

ACTION AND PROJECT PROGRESS LIST

FGP - Item 6

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	NOTES
F&GP	136.1	07-Mar-24	Communications	it was AGREED that the Clerk would research options to assist with training and present a summary of his findings at a future meeting.		Members have been email training videos.
F&GP	137.1	07-Mar-24	Toilets on the Common	it was AGREED that the Clerk would: a)Instruct the architects, with Working Group input, to prepare the building specification for the proposed tender. b)Instruct the architects, with Working Group input, to prepare and submit the discharge of conditions applications.	AF & Working Group	Spec prepared. Waiting on MSDC to resolve drainage issues so can submit discharge application
F&GP	157.1	02-May-24	Toilets on the Common	A)That Lindfield Parish Council would be open to taking over ownership of the land, subject to further clarifications regarding the size of the parcel of land, and B)To delegate authority to the Clerk, in conjunction with the Toilets on the Common Working Group, to oversee and agree to any potential land transfer.	Clerk & TCWG	
F&GP	201.1	05-Sep-24	Risk Management	The chair reported that the financial risk assessment was currently being reviewed and would be presented to members at a future meeting. The van risk assessment will in addition be presented.		Presented to Full Council in November 2024

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.24. - 31.03.25

Per budget 2,500.00	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	23/24	Comments
	07-Mar-24	Lindfield Bonfire Society	To support the costs of medical care at the 2024 bonfire night display	£500.00	£500.00			£500.00	
	07-Nov-24	4Sight Vision Support	We are seeking funding so that we can continue supporting people in your Parish of Lindfield who are living with sight loss. Our aim is to enable people to live life without limits; by providing access to specialist, individually tailored support, we help people to retain their independence and not become socially isolated after a sight loss diagnosis. Our specialist team offer everything from advice on eye health, emotional support, guidance on daily living aids, to assistance with accessible technology. On average it costs £65 for our team to provide support to one person for a year; the total cost to support the 30 clients in your Parish of Lindfield is £1,950.	£520.00	£440.00			£440.00	
	07-Nov-24	Air Ambulance Charity Kent Surrey Sussex	Our aim is an end to preventable loss of life from medical emergency. We fulfil this aim by provision of HEMS (Helicopter Emergency Medical Service). HEMS brings A&E resources, including doctors and paramedics, direct to the patient at the scene of emergency. Some surgical procedures may be undertaken there, including administration of anaesthetics and blood transfusions. Plus rapid transfer to the most appropriate hospital trauma centre. A grant is requested as a contribution to the operating costs of HEMS – helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews. In the event of a serious medical or trauma emergency in Lindfield, every resident of your parish could be a potential beneficiary of our life-saving emergency service. The service costs £18.8 million annually.	£500.00	£440.00			£300.00	
		St Peter & St James Hospice	We would like to apply for a community grant towards the running costs of the hospice. To provide hospice care in the community and at the hospice costs £10,000 per day and with only 13% funding from central government, we must raise over 6 million through fundraising and retail to run the hospice each year. The hospice is a large part of the community and without the generosity of our loyal donors it would simply be impossible to provide the care our population needs when living and dying with a life limiting illness. Your support really makes a difference.	£500.00					

Total agreed to date

£1,380.00	£0.00
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As at 03.01.25

Refunds
Balance in hand
Total Balance in hand

Lindfield History Projects Group

250.00
1,120.00
1,370.00



LINDFIELD PARISH

Application for Grant/Donation for Voluntary Organisations (Local Government Act 1972, Section 137)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed. If the organisation is newly formed please include a copy of the budget and business plan.

1	Name of organisation: St Peter & St James Hospice
2	Address of organisation: North Common Road, North Chailey, Lewes BN8 4ED
3	Contact name: Wendy Agate Telephone number: [REDACTED] Email address [REDACTED]
	Position in organisation: Relationship Fundraiser
5	Is the organisation a registered charity? If yes, please confirm Charity Number. 1056114
6	What would the grant/donation be used for? We would like to apply for a community grant towards the running costs of the hospice. To provide hospice care in the community and at the hospice costs £10,000 per day and with only 13% funding from central government, we must raise over 6 million through fundraising and retail to run the hospice each year. The hospice is a large part of the community and without the generosity of our loyal donors it would simply be impossible to provide the care our population needs when living and dying with a life limiting illness. Your support really makes a difference.
7	How would it benefit the Parish? We provide care and support to anyone who has been diagnosed with a life limiting illness. We also support their families and friends and all our services are free of charge. Patients are referred to the hospice via their Dr or Oncologists, They can also self-refer from point of diagnosis. Our Inpatient Unit provides skilled end of life and palliative care to those who need specialist hep. In 2023/24 161 patients were cared for and the average stay increased from 11.2 to 14.9 days. Our Community Services are evolving to meet the needs of our community. We now have Clinical Nurse Specialists, Registered Nurses and Palliative Care Assistants who work out in the community with our patients, their families and carers. The overall data indicates a consistent increase in the reach of our hospice clinical services over the last



LINDFIELD PARISH

	<p>two years.</p> <p>Our Supporter Care Services continue to expand. Last year we extended our counselling service to children who are affected by the diagnosis, death, and bereavement of any of our patients. In our Living Well Centre we offer peer support, self-care, meaningful activity, and education. Our Welfare Advisor helps with various practical issues such as finance, housing, assistive devices and transport.</p>
8	Total cost of project? £5.7 million
9	Total amount requested? £500
10	<p>Are you applying to other organisations for funding?</p> <p>To continue to be able to provide hospice services, grants are applied for with other local councils and grant funders on a regular basis.</p>



LINDFIELD PARISH

11	Successful applications will be settled by online bank transfer. Please provide: Account name: St Peter & St James Charitable Trust Sort code: [REDACTED] Account number: [REDACTED]
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Declaration	
Signed	[REDACTED]
Date	06/11/24
Name (In Capital)	WENDY AGATE

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Applications may be made either by email or

post. Lindfield Parish Council
Clock Tower House,
Lindfield Enterprise Park,
Lewes Rd,
Lindfield
RH16 2LH

Tel: 01444 484115

Email clerks@lindfieldparishcouncil.gov.uk

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council using the above contact details.

How the information you provide will be used.

General Data Protection Regulations:

Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

Financial Reports – F&GP Items 8 & 9
RFO Summary

Income that was received in October 2024.

- 1) Barclays Business Current Account:
£808.00 CTH Rent for October 2024.
£385.47 CTH Service Charge for the period 26 Mar-25 Jun 2024
£216.12 CTH Service Charge for the period 26 Jun-25 Sep 2024
£300.00 Stallholder Fees Christmas Festival Night 2024.
£145.00 License Fee 2024
Plus, regular automatic transfer facility transactions with Barclay's Business Premium account.
- 2) Barclays Business Premium Account:
Regular automatic transfer facility transactions with Barclay's Current account.
- 3) Unity Trust Savings Account:
No income.
- 4) Nationwide Building Society:
£171.65 Interest for October 2024.

Refunds that were received in October 2024:

£250.00 Grant Award LHPG 2022/23
£160.44 Water Supply - Allotments

Transfer of Funds October 2024:

£7,250.00 from Barclays Business Premium Acc to Nationwide Building Society Savings Acc.
£33,250.00 from Barclays Business Premium Acc to Unity Trust current Acc.
£33,250.00 from Unity Trust current Acc to Unity Trust savings Acc.

Earmarked Reserves Expenditure October 2024 (Net of VAT)

£1,900.00 Toilets on Common Construction - Building Services Design Consultancy: Design Stage
Agreed Balance Fee (Martin Thomas Associates Ltd).
£1,500.00 Wilderness Field s106 Maintenance – Meadow cutting Oct 2024.

General Reserves Expenditure October 2024 (Net of VAT)

There was no expenditure.

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

There have been no additional overspent budget headings since my report that was shared for September 2024:
4160 F&GP Insurance 120.1%

