose of Report:

1. Members are asked to consider a proposed Village Archive Management Policy

Recommendation(s):

Members are recommended to:

- a) Confirm its position relating to the two proposed amendments.
- b) Agree to implement the Management Policy.

Background:

2. At E&A on 6th February 2025, members considered a proposed Village Archive Management Policy. The minutes of the meeting state:
 - 203.1 Members considered the draft Lindfield Archive policy document. Two points were raised. Firstly, items borrowed from the Archive (by third parties for organised events) should be returned on the day or within 24 hours of the end of the last day of their event. Secondly, the Archive policy should allow for artefacts not listed in the collection policy to be retained if they are of local value.
 - 203.2 It was **agreed** to recommend the Lindfield Archive policy to the Full Council, who would be asked to consider the two proposed amendments.

Considerations:

3. Third-party returns
 - 3.1 The proposed amendment reads as follows:
 - 7.3 Items may be loaned to local organisations or individuals for exhibition purposes with the knowledge of one or more LAWG and the Clerk. The Volunteer Archivists shall take overall responsibility for the items to ensure their safe return. A loan form must be completed before the item is removed from the Lindfield Archive. *Items should be returned on the day or within 24 hours of the last day of the event.*
4. Artefacts
 - 4.1 The Council has extremely limited space in the archive, and it is only suited to storing documents. Recognising this, we could state:
 - 5.8 *The Archive does not retain artefacts due to limited storage space. In exceptional circumstances, consideration will be given to artefacts of significant historical value where there is a risk that they will be lost or destroyed.*

Appendix:

- Appendix 1 - Lindfield Archive Management Policy

LINDFIELD ARCHIVE AIMS, OBJECTIVES AND MANAGEMENT POLICIES

1. INTRODUCTION

- 1.1 This document defines the Aims and Objectives together with the Management Policies, to meet the responsibilities imposed by these Resolutions plus the general obligations inherent in maintaining an archive for public benefit.

2. AIMS AND OBJECTIVES

- 2.1 The Lindfield Archive [the Archive] is the repository for documents and other media [the Archive Collection] relating to Lindfield maintained by the Lindfield Parish Council [LPC].
- 2.2 The aim being to provide for public benefit a local source of material that may not otherwise be generally available.
- 2.3 Accordingly, LPC will accept, collect, create and hold primary and secondary material, within the terms of an agreed collection policy, that provides a record of those aspects of the community's life, people and development that may be of historical or future interest. Such material being owned by the LPC will be stored in accordance with recognised good practice.
- 2.4 It is not the purpose of the Archive to hold items more properly retained by other public bodies or organisations.

3. RESPONSIBILITY

- 3.1 The Lindfield Archive is owned and maintained by LPC. LPC shall appoint a Lindfield Archive Working Group (LAWG) with specific responsibilities for the Archive.
- 3.2 The LAWG shall determine the Archive's policies for LPC approval and ensure that proper procedures are in place for the development, administration, storage and security of the Lindfield Archive together with public access.
- 3.3 Volunteer helpers may be co-opted by the Environment & Amenities Committee to assist in all aspects of maintenance and development. All duties to be undertaken under the general guidance of the Clerk and or LAWG.

4. AUTHORITY

- 4.1 Lindfield Archive is the name of the repository maintained by the LPC. Accordingly, Lindfield Archive is not a separate entity and having no vested powers cannot act on behalf of the council, nor authorise any actions
- 4.2 Authority is vested in LPC and all agreements and actions must be undertaken in the name of LPC and be authorised by the Clerk, in conjunction with the LAWG.
- 4.3 Volunteer helpers are not authorised to act in their own name in respect of any matters relating to LPC or the Archive.