Detailed Income & Expenditure by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance & General Purposes</u>							
1076 Precept	257,000	257,000	0			100.0%	
1090 Interest Received	2,422	1,500	(922)			161.5%	
1120 Clock Tower House Rental	5,656	9,696	4,040			58.3%	
1125 CTH Service Charge	542	1,400	858			38.7%	
1150 Telephone Refund	(360)	0	360			0.0%	
1210 Licence Fee	145	143	(2)			101.4%	
1230 Christmas Festival Night	645	800	155			80.6%	
1250 Photocopy Services	9	0	(9)			0.0%	
Finance & General Purposes :- Income	266,058	270,539	4,481			98.3%	0
4000 Salary	42,496	90,000	47,504		47,504	47.2%	
4010 Tax & NI	3,354	6,800	3,446		3,446	49.3%	
4020 Pension	5,903	13,200	7,297		7,297	44.7%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	500	500		500	0.0%	
4120 Training	467	2,000	1,533		1,533	23.4%	
4130 Bank Charges	41	75	34		34	55.2%	
4140 Audit Fees	(129)	3,000	3,129		3,129	(4.3%)	
4160 Insurance	4,202	3,500	(702)		(702)	120.1%	
4170 Postage & Stationery	50	400	350		350	12.5%	
4175 Annual Memberships/Subscriptio	2,043	3,000	957		957	68.1%	
4180 Photocopying	846	2,300	1,454		1,454	36.8%	
4190 Telephone & Broadband	1,230	2,500	1,270		1,270	49.2%	
4200 IT & Website	4,895	5,000	105		105	97.9%	
4210 Office Equipment	456	1,000	544		544	45.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	250	2,500	2,250		2,250	10.0%	
4240 Room Hire	479	1,000	521		521	47.9%	
4250 Cleaning/Catering	1,573	3,000	1,427		1,427	52.4%	
4260 Newsletter & Annual Report	870	2,500	1,630		1,630	34.8%	
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%	
4285 Toilets on Common Construction	5,689	0	(5,689)		(5,689)	0.0%	5,689
4292 Community Engagement	379	1,500	1,121		1,121	25.3%	
4295 Waste Collection	535	1,500	965		965	35.6%	
4310 PWLB Repayment	21,815	21,815	0		0	100.0%	
4320 Electricity Supply	1,660	4,000	2,340		2,340	41.5%	
4330 Water Supply	99	200	101		101	49.6%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Security Alarm System	430	500	70		70	86.0%	
4350 Fire Safety System	119	500	381		381	23.8%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	400	400		400	0.0%	
4385 Vehicle	1,556	4,000	2,444		2,444	38.9%	
4393 Maintenance/Improvements CTH	399	2,500	2,101		2,101	16.0%	
Finance & General Purposes :- Indirect Expenditure	102,365	192,390	90,025	0	90,025	53.2%	5,689
Net Income over Expenditure	163,693	78,149	(85,544)				
6000 plus Transfer from EMR	5,689						
Movement to/(from) Gen Reserve	169,383						
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	4,596	4,900	304		304	93.8%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	350	2,000	1,650		1,650	17.5%	
4480 Christmas Festival Night & Com	143	1,500	1,357		1,357	9.5%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	0	2,200	2,200		2,200	0.0%	
4521 Wilderness Field S106	4,380	0	(4,380)		(4,380)	0.0%	4,380
4530 Village Orderly Equip/Expenses	0	1,000	1,000		1,000	0.0%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	13,807	14,000	193		193	98.6%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	256	1,500	1,244		1,244	17.1%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	31,633	64,425	32,792	0	32,792	49.1%	4,380
Net Expenditure	(31,633)	(64,425)	(32,792)				
6000 plus Transfer from EMR	4,380						
Movement to/(from) Gen Reserve	(27,253)						
<u>120 Allotments</u>							
1200 Allotment Income	1,197	1,243	46			96.3%	
Allotments :- Income	1,197	1,243	46			96.3%	0

Detailed Income & Expenditure by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Allotment Expense	848	2,500	1,652		1,652	33.9%	
Allotments :- Indirect Expenditure	848	2,500	1,652	0	1,652	33.9%	0
Net Income over Expenditure	350	(1,257)	(1,607)				
<u>130 Planning & Traffic</u>							
4960 SID Maintenance	0	2,500	2,500		2,500	0.0%	
4973 RTPI	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	0	2,900	2,900	0	2,900	0.0%	0
Net Expenditure	0	(2,900)	(2,900)				
<u>140 Non Budgeted Expenditure</u>							
4461 GR: Street Lighting Upgrade	1,095	0	(1,095)		(1,095)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	1,095	0	(1,095)	0	(1,095)		0
Net Expenditure	(1,095)	0	1,095				
Grand Totals:- Income	267,256	271,782	4,526			98.3%	
Expenditure	135,940	262,215	126,275	0	126,275	51.8%	
Net Income over Expenditure	131,315	9,567	(121,748)				
plus Transfer from EMR	10,069						
Movement to/(from) Gen Reserve	141,385						

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2024

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/10/2024	Barclays Current Account	14,923.08
2	31/10/2024	Business Premium Account	98,524.99
3	31/10/2024	Nationwide Building Society	92,734.45
4	31/10/2024	Petty Cash	104.62
5	31/10/2024	Unity Trust Current Account	422.80
6	31/10/2024	Unity Trust Savings Account	92,254.77
			298,964.71
<u>Unpresented Payments</u>			
1	31/10/2024	DEBIT CARD	5.89
			5.89
			298,958.82
<u>Receipts not on Bank Statement</u>			
0	31/10/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			298,958.82
<u>All Cash & Bank Accounts</u>			
1		Barclays Current Bank A/c	14,917.19
2		Barclays Business Premium A/c	98,524.99
3		Nationwide Building Society	92,734.45
4		Petty Cash	104.62
5		Unity Trust Current Account	422.80
6		Unity Trust Savings Account	92,254.77
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	298,958.82

Lindfield Parish Council 2024-2025

Expenditure from Earmarked Reserves as at 31 October 2024

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	-5,689.17	71,502.50
329 EMR - Wilderness Field S106 Maintenance	12,845.58	-4,380.20	8,465.38
332 EMR - Council Elections	1,350.00		1,350.00
334 EMR - Plan 23-27	5,000.00		5,000.00
335 EMR - Planning Reserve	4,000.00		4,000.00
336 EMR - SID Replacement	2,000.00		2,000.00
	<u>102,387.25</u>	<u>-10,069.37</u>	<u>92,317.88</u>

Barclays Current Bank A/c

Payments made between 01/10/2024 and 31/10/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2024	Barclays Business Premium A/c	Automatic	808.00			210		808.00	From 20623318
03/10/2024	Co-operative Group Ltd	DEBIT CARD	2.00			4250	100	2.00	Carex L/Soap x 2
04/10/2024	Bryan Cleaning Services	ONLINE	350.00			4561	110	350.00	Cleaning Service to 29Sep24
07/10/2024	Apogee Corporation Ltd	DD	72.00		12.00	4180	100	60.00	Printing Charge 6Jun-5Sep 2024
08/10/2024	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Sep 2024
10/10/2024	Connected Kerb Limited	DEBIT CARD	6.89		1.15	4385	100	5.74	Vehicle Charge 10 Oct 2024
11/10/2024	Amazon EU S.a.r.L.	DEBIT CARD	7.99		1.33	4210	100	6.66	XGMATT USB 3.0 ExtensionCable
11/10/2024	Martin Thomas Associates Ltd	ONLINE	2,280.00		380.00	4285	100	1,900.00	DesignStageAgreed BalFee MTAss
						320		-1,900.00	DesignStageAgreed BalFee MTAss
						6000	100	1,900.00	DesignStageAgreed BalFee MTAss
<i>RRS Input Correction T. Aug</i>									
11/10/2024	Tisburys Cleaning Services	ONLINE	227.00			4250	100	227.00	Office/CTH cleaning Sep2024
11/10/2024	Streetlights	ONLINE	737.92		122.99	4450	110	614.93	Maintenance Contract 24/25
11/10/2024	Bryan Cleaning Services	ONLINE	350.00			4561	110	350.00	Cleaning Service to 6Oct2024
<i>RRS Input Correction T. Aug</i>									
11/10/2024	Tisburys Cleaning Services	ONLINE	227.00			4250	100	227.00	Office/CTH cleaning Sep2024c
11/10/2024	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Sep2024
15/10/2024	British Gas	DD	83.19		3.96	4320	100	79.23	Elec Supply 30Aug-28Sep 2024
16/10/2024	Castle Water Limited	DD	130.10			4600	120	-96.78	Water Supply Nov 2023 Refund
						4600	120	40.18	Water Supply Dec 2023
						4600	120	40.18	Water Supply Jan 2024
						4600	120	-62.78	Water Supply Feb 2024 Refund
						4600	120	12.83	Water Supply Mar 2024
						4600	120	3.68	Water Supply Apr 2024
						4600	120	-0.88	Water Supply May 2024 Refund
						4600	120	6.06	Water Supply Jun 2024
						4600	120	6.26	Water Supply Jul 2024
						4600	120	6.26	Water Supply Aug 2024
Subtotal Carried Forward:			5,129.34	0.00	533.72			4,420.53	

Barclays Current Bank A/c

Payments made between 01/10/2024 and 31/10/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4600	120	175.09	Water Supply Sep 2024
16/10/2024	Castle Water Limited	DD	67.25			4561	110	67.25	Water Supply Sep 2024
17/10/2024	Npower Commercial Gas Ltd	DD	483.25		23.01	4450	110	460.24	Electricity Supply Sep 2024
17/10/2024	Castle Water Limited	DD	14.29			4330	100	14.29	Water Supply Sep 2024
17/10/2024	Mailchimp	DEBIT CARD	18.59			4200	100	18.59	Mailchimp CommEngagement Oct24
17/10/2024	Connected Kerb Limited	DEBIT CARD	10.30		1.72	4385	100	8.58	Vehicle Charge 17 Oct 2024
18/10/2024	Blindspares Online	DEBIT CARD	4.95		0.82	4393	100	4.13	Valance Clips/Pelmet Brackets
18/10/2024	Countrymans Contractors Ltd	ONLINE	1,800.00		300.00	4521	110	1,500.00	Meadow Cutting 8 Oct 2024
						329		-1,500.00	Meadow Cutting 8 Oct 2024
						6000	110	1,500.00	Meadow Cutting 8 Oct 2024
18/10/2024	Mid-Downs Hospital Radio	ONLINE	50.00			4480	110	50.00	Mid Downs Radio Deposit
18/10/2024	Bryan Cleaning Services	ONLINE	350.00			4561	110	350.00	Cleaning Service to 13Oct2024
21/10/2024	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Oct 2024
23/10/2024	British Gas	DD	41.08		1.96	4561	110	39.12	Elec Supply 6Sep-6Oct 2024
24/10/2024	Connected Kerb Limited	DEBIT CARD	11.01		1.83	4385	100	9.18	Vehicle Charge 24 Oct 2024
24/10/2024	Plastic Letters and Signs Ltd	DEBIT CARD	51.60		8.60	4480	110	43.00	6x Xmas Signs: Date Changes
24/10/2024	Co-operative Group Ltd	DEBIT CARD	4.35			4250	100	4.35	CP Soft Toilet Roll
24/10/2024	The Sanitiser Station Ltd	DEBIT CARD	50.21		7.20	4561	110	36.02	Bulk Pack Toilet Tissue
						4561	110	6.99	ToiletTissue DelCharge28Oct24
25/10/2024	Wellers Law Group LLP	ONLINE	1,080.00		180.00	4265	100	900.00	CTH Lease Renewal Solicitor
25/10/2024	Bryan Cleaning Services	ONLINE	350.00			4561	110	350.00	Cleaning Service to 20Oct2024
28/10/2024	Public Works Loan Board	DD	10,847.00			4310	100	10,847.00	Loan Repayment Oct 2024
29/10/2024	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Oct 2024
30/10/2024	West Sussex County Council	ONLINE	8,625.51			4000	100	7,082.65	Salaries Sep 2024
						4010	100	558.98	NICs Sep 2024
						4020	100	983.88	Pensions Sep 2024
Subtotal Carried Forward:			29,344.34	0.00	1,118.13			28,226.21	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/10/2024	Blackburn IT Services Ltd	ONLINE	180.00		30.00	4600	120	150.00	Allotment Inspection App
30/10/2024	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 15.10.24
31/10/2024	SUEZ Recycling and Recovery	DD	106.92		17.82	4295	100	89.10	Waste Collection Sep 2024
31/10/2024	Connected Kerb Limited	DEBIT CARD	5.89		0.98	4385	100	4.91	Vehicle Charge 31 Oct 2024
Total Payments:			29,659.15	0.00	1,166.93			28,492.22	

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>
11/10/2024	Unity Trust Savings Account	Transfer	33,250.00			250		33,250.00	Fund Transfer UT5647 to UT5650
31/10/2024	Unity Trust Bank Plc	FEE	5.40			4130	100	5.40	Account Fee 4-30 Sep 2024
Total Payments:			33,255.40	0.00	0.00			33,255.40	

Committee:	Finance & General Purposes Committee
Item	10
Report of:	Parish Clerk
Date:	9 January 2025
Subject:	Budget 2025/26

Purpose of Report:

1. Members are asked to consider the 2025/26 budget and make a final recommendation to the Full Council.

Summary:

2. F&GP have reviewed all draft Committee budgets and has recommended the current 1st draft budget to the Full Council. In addition, some additional suggestions have been made by the F&GP Chair and office.

Recommendations

3. F&GP is recommended to:

- a) Scrutinise the proposed budget.
- b) Confirm the budget for recommendation to Full Council including the level of reserves.
- c) Confirm the recommended level of precept
- d) Confirm that a leaflet will be produced explaining the budget and what the Parish Council will use the money for.

Background:

3. All Committees have now had the opportunity to prepare draft budgets. These budgets were scrutinised by F&GP on the 7th of November 2024. The Full Council then considered the draft budget on the 21st of November 2024. The Full Council report, including proposed budgets, is attached (appendix 1).

Updated budget requirement for 2025/26

4. For the period 1 April 2024 to 31 March 2025

Total estimated income (1)	£ 271,720
Precept	£ 257,000
Other income	£ 14,720
 Total estimated expenditure (2)	 £ 222,693
E&A budget	£ 47,245
F&GP budget	£ 175,048
PT&T budget	£ 400
 Estimated funds in hand (1 – 2) minus allotment deposits	 £ 48,577
 General reserve	
Opening balance (1 April 2024)	£ 70,650
Expenditure	£ 12,156
Closing balance (31 March 2025)	£ 58,494

In addition to the above, Full Council recommended that the council include an extra £20,000 for a rolling asset replacement reserve. This could be used also to maintain assets that the Parish Council may choose to take on for the benefit of the community.

Precept Calculation

5. The precept is the Parish Council's share of council tax. The precept is calculated by subtracting income from expenditure. Our tax base figure was published in December 2024. The figure fell from 2879.1 to 2872.1 (0.03% decrease):

	2024/25	2025/26	2025/26 +10k reserve	2025/26 +20k reserve
Expenditure	£ 441,580	£ 334,245	£ 334,245	£ 334,245
E&A	£ 66,925	£ 77,505	£ 77,505	£ 77,505
F&GP	£ 192,390	£ 199,791	£ 199,791	£ 199,791
PT&T	£ 2,900	£ 400	£ 400	£ 400
New Earmarked reserves	£ 109,365	£ 15,000	£ 25,000	£ 35,000
Top-up Earmarked reserves	£ n/a	£ 2,850	£ 2,850	£ 2,850
General reserve	£ 70,000	£ 38,699	£ 38,699	£ 38,699
Income	£ 184,580	£ 64,027	£ 64,027	£ 64,027
2024/25 surplus		£ 48,577	£ 48,577	£ 48,577
2025/26 income		£ 15,000	£ 15,000	£15,000
Shortfall	£ 257,000	£ 270,668	£ 280,668	£ 290,668
Increase	17.73 %	5.32 %	9.21 %	13.10 %
Band D annual charge	£ 89.26	£ 94.04	£ 97.52	£ 100.99
Band D increase	£ 13.45	£ 4.78	£ 8.25	£ 11.73

6. The average Band D charge in Mid Sussex for Parish & Town councils for 2024/25 was £85.83. Locally both Cuckfield and Ardingly have significantly higher Band D charges (£163.28 & £143.17 respectively).

Next Stages

7. F&GP will now recommend the final budget proposal to the Full Council to consider on the 23rd of January 2025. The council must submit its precept request to MSDC by the end of January 2025.

Appendices

Appendix 1 Full Council 21st November 2024 budget report.

Committee:	Full Council
Item	11.8
Report of:	Parish Clerk
Date:	21 November 2024
Subject:	Budget 2025/26

Purpose of Report:

1. Members are asked to consider the 2025/26 budget.

Summary:

2. F&GP have reviewed all draft Committee budgets and has recommended the current 1st draft budget to Full Council. In addition, some additional suggestions have been made by the F&GP Chair and office.

Recommendations**3. Full Council is recommended to:**

- a) Note actions agreed by F&GP
- b) Consider the proposed Committee budgets as scrutinised and recommended by F&GP
- c) Consider updates & suggestions recommended by the F&GP Chair and office
- d) Consider the overall budget requirement for 2025/26 as amended.
- e) Note the next stages

Background:

3. All Committees have now had the opportunity to prepare draft budgets. These budgets were scrutinised by F&GP on the 7th November 2024. The F&GP report, including proposed budgets, is attached (appendix 1).

Actions agreed by F&GP

4. F&GP considered the report and carried out / endorsed all the recommendations. Full Council is now asked to consider the F&GP report and the updates contained in this report.

Updates & Recommendations

5. The anticipated cash-in-hand figure has been amended so that it no longer includes allotment tenancy deposits (£450).
6. It is recommended that to support the rolling asset replacement program (a Plan 23-27 objective) consideration be given to the creation of a new reserve. This would support the future replacement of equipment including but not limited to bus shelters, sheds etc. It could also be used to support any assets that are taken on by the parish council.

Updated budget requirement for 2025/26

7. For the period 1 April 2024 to 31 March 2025

Total estimated income (1)	£ 271,720
Precept	£ 257,000
Other income	£ 14,720
Total estimated expenditure (2)	£ 222,693

Lindfield Parish Council

E&A budget	£ 47,245
F&GP budget	£ 175,048
PT&T budget	£ 400
Estimated funds in hand (1 – 2) minus allotment deposits	£ 48,577
General reserve	
Opening balance (1 April 2024)	£ 70,650
Expenditure	£ 12,156
Closing balance (31 March 2025)	£ 58,494

Precept Calculation

8. The precept is the Parish Council's share of council tax. The precept is calculated by subtracting income from expenditure. The current best estimate calculation is as follows:

	2024/25	2025/26	2025/26	2025/26
Expenditure	£ 441,580	£ 334,245	£ 334,245	£ 334,245
E&A	£ 66,925	£ 77,505	£ 77,505	£ 77,505
F&GP	£ 192,390	£ 199,791	£ 199,791	£ 199,791
PT&T	£ 2,900	£ 400	£ 400	£ 400
New Earmarked reserves	£ 109,365	£ 15,000	£ 25,000	£ 35,000
Top-up Earmarked reserves	£ n/a	£ 2,850	£ 2,850	£ 2,850
General reserve	£ 70,000	£ 38,699	£ 38,699	£ 38,699
Income	£ 184,580	£ 64,027	£ 64,027	£ 64,027
2024/25 surplus		£ 48,577	£ 48,577	£ 48,577
2025/26 income		£ 15,000	£ 15,000	£15,000
Shortfall	£ 257,000	£ 270,668	£ 280,668	£ 290,668
Increase	17.73 %	5.32 %	9.21 %	13.10 %
Band D annual charge	£ 89.26	£ 94.01	£ 97.48	£ 100.96
Band D increase	£ 13.45	£ 4.75	£ 8.22	£ 11.69

9. The average Band D charge in Mid Sussex for Parish & Town councils for 2024/25 was £85.83. Locally both Cuckfield and Ardingly have significantly higher Band D charges (£163.28 & £143.17 respectively).

Next Stages

10. All Committees will confirm their final budgets before F&GP is due to meet again on the 12th of December 2024. Budgets will then be further scrutinised. At the time of that meeting would should have received our tax base figure for 2025/26. This will allow us to confirm the impact of the precept request on parishioners. F&GP will then recommend the final budget proposal to Full Council to consider on the 23rd January 2025. The council must submit its precept request to MSDC by the end of January 2025.

Appendices

- Appendix 1 F&GP 7th November 2024 budget report.

Committee Meeting:	Finance & General Purpose
Item:	10
Report of:	Parish Clerk
Date:	7 November 2024
Subject:	Budget 2025/26

Purpose of Report

1. This report scrutinises the draft committee budgets for 2025/26.

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 budgets for each committee have been included for scrutiny.