5. COLLECTION POLICY

- 5.1 LPC Operates a Collection Policy which governs the nature and scope of the material that may be collected. The focus of the Archive Collection is Lindfield Parish and by its very nature it is an artificial archive. That is to say it is derived from numerous sources with many items having an uncertain provenance.
- 5.2 In maintaining this local collection for public reference it is not the LPC's intention to cause fragmentation to the archival record of the area or to usurp the role of the West Sussex Records Office or other public repositories. The continued development of the Lindfield Archive should serve to increase awareness with the local collection of material bringing into the public domain items that would otherwise have remained unavailable or been destroyed.
- 5.3 In this regard the Lindfield Archive will act as a provider to the West Sussex Records Office and, as appropriate, other collections in the area. It is not the role of the Archive to hold original items which are more properly held by other official public repositories with whom close liaison will be maintained.
- 5.4 The overall objective is to contribute towards the body of original documents and their conservation, together with the creation of a comprehensive social record of Lindfield for public reference. It is recognised that fulfilling this role, may result in copy material being held. This is nevertheless regarded as acceptable for local usage.

- 5.5 The Archive may acquire and hold only those items that comply with the following collection Policy:

“Primary and secondary material, either originals or copies, that comply with the following criteria:

- Documents and other written or printed items
- Visual images including drawings, paintings, prints, photographs and recorded images
- Maps
- Audio recordings
- Electronically or digitally recorded media

- 5.6 Such material shall provide a record of those aspects of the community's life, people and development that may be of historical or future social interest. The material must be relevant to the territory within the remit of LPC or the immediate environs of that boundary. For historical material this territorial limit may be extended to the Lindfield Parish boundary as defined by the Tithe Map 1844.

- 5.7 Additionally, considerations will be given to material relating to Lindfield, Australia.

6 ACQUISITIONS

- 6.1 Accessions to the Archive may accrue through donations, collection or the specific creation of a record and in very exceptional circumstances purchase. All acquisitions must comply with the current Collection Policy. Any purchases must be vetted by the Clerk in conjunction with one or more of the LAWG.

- 6.2 LPC encourages and welcomes donation offers from the public and local organisations.

7 ACCESS

- 7.1 The Lindfield Archive is provided for the benefit of the public and local organisations and shall be publicised as considered appropriate by the LAWG. LPC encourages its use and public access will be permitted for reference purposes at any reasonable time as shall be agreed by the Volunteer Archivists and Clerk of the Council. LPC recognises the importance of equal access and special arrangements will be made to enable persons with disabilities to gain access to items in the Lindfield Archive and the information contained therein.
- 7.2 Any members of the public wishing to view the collection in the Parish Office must be accompanied by a Volunteer Archivist at a time when the office is staffed or on specific occasions a volunteer helper as delegated by the Clerk in conjunction with a member of the LAWG.
- 7.3 Items may be loaned to local organisations or individuals for exhibition purposes with the knowledge of one or more LAWG and the Clerk. The Volunteer Archivists shall take overall responsibility for the items to ensure their safe return. A loan form must be completed before the item is removed from the Lindfield Archive.
- 7.4 Enquiries received from the public will be answered whenever possible. The searches and responses shall normally be undertaken by a Volunteer Archivist without cost to LPC. Any costs associated with the loan of items or enquiries shall be paid by the borrower/enquirer.

8 DEPOSITS

- 8.1 A deposit form must be completed by the donor before the item(s) is accepted into the Lindfield Archive.

9 INTERNET

- 9.1 The Clerk and LAWG will consider how the Lindfield Archive catalogue can be made more accessible using the LPC's website. This will take place once the Lindfield Archive has been fully catalogued by the Volunteers Archivists.

10 PUBLICITY

- 10.1 Publicity of the Lindfield Archive must be signed off by the Clerk in conjunction with the LAWG.

11 REVIEW

- 11.1 The Aims and Objectives and Management Policies together with the operation of the Lindfield Archive shall be reviewed from time to time by the LAWG. Any changes deemed necessary shall be effected or recommended to the Council for approval as necessary.

12 COPIES & PHOTOGRAPHS

- 12.1 Visitors to the Lindfield Archive must ask permission to copy and or photograph any items. This must be submitted to the Clerk in conjunction with the LAWG.

13 SUPPORTING FORMS

- Loan request form
- Copies/Photography request
- Acquisition vetting form
- Deposit form

Committee Meeting:	Full Council
Item:	7.4 b
Report of:	Parish Clerk
Meeting Date:	24 July 2025
Subject:	Internal Communications – F&GP Recommendation

Purpose of Report:

1. Members are asked to consider an F&GP recommendation regarding internal communications.

Recommendation(s)

Members are recommended to:

- a) **Confirm the F&GP recommendations.**
-

Background

2. At F&GP 29th May, members considered a report on communications. The report set out that the Communications Working Group met on the 1st April and considered various matters. At this meeting, a member of the Council attended to provide a proposal relating to the use of Microsoft Teams (or similar platforms) instead of email. Members are therefore asked to consider the following and make recommendations to Full Council (24 July):
 - To clarify the position on the use of email as the primary form of internal communications.
 - To confirm that any alternative trials are to be agreed upon by the relevant committee(s) and must include a clearly defined scope and safeguards. The launching and management of any agreed trials will be undertaken by Council Officers.

When considering this item, members are asked to consider the following:

- The need for a consistent approach.
- Limited staff resources.
- The office is responsible for the management of the council's records and IT systems.

3. The minutes of the meeting state:

After having given the matter full and careful consideration, it was **AGREED** to **RECOMMEND** to Full Council the use of email as the Lindfield Parish Council's primary tool of internal communications.

It was **FURTHER AGREED** to **RECOMMEND** to Full Council that any alternative trials are to be agreed upon by the relevant committee (s) and that these must include a clearly defined scope, including safeguards. The launching and management of any agreed trials will be undertaken by Council Officers.

Considerations

4. Council is asked to confirm the position relating to internal communications and trials.

Committee Meeting:	Full Council
Item:	8
Report of:	Councillor Trevor Webster
Date:	24 th July 2025
Subject:	Plan 23-27 monitoring report

Purpose of Report:

1. The purpose of this report is to update members on the progress we have made to implement the objectives contained within the village plan.

Recommendation(s)

Members are recommended to:

- a) That members note the content of this report.
 - b) That members agree that an updated monitoring report is included as a standard item in all future Full Council agendas.
 - c) That members agree that all committees be asked to include this as a standing item at all their meetings, resulting in them checking and updating their sections and submitting any amendments to the Parish Clerk.
-

Background

2. 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 budgets.

This is the first monitoring report of its type. The purpose of the report is to detail what the council has already achieved and to focus on what else needs to be done to complete the plan by 2027.

It will also help to focus on budget setting up to 2027.

Options

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

Appendices

- Monitoring report as at 24th July 2025

Background Paper

- None

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Aim	Term	Objectives	RAG Status	Narrative	Responsible committee
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
	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
	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
		Install electronic bus information boards and speed indicator devices in the village		Completed	PT&T
		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

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				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
		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
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
		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
	Medium term	Undertake residents satisfaction survey to understand community needs and enhance future plans		Needs better definition	F&GP
		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
	Longer term	Consider whether there would be support for a Youth Council		No progress	F&GP

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		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
	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
		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

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		Maintain Management Plan for Wilderness Field that promotes wildflowers and ecosystem		On track – plan in place	E&A
	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
		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 grants scheme and other sources of funding.		Completed and on track	F&GP
	Medium term	Investigate opportunities to support youth and elderly services in the village.		Not completed	F&GP

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	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
	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

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Committee Meeting:	Full Council
Item:	9.5
Report of:	Parish Clerk
Meeting Date:	24 July 2025
Subject:	Clerk's Report

Purpose of Report:

1. Members are asked to consider a proposed Village Archive Management Policy

Recommendation(s):

Members are recommended to:

- a) **Note the updates.**
-

Updates:

2. Festive Lighting
We have received submissions that the moderation panel will now review.
3. Photocopier
Quotes have been received and shared with the F&GP Chair & Vice Chair.
4. VE & VJ 80 Event
The council has successfully applied to MSDC for a grant fund towards the event. Our archivists have been working hard to produce displays for the event. We have obtained permission from MSDC to install bunting around the inner pond post and railings.
5. Solar Panels
Quotes for solar panels on the Clock Tower House have started to be received. This will be considered by F&GP and then Full Council.
6. Grit bin audit
The Village Orderly has undertaken the audit. The Clerk will be updating the WSCC portal appropriately.
7. Denmans Lane Toilets
Unfortunately the toilets were subjected to graffiti. We have attempted to remove this but some has been scratched in. The Village Orderley and Clerk will together attempted to sand this out.