Recommendations

3. **F&GP is recommended to:**
 - A) Confirm the draft F&GP for recommendation to Full Council (21 November 2024).
 - B) Scrutinise the E&A and PT&T budget and make recommendations to Full Council.
 - C) Consider the overall budget requirement for 2025/26 and make recommendations to Full Council
 - D) Continue to review committees and the overall budget for further scrutiny at F&GP (12 December 2024)
 - E) Authorise the Clerks to meet with the Committee Chairs to meet as and when required to discuss committee budgets and the overall budget.
 - F) Ask Committees to confirm service fees for 2025/26.

National Context

4. During the latter part of 2023 inflation (CPI) began to reduce, by November 2023 it was 3.9%, and by September 2024 it was 1.7%. Inflation is projected to rise to 3% in early 2025 due to higher energy costs and continuing high levels of UK services inflation.⁽¹⁾
5. At its meeting ending on 18 September 2024, the Monetary Policy Committee voted by a majority of 8–1 to maintain the Bank Rate at 5%. The next rate review will take place on the 6 November with the decision published on the 7 November. KPMG's UK Economic Forecast (September 2024) predicts that the UK Bank Rate will slowly drop to 3.5% by the end of 2025.
6. The Chancellor of the Exchequer, Rachel Reeves delivered the budget on 30 October 2024. The following points are relevant to local government:
National Insurance contributions – Employer's national insurance contributions will be changing on the 6th of April 2025. The rate paid will be increased from 13.8% to 15%. The per-employee threshold at which employers start to pay National Insurance will be reduced from £9,100 to £5,000. This increase will need to be reflected in the 2025/26 budget.² Note: local authorities are not entitled to Employment Allowance relief for National Insurance.

¹ KPMG, UK Economic Outlook, September 2024
<https://assets.kpmg.com/content/dam/kpmg/uk/pdf/2024/09/uk-economic-outlook-september-2024.pdf>

² **Note:** local authorities are not entitled to Employment Allowance relief for National Insurance.

7. In October the nationally negotiated pay award 2024-25 was agreed. The agreement covers the period 1st April 2024 to 31st March 2025.

Parish Level Context

8. The Council continues to face several financial challenges in 2024/25. We have seen significant increases in the cost of running the Denmans Lane toilets due to a change of cleaning operatives. In addition, WSCC budget constraints have meant that existing assets in the village are no longer being maintained. Both WSCC and MSDC have in-year budget deficits.⁽³⁾ The Council's precept requests have grown significantly over the past 5 years. This has been due to several factors including operational and contractual costs, Festive lighting, running a vehicle, more members claiming their allowances, and purchasing equipment including speed indicator devices. In addition, the Council has limited ability to raise funds through revenue streams.

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	

The average Band D annual charge in Mid Sussex for 2024/25 is £87.26 (Parish & Town Councils). Lindfield's charge is very slightly above the average. Some nearby villages have significantly higher charges (Ardingly £143.17 & Cuckfield £163.28).

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

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. We expect to receive the tax base figure for the precept calculation in early December.

Inflation

11. The impact of inflation on contracts and wages will be reviewed and considered in light of the best information available.

³ Unison, Councils on the Brink: The Local Government Funding Gap 2025/26
<https://www.unison.org.uk/content/uploads/2024/09/Councils-on-the-brink-with-regional-appendix.pdf>

12. This will also include a review of fees with options and recommendations provided through the budget-setting cycle.

Adequacy of Budgets

13. The exercise of committees reviewing their budgets has already started and will feed into the overall budget considerations.
14. In addition to committee budgets the council is reminded that it needs to ensure that it has an adequate general reserve level:

The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. ⁽⁴⁾

Committee Budgets

15. All committees have now prepared draft budgets. The F&GP Committee Chair and Clerk meet in late October to prepare the F&GP budget and look at the wider financial position.

Scrutiny of Committee Budgets and Reserves

16. The F&GP Chair and Clerk have scrutinised the committee budgets and reserves. The following observations have been made.

17. E&A Committee Budget

4561 - Denmans Lane Toilets Utilities

The current maintenance contract should not be renewed in July 2025. Seek to use local suppliers on an as-and-when-required basis.

4565 – Toilets on the Common Utilities

It is anticipated that the facilities will be completed by the close of 2025. As such it is proposed that we include six months running costs (£13,350).

4566 – Toilets on the Common Repairs

It is anticipated that the facilities will be completed by the close of 2025. As such it is proposed that we include a modest amount for maintenance (£3,500).

18. E&A Earmarked reserves

No comments or suggestions.

19. PT&T Committee Budget

No comments or suggestions.

20. PT&T Earmarked reserves

No comments or suggestions.

21. General reserve

Currently, the general reserve is run at 26.9% of our planned expenditure. Ideally, this figure would be higher (in the region of 35-40%). Given the number of projects being proposed and the need for significant cash flow, we recommend that the general reserve for 2025/26 be increased to 35% of the budget. This would mean a general reserve of £97,164.

⁴ Joint Panel on Accountability and Governance (JPAC) Practitioners' Guide, 2024, p38, para 5.34.

22. No allowance has been made in this budget for the repair/replacement of the WSCC post and railings (Lindfield Pond roadside).

Overall Budget requirement for 2025/26

23. Anticipated funds in hand at 31 March 2025

For the period 1 April 2024 to 31 March 2025

Total estimated income (1)	£ 271,720
Precept	£ 257,000
Other income	£ 14,720

Total estimated expenditure (2)	£ 222,693
E&A budget	£ 47,245
F&GP budget	£ 175,048
PT&T budget	£ 400

Estimated funds in hand (1 – 2)	£ 49,027
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General reserve

Opening balance (1 April 2024)	£ 70,650
Expenditure	£ 12,156
Closing balance (31 March 2025)	£ 58,494

Precept calculation

24. The precept is the Parish Council's share of council tax. The precept is calculated by subtracting income from expenditure. The current best estimate calculation is as follows:

	2024/25	2025/26
Expenditure	£ 441,580	£ 334,245
E&A	£ 66,925	£ 77,505
F&GP	£ 192,390	£ 199,791
PT&T	£ 2,900	£ 400
New Earmarked reserves	£ 109,365	£ 15,000
Top-up Earmarked reserves	£ n/a	£ 2,850
General reserve	£ 70,000	£ 38,699
Income	£ 184,580	£ 64,027
2024/25 surplus		£ 49,027
2025/26 income		£ 15,000
Shortfall	£ 257,000	£ 270,218

Note – in 2025/26 we are calculating the budget differently in regard to earmarked reserves.

The actual cost to taxpayers is calculated using the tax base figure. We anticipate that the tax base figure will be confirmed by Mid Sussex District Council in early December 2024.

The following tables shows the council tax charges (**based on the 2024/25 tax base figure**). This table is for reference only until it can be updated with the 2025/26 tax base figure.

	2024/25	2025/26	Increase
Precept	257,000	270,218	5.14%

	2024/25 (£)	2025/26 (£)	Increase (£)	
	Annual	Annual	Annual	Weekly
Band A	59.91	62.57	3.06	0.06
Band B	69.43	73.00	3.57	0.07
Band C	79.35	83.43	4.08	0.08
Band D	89.26	93.86	4.59	0.09
Band E	109.10	114.71	5.61	0.11
Band F	128.94	135.57	6.63	0.13
Band G	148.77	156.43	7.63	0.15
Band H	178.53	187.71	9.18	0.18

Policy Context

25. 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

26. The entire report deals with the financial issues.

Risk Management Implications

27. 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.

Appendices

- A F&GP Committee Budget 2025/26
- B E&A Committee Budget 2025/26
- C PT&T Committee Budget 2025/26
- D Future Budget Forecast (25-26 to 28/29)
- E Budget Timeline and progress tracker

Appendix A F&GP Committee Budget

	23/24 Expenditure	24/25 Budget	30Sep24 Expenditure	Projected Expenditure	25/26 Budget
F&GP Committee – Budget (£)	184,138.00	192,390.00	76,436.00	175,048.41	199,791.48
4000 - Salary	84,992.00	90,000.00	35,413.25	88,303.76	93,160.48
Purpose: Staff salaries. <i>Includes a 5.5% uplift for 2025/26. The council is contractually obligated to implement NJC pay awards.</i>					
4010 - Tax & NI	6,710.00	6,800.00	2,794.90	6,884.59	11,000.00
Purpose: Employer Tax & NI contributions. <i>Based on the proposed increase from 6th April 2025.</i>					
4020 - Pension	12,455.00	13,200.00	4,919.40	14,161.00	14,000.00
Purpose: Pension provision for all staff. <i>Includes pension contributions for all members of staff.</i>					
4110 - Staff expenses	0.00	200.00	0.00	0.00	200.00
Purpose: To meet staff expenses (travel etc). <i>Retained as it is anticipated that in-person events are likely to increase.</i>					
4111 - Payroll administration	423.00	500.00	0.00	490.00	600.00
Purpose: External payroll provider. <i>Increased due to the potential of all members claiming their allowance. We are charged based on the number of individuals on the payroll and occurrences of payments.</i>					
4120 - Training	670.00	2,000.00	467.00	467.00	2,000.00
Purpose: To support continuing professional development. <i>Staff continue to undertake training. All members are offered training opportunities.</i>					
4130 - Bank charges	36.00	75.00	36.00	72.00	200.00
Purpose: Service provider fees. <i>It is likely that we incur more fees in 2025/26 as a result of changing current account provider.</i>					
4140 - Audit fees	1,899.00	3,000.00	-128.55	2,000.00	2,500.00
Purpose: To support and submit mandatory audits. <i>Covers RBS end-of-year close down, two internal audits, and external audit fees.</i>					
4160 - Insurance	2,618.00	3,500.00	4,202.00	4,402.06	5,000.00
Purpose: To protect council assets. <i>Covers two policies. 1) Zurich global policy. This covers all council areas of business. 2) Ill health liability insurance for the council to mitigate against any pension shortfall should an employee retire on ill health grounds.</i>					
4170 - Postage & stationery	95.00	400.00	50.00	100.00	200.00
Purpose: To support the parish office.					
4175 - Annual membership/subscriptions	2,797.00	3,000.00	2,043.00	2,864.00	3,000.00
Purpose: To support best practices and obtain sector information and services. <i>Includes: NALC, SLCC, WSALC, Survey Monkey, CPRE, Clerks & Councils Direct legal updates & Open Spaces Society.</i>					
4180 - Photocopying	1,359.00	2,300.00	786.00	1,226.00	1,500.00
Purpose: To support the provision of a photocopier. <i>Covers the cost of leasing a Toshiba photocopier, printing, toner and waste. The contract will expire in late 2025.</i>					
4190 - Telephone & broadband	2,471.00	2,500.00	1,068.00	2,200.00	2,500.00
Purpose: To support council communications. <i>Covers the cost of broadband, a phone system, and two mobile phones.</i>					
4200 - IT & website	4,226.00	5,000.00	4,058.00	5,026.00	5,000.00
Purpose: To support IT services and the council website.					

Includes Microsoft 365 licences, IT support contract, Adobe Acrobat software, Mail Chimp. Covers replacement equipment such as keyboards, mice etc.

23/24	24/25 Expenditure	30Sep24 Budget	Projected Expenditure	25/26 Expenditure	Budget
4210 - Office equipment Purpose: To replace/repair any broken office equipment (or new provision).	59.00	1,000.00	449.00	500.00	1,000.00
4221 - Lindfield Enterprise Park Purpose: Annual maintenance charge. Annual maintenance charge for the Lindfield Enterprise Park.	630.00	700.00	657.00	657.00	700.00
4230 - Grants paid Purpose: To provide grants to community groups and charities.	2,140.00	2,500.00	500.00	2,000.00	2,500.00
4240 - Room hire Purpose: Hire charges for meetings.	884.00	1,000.00	478.00	900.00	1,000.00
4250 - Cleaning/catering Purpose: To support the cleaning of the council offices. Includes office, window & blind cleaning and supplies like hand towels/washing up liquid etc.	3,142.00	3,000.00	1,068.00	3,144.00	3,500.00
4260 - Newsletter & annual report Purpose: Charges for council news publication. Covers quarterly newsletters in Lindfield Life and occasional ad hoc articles.	2,055.00	2,500.00	870.00	1,740.00	2,500.00
4265 - F&GP professional fees Purpose: Fees to support projects/legal issues. Covers any necessary legal and or consultancy fees.	5,250.00	5,000.00	-900.00	900.00	5,000.00
4270 - Chairs allowance Purpose: To support the Chairs Fund.	75.00	250.00	75.00	75.00	250.00
4271 - Members allowance Purpose: To support the Chairs and Cllrs allowances.	4,902.00	6,450.00	4,902.00	4,902.00	6,450.00
4280 - Councillors expenses Purpose: Expenses Cllrs incur carrying out their roles.	128.00	200.00	200.00	140.00	200.00
4285 - Toilets on the Common construction Purpose: Expenditure from the Earmarked Reserve This is for transfers from the Earmarked Reserve for the Toilets on the Common. Expenditure is shown in the budget.	6,978.00	0.00	1,889.00	TBC	N/A EMR
4292 - Community engagement Purpose: To support community events/projects.	562.00	1,500.00	379.00	379.00	1,500.00
4295 - Waste collection Purpose: Removal of waste & recycling.	1,046.00	1,500.00	446.00	1,070.00	1,500.00
4310 - PWLB repayment Purpose: Loan for the office building. Covers the £20,000 annual repayments plus interest. The last loan payment will be on the 26 th of October 2027 (£10,121)	22,299.00	21,815.00	10,968.00	21,815.00	21,331.00
4320 - Electric supply Purpose: Supply of electricity for the office. <small>Contract</small>	2,912.00	4,000.00	1,581.00	4,000.00	4,200.00
4330 - Water supply Purpose: Supply and removal of water.	148.00	200.00	76.00	160.00	200.00
4340 - Security alarm system Purpose: To service the intruder alarm system. Covers serving and monitoring contact.	0.00	500.00	430.00	430.00	500.00
4350 - Fire safety system Purpose: To service fire safety equipment. Covers alarm and extinguisher servicing/replacement costs.	1,052.00	500.00	109.00	220.00	500.00
4360 - Health & safety Purpose: To support first aid kit and other H&S requirements.	17.00	200.00	0.00	100.00	100.00

4370 - Publications	0.00	200.00	0.00	0.00	200.00
Purpose: To purchase books to support research. <i>Likely that we will need to purchase an updated version of Arnold-Baker on Local Council Administration.</i>					
4380 - Data protection	185.00	400.00	0.00	220.00	300.00
Purpose: To procure an external data protection officer. <i>Covers the services of an external Data Protection Officer and the council's registration fee with the Information Commissioner. Both fees are likely to increase for 2025/26.</i>					
4385 - Vehicle	1,742.00	4,000.00	1,332.00	3,105.00	4,000.00
Purpose: To support the provision of a vehicle for the Village Orderly role. <i>Includes lease costs, charging, and running costs</i>					
4393 - Maintenance/improvements CTH	905.00	2,500.00	395.00	395.00	1,500.00
Purpose: Office repairs and replacements. Service of AC units can be reduced to 12 months rather than 6 months as required by the initial warranty period.					

Earmarked Reserves

Code	Description	Opening 1Apr24	Closing 31Mar25	Opening 1Apr25
NEW	F&GP Plan 23-27	n/a	n/a	15,000
320	Toilets on the Common	77,191.67	TBC	TBC
332	Council Elections	1,350	1,350	2,700

Appendix B

E&A Committee Budget Recommended by E&A Committee 3rd October 2024

Code	Description	Exp	Bud 23/24	Proposed 24/25	25/26	+/-
4450	Street Lighting - Energy/Maintenance To support the day-to-day running of LPC's lighting stock	5,267	4,900	5,200	+ 300	
4460	Street Lighting – Purchase Self-insurance for any streetlight replacements	0	3,000	3,000	0	
4465	Christmas Lights To support the provision of festive lighting.	17,728	18,000	13,500	- 4,500	
4471	Maintenance Gardening To support maintenance tasks	1,506	2,000	1,500	- 500	
4480	Christmas Festival Night To support the running of Christmas Festival Night	1,141	1,500	1,500	0	
4500	Digital Mapping Provision of digital mapping products	390	525	525	0	
4510	Grass Cutting Additional cuts on the High Street by HHTC	2,026	2,200	2,400	+ 200	
4521	Wilderness Field To maintain the field	5,850	EMR	EMR		
4530	Village Orderly Equipment & Expenses To support the services undertaken by the Village Orderly	508	1,000	1,000	0	
4560	Denmans Lane Toilets Repairs To support any required repairs/replacements of the facilities	90	5,000	5,000	0	
4561	Denmans Lane Toilets Utilities To support the daily running costs of the public toilets	12,911	14,000	22,725	+ 8,725	
4565	Toilets on Common Utilities To support the daily running costs of the public toilets	N/A	9,000	TBC	TBC	
4566	NEW - Toilets on Common Repairs To support any required repairs/replacements of the facilities	N/A	N/A	TBC	TBC	
4650	Climate Change Projects To support the Climate Change Policy	485	1,500	1,500	0	
4750	Replacement Street Furniture To support any required repairs/replacements of Street furniture	199	1,000	1,000	0	
4800	Emergency Equipment To support the winter management plan	0	300	300	0	
4825	Community Equipment To support the purchase and maintenance of community equipment	0	300	300	0	
4900	Village Archives To support the day-to-day running of the archive	58	200	200	0	
4600	Denmans Lane Allotments To support the day-to-day running of the allotments	2,708	2,500	3,000	+ 500	

Earmarked Reserves

Code	Description	Opening 24/25	Remaining for 25/26
334	Plan 23-27	£ 5,000	Retain?
329	Wilderness Field (remaining s106 balance)	£ 12,845	£8,465

Appendix C
PT&T Committee Budget
Recommended by PT&T Committee 29th October 2024

Summary

No expenditure incurred in year to date, although new batteries for some of the older SIDs are anticipated to be required in the foreseeable future – cost to be ascertained.

As detailed below for the 2024/5 financial year, ongoing budget proposed to be reduced to £400 and earmarked reserves maintained, supplemented by £1,500 from 2024/25 budget as previously planned.

Current Position

Description	Cost Centre / Reserve	Budget 2024-25	Expenditure	Balance	Proposed Budget 2025-26
Real Time Passenger Information (RTPI) ¹	4973	£400	£0	£400	£400
Speed Indicator Devices (SIDs) ^{2,3}	4960	£2,500	£0	£2,500	-
sub-total Budget³		£3,900	£0	£3,900	£400
Earmarked Reserve					
Planning Reserve ⁴	4995/335	£4,000		£4,000	£4,000
SID Replacement ²	4936/336	£2,000		£2,000	£3,500
sub-total Reserves		£6,000	£0	£6,000	£7,500
Total		£9,900	£0	£9,900	£7,900

Notes

1. To meet RTPI annual maintenance charge
2. For the financial year 2025/6: £1,500 to be added to the SID Replacement Reserve, bringing this to £3,500 to meet the anticipated cost of repairing/replacing one of the ageing early SIDs, which are now over 5 years old and out of the manufacturers guarantee period.
3. Up to £1,000 unutilised from the 2024/5 SID budget to be added to the General Reserve.
4. Planning Reserve – in anticipation of external costs which may be incurred (e.g. reviewing the Neighbourhood Plan, addressing unforeseen planning issues, pursuing sustainable transport initiatives)

Recommended Action

1. For discussion and recommendation to Finance and Planning Committee.

David Parsons
Deputy Parish Clerk

Appendix D Future Budget Forecast

The following budget/reserves forecasts have been calculated as follows:

- A yearly increase of 3%.
- Removing budget headings as they become surplus to requirement.
- Adding funds to budgets to bring proposed assets online.
- Calculating the general reserve as a percentage of the total requirement for committee budgets.
- The general reserves have no expenditure.
- Top-up requirement values are shown in brackets.

Committee	2025/26	2026/27	2027/28	2028/29
E&A Committee	77,505	98,556	108,090	111,333
F&GP Committee	199,791	205,785	211,958	197,717
PT&T Committee	400	500	600	700
Total	277,696	304,851	320,649	309,750

	2025/26	2026/27	2027/28	2028/29
General reserve	97,194	112,795	125,053	126,998
Level (% of budget)	35%	37%	39%	41%
Top-up requirement	38,699	15,601	12,258	1,945

Earmarked Reserves	2025/26	2026/27	2027/28	2028/29
Toilets on the Common	remaining balance			
Wilderness Field	8,465	3,465		
Council Elections	2,700 (+1,350)	7,000 (+4,300)	2,000 (+2,000)	4,000 (+2,000)
Plan 23-27 (E&A)	5,000	5,000 (+5,000)		
Planning Reserve	4,000	4,000	4,000	4,000
SID Replacement	3,500 (+1,500)	2,000 (+2,000)	4,000 (+2,000)	£2,000 (+2,000)
New – Plan 23-27 (F&GP)	15,000	5,000 (+5,000)		
New – Plan 27-31			5,000	5,000 (+5,000)
Top-up requirement	2,850	11,300	4,000	9,000
New requirement	15,000		5,000	
Total requirement	17,850	11,300	9,000	9,000
Total cash requirement	334,245	331,752	341,907	311,695

Year Summary

2025/26

- It is anticipated that the Toilets on the Common will be completed before the end of 2025/26 financial year.

2026/27

- The Wilderness Field reserve will likely be used up. We need to include a budget item for the Wilderness Field. Each year £5,000 will allocated to the Wilderness Field.
- The Toilets on the Common will require fully funded maintenance and utility budget headings.
- Propose SID replacement. £2,000 will be added to rebuild the SID reserve.
- Build the Council Elections reserve up to the full cost of an estimated election.

2027/28

- Elections take place May 2027 and if contested will result in a charge to the council. The elections reserve will need to be restarted.
- The loan for the council office will be settled (October 2027)
- Creation of a new earmarked reserve to support the creation of Plan 27-31
- Possible change to tax base figure if Haywards Heath, Lindfield and Lindfield Rural political boundaries are re-evaluated. ⁽⁵⁾
- SID reserve has an additional £2,000 in funding to support another replacement fully.

2028/29

- Due to no longer needing to budget for the office loan a saving of £20,000 can be made.
- Propose SID replacement. £2,000 to be added to rebuild the SID reserve.

⁵ [Scrutiny Committee for Community, Customer Services and Service Delivery](#), 23rd March 2022, Item 7.

Appendix E

Budget Timeline and Progress Tracker

Action	Date	Status
F&GP - Skeleton budget	5 September 2024	Completed
F&GP - Review of budget setting paper	5 September 2024	Completed
E&A Committee budgets 1 st Draft	3 October 2024	Completed
PT&T Committee budgets 1 st Draft	29 October 2024	Completed
F&GP Committee budget 1 st Draft	7 November 2024	On target
PT&T Committee budgets 2 nd Draft	19 November 2024	On target
E&A Committee budgets 2 nd Draft	28 November 2024	On target
F&GP Committee budget 2 nd Draft	12 December 2024	On target
Scrutiny of Committee budgets by F&GP	12 December 2024	On target
Further scrutiny by F&GP	9 January 2025	On target
Full Council approval	23 January 2025	On target

Committee Meeting:	Finance & General Purpose
Item:	11
Report of:	Parish Clerk & RFO
Date:	9 January 2025
Subject:	Bank Arrangements

Purpose of Report:

1. Members are asked to note updates and take decisions concerning the council's banking arrangements.

Summary:

2. The Parish Council is in the process of switching its current account supplier and also ensuring that its funds are protected as best as possible under FSCS protection. This paper provides updates and items for approval.

Recommendation(s)

Members are recommended to:

- a) Note the updates
- b) Agree to the recommended actions

Background:

3. At Full Council¹ it was agreed that the council would transfer day-to-day banking arrangements

Action required:

4. The Parish Council now requires a member to confirm the following arrangements
 - a) Two members to sign the list of direct debit changes.
 - b) Approval for a standing order on the Unity Trust Current Account for Bryan Cleaning Services (Denmans Lane toilet cleaning contractors). This will be setup for payment every four weeks.
 - c) Approval to keep a balance of £84,000 in Nationwide with the remaining surplus to be transferred to another council account (to ensure FSCS protection).
 - d) Approval to stop the automatic transfer facility between Barclays accounts.
 - e) Approve the moving of funds between Unity Trust accounts to maximise interest. This is required as Unity Trust to not offer an automatic transfer facility.

Appendices

Action Plan to Facilitate the Switching of Everyday Banking Arrangements from Barclays Bank to the Unity Trust Bank

¹ Meeting dated 21st November 2024.

Appendix 1

Action Plan to Facilitate the Switching of Everyday Banking Arrangements from Barclays Bank to the Unity Trust Bank

	Action	Current Position
1	<p>Immediate agreement for invoices to be paid online via the Unity Trust Current account.</p> <p>To facilitate this agreement, funds will initially need to be transferred from Barclays Bank to the Unity Trust current Account. The total amount of funds should represent payments due for the remainder of November and December 2024.</p>	<p>All invoices being paid online via Unity Trust current account wef 22 Nov 2024.</p> <p>Online payment of invoices is usually authorised once a week as one total payment. To facilitate the total payment, funds are currently being transferred from the Unity Trust savings account to the Unity Trust current account, to maximise the amount of interest earned in the savings account. Unlike Barclays Bank, an automatic switch facility is not available.</p> <p>£10,000 was transferred from the Barclays Business Premium Account to the Unity Trust current account on 13 Dec 2024, in conj. with approval from Cllr AB & Clerk.</p>
2	<p>Arrange for existing DDMs and SOs to be transferred to Unity Trust Bank.</p>	<p>New Direct Debit Mandate forms have been obtained & are awaiting members' signature.</p> <p>British Gas Lite have updated their records online. This course of action was taken ignoring the RFO's instructions that council members' signatures be obtained to approve the change of bank details.</p>
3	<p>If approved, to apply to the Hinckley & Rugby Building Society to set up a Local Council Easy Access Deposit account for a minimum deposit of £500.00.</p> <p>Additional funding to be reviewed once the account is confirmed open.</p> <p>The bank mandate to include the following authorised signatories: Cllr Amy Beecroft Cllr William Blunden Cllr Roger Pickett Cllr Valerie Upton Cllr Trevor Webster</p>	<p>Completed. The application form has been approved and a new account set up commencing 23 December 2024.</p> <p>It transpired that a minimum initial deposit of £1,000 was required. Payment was approved by Cllrs Beecroft, Blunden and Upton.</p> <p>Only three council members in addition to the RFO can be appointed as authorised signatories under this account.</p>
4	<p>Nationwide Building Society Business Instant Saver Issue 9 – Monthly account:</p>	<p>Completed. Email confirming change of nominated account received 20 December 2024.</p>

Lindfield Parish Council

	Arrange for the nominated bank account to be changed to Unity Trust Bank.	
5	Add Cllr Trevor Webster as an authorised signatory to assist with online banking with Unity Trust Bank.	Application form submitted to Unity Trust on 12 December 2024. (Response awaited withing 10-14 working days).
6	Apply form for a corporate MultiPay Card with Unity Trust with the Clerk as a cardholder and RFO as programmes Administrator.	Ongoing.
7	Close the Barclays Business Current account and Business Premium Savings account.	Ongoing. Accounts will be closed as soon as direct debits and debit card transactions have been transferred to Unity Trust. Instructions issued relating to existing Standing Order.

RFO

F&GP Committee Meeting, Agenda Item 11.

9 Jan 2025

Committee Meeting:	Finance & General Purpose
Item:	15
Report of:	Parish Clerk
Date:	9 January 2025
Subject:	Internal Control Check Internal Auditor Arrangements 2024/25

Purpose of Report:

1. Members are asked to make a decision relating to internal control check arrangements.

Summary:

2. The Parish Council needs to appoint a member to undertake checks on the Effectiveness of the Internal Control Systems and the Effectiveness of the Internal Audit.

Recommendation(s)

Members are recommended to:

- a) **Appoint a member to undertake the annual review of the effectiveness of the internal audit and the annual review of the effectiveness of the internal control systems.**

Background:

3. The Accounts and Audit Regulations 2015 requires local councils to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. Local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. For the Parish Council to review the effectiveness of the internal control system, there needs to be clarity on the internal controls in place.
4. Regulation 5(1) of the Accounts and Audit Regulations 2015 imposes a duty on local councils to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes, taking into account public sector internal auditing standards or guidance. The review should take place at least once every three years and in the year of any change of internal audit provider or change of RFO. Any review should balance the local council's internal audit needs and usage. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

Action required:

5. The Parish Council now requires a member to undertake the following checks:
 - Annual review of the effectiveness of the internal audit.
 - Annual review of the effectiveness of the internal control systems.

Copies of last year's annual review follow to show what types of checks are required.

Lindfield Parish Council: Finance & General Purposes Committee		Annual Review of the Effectiveness of the Internal Control System 2023-2024	
Regulation 6 of the Accounts and Audit Regulations 2015 requires local councils to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. Local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.			
For the Parish Council to review the effectiveness of the internal control system, there needs to be clarity on the internal controls in place.			
Process	System of Internal Control	Effectiveness (Yes or No)	Areas for Development
Standing Orders and Financial Regulations	<p>Standing Orders and Financial Regulations are in place. Financial Regulations incorporate provisions for securing competition and regulating how tenders are invited.</p> <p>Current regulations received & confirmed by Full Council at their meeting 17 May 2023, min ref 10.1. Currently under review with F&GP per meeting held 7 Mar 2024.</p> <p>New policies have been introduced this year iro Vehicle Usage and Driving at Work, Mobile Phones & Reserves. FC approval 9 Nov 2023, min ref 72.7.</p>	YES.	AREA IS MONITORED AND ANY AMENDMENTS THOUGHT TO BE REQUIRED DISCUSSED, AGREED AND IMPLEMENTED
Safe and Efficient Arrangements to Safeguard Public Money	<p>An internal control is carried out quarterly by the Chairman and/or other members of the Finance & General Purposes Committee. One month is considered at random and the following reviews are undertaken:</p> <ol style="list-style-type: none">1. Detailed bank reconciliation.2. Examination of books and vouchers.3. Petty cash operations are checked.4. General review of book-keeping.5. Payment controls in place. <p>A review of the accounting system is undertaken to ensure that it meets the needs of the size and turnover of the council.</p> <p>Control systems are in place to record all receipts and income. RBS software package assists with this.</p> <p>A budget control, comparing actual receipts and payments to the budget is prepared monthly. RBS software package supports this.</p>	YES	AS ABOVE

The Authority needs to approve the setting up of, and any changes to, Accounts with Banks or other Financial Institutions	<p>Arrangements for 2023/24 were agreed by F&GP at their meeting 30 May 2023, min ref 8.1, for Barclays Bank & Nationwide Building Society (NBS).</p> <p>A revision reflecting the addition of Cllr Beecroft as an authorised signatory replacing the outgoing F&GP Committee Chair was ratified by FC at their meeting 13 July 2023, min ref 42.8.</p> <p>Applications for a new additional Business Current Acc & Business Savings Acc provided by Unity Trusty were approved by FC at their meeting 13 July 2023, min ref 42.9.</p>		ALL SATISFACTORY
The Authority needs to approve every bank mandate, the list of authorised signatories for each account, the limits of authority for each account and any amendments to Mandates	Full Council approval has been recorded in minutes. See above.	YES	
VAT	<p>A VAT account is maintained to ensure that the correct amount of VAT can be reclaimed. The RBS software package assists with this.</p> <p>Partial Exemption is monitored/observed for income-generating properties ie Service Charge Clock Tower House.</p>	YES	ALL AS STATED FOR STANDING ORDER AND FINANCIAL DEVIATIONS
Employment	Staff are paid under PAYE as employees and the necessary system for HMRC RTI is in place. Workplace Pension regulations are observed and adhered to.	YES	AS ABOVE
Risk Management Arrangements	<p>These are taken into account in the audit process. Responsibility lies with the Insurance and Risk Management Working Group who report separately. Reviews are undertaken annually by the Committees and Full Council.</p> <p>New risk assessments have been introduced this year iro Council Vehicle & Financial Management. Approved by F&GP 4 Jan 2024, min ref 123.1.</p>	YES	AS ABOVE
Fixed Assets and Equipment	A full asset register is maintained by the PC & RFO. This is recorded using the RBS Risk Asset Inventory software package. The adequacy of insurance of the Parish Council's assets is reviewed reflecting changes of assets and is considered annually.	YES	AS ABOVE

Loans and Long-Term Liabilities	<p>A long-term loan exists with the purchase of Clock Tower House. Official approval was sought at the time of application to the Public Works Loan Board. Loan due to be repaid in 2027.</p> <p>Council Vehicle: New two-year lease agreement in place. FC approval 14 Sep 2023, min ref 57.8.</p> <p>Toilets on Lindfield Common Project: Now progressing after having submitted a successful planning application. An Earmarked Reserve is in place. Expenditure will in addition be funded by S106 monies from MSDC.</p> <p>Photocopier Rental: Three-year agreement in place Sep 22 to Sep 2025. Noted by FC at their annual meeting 17 May 2023, min ref 14.</p>	<p>YES</p>	<p>AS ABOVE</p> <p>ALL SATISFACTORY AND CARRIED ON WITH OUR DILIGENCE.</p>
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Each year a draft report is submitted to the full council by the Chairman, the Vice- Chairman, and the RFO or Clerk, who have met to consider the matter and report. The review for the financial year 2023-2024 was undertaken by the Vice Chairman of the Finance and General Purposes Committee, in consultation with the RFO. Those concerned in the review have concluded that the Parish Council has a robust system in place and believe that the arrangements are entirely satisfactory for a council of the size and turnover of Lindfield and what was required has been done. The Committee and Council are recommended to approve the report of the review of the effectiveness of the Internal Control System.

Assessor's signature: 

Assessor's Name: **N. G. Dickson**

Date: **26/3/24-**


Lindfield Parish Council: Finance & General Purposes Committee

Annual Review of the Effectiveness of the Overall Internal Audit 2023-2024

The Accounts and Audit Regulations 2015 imposes a duty on local councils to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes, considering internal auditing guidance. A review of the effectiveness of the Council's overall internal audit arrangements should be carried out, at least annually. It should provide sufficient assurance for the authority that standards are being met and that the work of Internal audit is effective. The authority should determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

Process	System of Audit Control	Effectiveness (Yes or No)	Areas for Development
Scope of Internal Audit	<p>Mulberry and Co were appointed as Internal Auditors by FC at their meeting held on 7 September 2023, min ref 55.1. An Engagement Letter had been received dated 31 August 2023 accepting instructions to act on behalf of Lindfield Parish Council setting out the following:</p> <ol style="list-style-type: none"> 1. Period of Engagement. 2. Responsibilities of the Council & Internal auditors. 3. Scope of audit. 4. Electronic Publication. 5. Communication. 6. Other Services. 7. Limitation of Liability. 8. Fees. 9. Cancellation of Services. 10. Agreement of Terms. <p>An amended Engagement Letter was received on 20 Sep 2023 reflecting an extended accounting period up to and including 31st March 2026. Agreed by FC at their meeting held on 14 Sep 2023, min ref 57.9.</p> <p>The internal audit considers both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud arrangements. Visits are normally agreed twice in the financial year.</p> <p>An Interim Internal Audit was carried out on 22 Nov 2023 and the Report was shared with members of F&GP at their meeting held on 7 Dec 2023, min ref 103.1. The year-end Internal audit has been arranged to take place on 6 Jun 2024.</p>	YES	AREA IS MONITORING AND ANY AMENDMENTS HAVE TO BE REVIEWED AND
Independence	<p>Internal audit has direct access to those charged with governance. Reports are prepared in the name of the auditor and are presented to the Finance and General Purposes Committee and Full Council. These confirm the actions that were taken, along with any observations that were considered to be appropriate. Access is provided to all books and records.</p>	YES	AS ABOVE

Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.		ALL CARRIED ON WITH DUE DILIGENT
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Assessor's signature: 

Assessor's name: A. E. Pichette

Date: 26/3/24

Committee Meeting:	Finance & General Purpose
Item:	16
Report of:	Parish Clerk
Date:	9 January 2025
Subject:	Community Events

Purpose of Report:

1. Members are asked to consider matters relating to 2025 community events.

Summary:

2. Members are asked to agree to various recommendations relating to the Parish Meeting and the planning of attendance at third-party events.

Recommendation(s)

Members are recommended to:

- a) **Confirm that they agree with the updated format for the Parish Meeting and authorise the Clerk to make the necessary arrangements.**
- b) **Authorise the expenditure for the events (excluding Christmas Festival Night and Village Cleans which come under E&A).**
- c) **Arrange a meeting of the Communications Working Group plus other interested members to consider ideas for the council's stall at external events.**

Background:

3. The council will either be attending or organising the following community events in 2025:
 - Spring Clean (Organiser) Saturday 26th April
 - Parish meeting (Arranged by the council on behalf of the electorate) Wednesday 7th May
 - Eastern Road Nature Reserve 30th Anniversary (Attendee) Saturday 10th May 2025
 - Lindfield Village Day (Attendee) Saturday 31st May
 - Autumn Clean (Organiser) Saturday 11th October
 - Christmas Festival Night (Organiser) Tuesday 2nd December

Considerations

4. It is proposed that the Parish Meeting format be updated so that it is more focused on the local community as a whole rather than the Parish Council. This will hopefully result in more engagement with the community. Local groups will be invited to attend with some asked to provide a brief presentation. There will be an opportunity for members of the public to meet the participants and ask questions.
5. The council stall at Christmas Festival Night resulted in a good level of engagement. The lessons learned at this event can be applied to other events such as the Eastern Road Nature Reserve 30th Anniversary and Lindfield Village Day. It is therefore proposed that consideration be given to the themes of the council's stall at these events. It has been suggested that the Communications Working Group could meet with other interested members to work through ideas.

Financial

6. Parish Council-organised events will normally require room hire at the King Edward Hall. This has been accounted for when setting the budget. Externally organised events may require a booking fee and these are met from the Community Engagement budget.

Committee Meeting:	Finance & General Purpose
Item:	17
Report of:	Parish Clerk
Date:	9 January 2025
Subject:	Communications

Purpose of Report:

1. Members are asked to consider a proposed Community Engagement Statement.

Summary:

2. Members are asked to recommend that the council implement the draft Community Engagement Statement and approve a modification to the name of the Communications Working Group.

Recommendation(s)

Members are recommended to:

- a) **Agree the community engagement statement be recommended to the Full Council.**
- b) **Agree to amend the name of the Communications Working Group to Communications and Community Engagement.**

Background & Considerations:

3. The Communications Working Group met in December and considered various matters. At the meeting, it was suggested that the name of the Working Group be amended to Communications and Community Engagement due to the overlap of the group's mandate.
4. The Working Group have drafted a proposed Community Engagement Statement (Appendix 1). The statement forms part of a comprehensive communications review. The statement provides the council with a clear focus on our community engagement goals. Having defined these goals, the council can then examine specifics such as our strengths, areas for improvement, and the suitability of existing policies. The council can also draft new policies and suggest revisions. Additionally, we can explore how AI tools can enhance our delivery and analysis of information and communications

Financial

5. None

Appendices

Appendix 1 Draft Community Engagement Statement

Appendix 1 - Draft Community Engagement Statement

Introduction

Lindfield Parish Council is the closest tier of local government to the community. The Parish Council wants to work closely with the public, including all residents, community groups and businesses, to encourage participation in decision-making. The aim is to secure sustainable, affordable and better services supporting an active and informed community.

How we work with residents

The Parish Council seeks to engage with all sections of Lindfield's community including the young, disenfranchised, disaffected and the elderly as well as the local business community, the many clubs, organisations, charities and societies which are active in the parish, the neighbourhood policing team, the local schools and churches. The Parish Council is also committed to engaging with any persons who have an interest in matters relating to the economic, social and environmental well-being of its area.

The Parish Council is committed to partnership working where it is clear that it will be of benefit to the parish or to fulfil its statutory requirements. The Parish Council works with both Mid Sussex District Council and West Sussex County Council to improve their service delivery in the parish. The council will consult the community should it resolve to undertake, initiate or facilitate any major projects or undertakings in the parish.

The implementation of Plan 23-27 is a recent example where a number of residents became involved in the process by submitting consultation responses which helped inform the document.

How residents can work with us

The Clerks can be contacted at the Parish Council Office, which is open Monday to Friday 9 am-5 pm, by telephone or by email.

Elected members are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. Lindfield Parish Councillors are very accessible and available for informal discussion. Their contact details are published on the website, in the quarterly newsletters to parishioners and on our website. They are available to talk to residents during the public session at the start of each Parish Council meeting and at the Annual Parish Meeting. In a private capacity, councillors belong to many other local clubs, societies and organisations, where they may, if they so wish, promote the work of the Parish Council and to make themselves available to parishioners.

All Parish Council and Committee meetings are open to the public and include a public session when residents can make representation to members. Representations to the Parish Council will normally be considered at the relevant committee meeting, unless they require the provision of information only, when the Clerk will provide it accordingly. The publication of agendas on the Parish Council's website and notice board allows residents to make representation to the council before agenda items are discussed. All formal representations received are responded to by letter or email.

Why have a Community Engagement Statement

This statement forms part of a comprehensive communications review. The statement provides the council with a clear focus on our community engagement goals. Having defined these goals, the council can then examine specifics such as our strengths, areas for improvement, and the suitability of existing policies. The council can also draft new policies and suggest revisions. Additionally, we can explore how AI tools can enhance our delivery and analysis of information and communications

Committee Meeting:	Finance & General Purpose
Item:	19
Report of:	Parish Clerk
Date:	9 January 2025
Subject:	Asset management

Purpose of Report:

1. Members are asked to consider matters relating to existing and potential new assets.

Summary:

2. Members are asked to consider the disposal of surplus assets and whether to seek ownership of a redundant BT phonebox.

Recommendation(s)

Members are recommended to:

- a) **Agree to dispose of the redundant assets.**
- b) **Confirm whether to apply for ownership of the BT phonebox.**

Background & Considerations:

3. Redundant assets – The council has the following assets that are surplus to requirement. It is recommended that members agree that they be removed from the asset register:

- Avaya Telephone system (no longer works on digital phone line)
- Pentax digital camera (2006)
- CD player (only used previously for Santa's Grotto at Christmas Festival Night)
- Leaflet stands (covering plastic trim is falling off one and the other is not used)

4. BT phonebox

BT is seeking permission to remove the payphone from the phone box. The phonebox is listed so we understand it will be left in place. The Council has been asked if it wishes to take over ownership of the phonebox. The cost of the transfer of ownership would be a nominal payment of £1. Many other local authorities have taken on redundant phoneboxes and have used them as libraries, defibs, light boxes or have just ensured that they remain part of the street scene. Mid Sussex District Council have asked to confirm to them by 10th January 2025 whether we are interested in taking on the asset.

Photo of phone box and BT notice



Financial

5. Should the council take over ownership of the phonebox sufficient maintenance funds would need to be maintained. The Village Orderly would be able to carry out general maintenance including and required painting.

F&GP Item 21

Training & Meeting Attendance 2023-2027

2023

Date	Training Course / Meeting	Training	Provider	Cllr(s)	Staff
24May23	Emergency First Aid at Work	Yes	MSVA		Clerk
8Jun23	Councillors: Roles, Responsibilities & Working Relationships	Yes	Mulberry	A.Beecroft	
14Jun23	Policies, Powers & Duties	Yes	Mulberry	T.Webster *	
15Jun23	Finance for Councillors	Yes	Mulberry	A.Beecroft	
29Jun23	Introduction to Planning	Yes	Mulberry	S.Nisbett	
4Jul23	Emergency First Aid at Work	Yes	MSVA		Deputy Clerk
18Jul23	MSALC meeting		MSALC	L.Grace S.Nisbett	
25Jul23	Face to Face - New Councillors Training Day	Yes	Mulberry	I.Burns S.Nisbett	
17Nov23	Introduction to Political Astuteness	Yes	SLCC		Clerk

2024

Date	Training Course / Meeting	Training	Provider	Cllr(s)	Staff
11Jan24	WSALC Clerks Forum		WSALC		Clerk
12Jan24	SLCC Sussex Branch Forum		SLCC		Clerk
18Jan24	Community Group Forum		Hurstpierpoint & Sayers Common PC	V.Upton	
23Jan24	Making Effective Planning Representations	Yes	Mulberry		Deputy Clerk
23Jan24	WSALC Chairs Forum		WSALC	V.Upton	
29Jan24	Managing Local Council Elections	Yes	SLCC		Clerk
30Jan24	How to use ChatGPT: Use AI to do Council Tasks Faster		SLCC		Clerk
6Feb24	Emergency First Aid at Work	Yes	MSVA		VO
7Feb24	Chairs Training	Yes	Mulberry	A.Beecroft	
20Feb24	Carbon Calculator Training (Part 1)	Yes		L.Grace	
22Feb24	Exploring the Far Right		Community Security Trust	L.Grace	
26Feb24	Sussex Local Nature Recovery Strategies - Parish & Town Council briefing		ESCC & WSCC	L.Grace	
27Feb24	Eco Forum		MSCA	L.Grace	
25Mar24	Local Councils Climate Networking Meeting		LPC	L.Grace C.Wood D.Woolley	
15Apr24	The Essentials of Pre-application Meetings and Discussions	Yes	Mulberry	A.Beecroft V.Upton	
18Apr24	MSALC meeting		MSALC	L.Grace	
18Apr24	Councillors roles and responsibilities	Yes	Mulberry	L.Grace	
22Apr24	WSALC Clerks Forum		WSALC		Clerk
23Apr24	Carbon Calculator Training (Part 2)	Yes		L.Grace	
16May24	Communicating through traditional and social media	Yes	Breakthrough	L.Grace	

9June24	About the Place – Launch event		MSDC	V.Upton	
11Jun24	Local Nature Recovery Strategy West Sussex		ESCC & WSCC	L.Grace	
24Jun24	Local Councils Climate Networking Meeting		HKPC	L.Grace D.Woolley	
5Aug24	SLCC Sussex Branch Forum		SLCC		Clerk
10Sep24	AI seminar	Yes	Local Clerks		Clerk
25Sep24	Eco Forum		MSVA	L.Grace	
30Sep24	Environment Network Meeting – Hurst Meadows			L.Grace D.Woolley	
2Oct24	Procurement, Tendering & Contracts Course		Mulberry		Clerk
9Oct24	The Future Shape of the Planning System – what’s changing and what you need to be ready for	Yes	Mulberry		David
10Oct24	AI & Communications Seminar	Yes	Breakthrough		Clerk
22Oct24	The Future Shape of the Planning System – what’s changing and what you need to be ready for	Yes	Mulberry	L.Grace	
4Nov24	WSALC AGM and Conference		WSALC	W.Blunden L.Grace	

2025

Date	Training Course / Meeting	Training	Provider	Cllr(s)	Staff
13Jan25	Appraisals	Yes	SLCC	A.Beecroft	Clerk
17Jan25	SSLC Sussex Branch AGM		SLCC		Clerk
21Jan25	Communicating with your community	Yes	Breakthrough	L.Grace	

In addition, Cllr Beecroft, Clerk & Deputy Clerk are all in the process of arranging further training sessions.