

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	235.1	09-Jan-25	Banking Arrangement	a) Cllrs Beecroft & Blunden signed & approved the new Direct Debit Mandates to switch to Unity Trust. b) A standing order would be set up in the name of Bryan Cleaning Services to meet the cost of cleaning the Denmans Lane public toilets on a four-week basis. c) To reduce the balance of funds held with Nationwide, to maintain full FSCS protection. Surplus funds would be transferred to the nominated bank current account. d) Whilst use of the debit card would continue for the interim period, reduced activity meant that this had reduced the need to continue with the automatic transfer facility of funds between the Barclays Bank Business current account and Business savings account. This facility would therefore be cancelled. e) When setting up online payments with Unity Trust, it had been agreed to delegate authority to the RFO and Clerk, to transfer a sufficient level of funds from the Business savings account to the Business current account, to meet the total cost of expenditure. This would maximise the level of interest being paid into the savings account	TE & AF	In progress

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COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	NOTES
F&GP	239.1	09-Jan-25	Annual Review of the Effectiveness of the Internal Control System and overall Internal Audit 2024/2025	It was AGREED to ask Cllr Pickett if he would be willing and able to assist with carrying out the annual review for 2024/2025.	RP	In progress
F&GP	241.1	09-Jan-25	Community Engagement Statement	That the Community Engagement Statement be RECOMMENDED to Full Council for approval. To amend the name of the Communications Working Group to Communications and Community Engagement Working Group		FC agreed with a minor amendment.
F&GP	243.1	09-Jan-25	Assets	To dispose of the redundant assets and to update the Asset Register accordingly. To express an interest in applying for ownership of the BT phone box.		Expression of interest has been submitted

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	
	08-Jan-25	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	£500.00				

Total agreed to date

£1,880.00	£0.00
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As at 06.03.25

Refunds	Lindfield History Projects Group
Balance in hand	
Total Balance in hand	

250.00
620.00
870.00

Financial Reports – F&GP Items 8 & 9
RFO Summary to 31st January 2025

1. Detailed Income & Expenditure by Budget Heading
2. Expenditure from Earmarked Reserves
3. Barclays Bank Current Account - Analysis of Payments made between 1>31-Jan-25
4. Unity Trust Current Account - Analysis of Payments made between 1>31-Jan-25
5. Bank – Cash and Investment Reconciliation to 31-Jan-25*

* The date of the bank reconciliation in respect of the Hinckley & Rugby Building Society is currently shown as 31- Dec-24. This date reflects the opening of the new account with effect from 23-Dec-24. Interest is paid on an annual basis on 1-Dec and as such the balance of funds held on account will remain unchanged until next year. Monthly statements are available upon request, and I am currently still waiting to receive a copy for Jan-25, however given the value shown will not impact any figures, I have decided to share the information that I currently have available.

Payments that were received in January 2025.

1. Barclays Business Current Account:
£808.00 CTH Rent for January 2025.
£372.37 CTH Service Charge for Oct-Dec 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 Current Account:
Internal transfer of funds from Unity Trust Savings account to fund online payments.
4. Unity Trust Savings Account:
There were no payment transactions.
5. Nationwide Building Society:
£154.09 Interest for January 2025.

Transfer of Funds January 2025:

There were no transfers of funds between accounts other than to facilitate online payment of invoices.

Earmarked Reserves Expenditure January 2025 (Net of VAT)

There were no transactions.

General Reserves Expenditure January 2025 (Net of VAT)

There was no expenditure.

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

There has been a change in overspent budget headings since my report that was shared for December 2024:

1. 4160 F&GP Insurance - 120.1% (remains unchanged).
2. 4450 E&A Street Lighting Energy/Maintenance - 124.4% (new overspent Budget). Overspend mainly due to increased daily standing charge under replacement contract that was agreed to January 2024.
3. 4561 E&A Denmans Lane Toilets Utilities - 137.6% (increased overspend) Overspend mainly due to change in supplier for daily cleaning services.

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Finance & General Purposes							
1076 Precept	257,000	257,000	0			100.0%	
1090 Interest Received	3,778	1,500	(2,278)			251.9%	
1120 Clock Tower House Rental	8,080	9,696	1,616			83.3%	
1125 CTH Service Charge	914	1,400	486			65.3%	
1150 Telephone Refund	288	0	(288)			0.0%	
1210 Licence Fee	145	143	(2)			101.4%	
1230 Christmas Festival Night	960	800	(160)			120.0%	
1250 Photocopy Services	9	0	(9)			0.0%	
Finance & General Purposes :- Income	271,174	270,539	(635)			100.2%	0
4000 Salary	66,228	90,000	23,772		23,772	73.6%	
4010 Tax & NI	5,374	6,800	1,426		1,426	79.0%	
4020 Pension	10,222	13,200	2,978		2,978	77.4%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	191	500	309		309	38.3%	
4120 Training	577	2,000	1,423		1,423	28.9%	
4130 Bank Charges	59	75	16		16	79.2%	
4140 Audit Fees	124	3,000	2,876		2,876	4.1%	
4160 Insurance	4,202	3,500	(702)		(702)	120.1%	
4170 Postage & Stationery	113	400	287		287	28.3%	
4175 Annual Memberships/Subscriptio	2,088	3,000	912		912	69.6%	
4180 Photocopying	1,258	2,300	1,042		1,042	54.7%	
4190 Telephone & Broadband	1,717	2,500	783		783	68.7%	
4200 IT & Website	5,049	5,000	(49)		(49)	101.0%	
4210 Office Equipment	456	1,000	544		544	45.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	1,630	2,500	870		870	65.2%	
4240 Room Hire	606	1,000	394		394	60.6%	
4250 Cleaning/Catering	2,409	3,000	591		591	80.3%	
4260 Newsletter & Annual Report	1,305	2,500	1,195		1,195	52.2%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	75	250	175		175	30.0%	
4271 Members Allowances	0	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	6	200	194		194	3.0%	
4285 Toilets on Common Construction	7,784	0	(7,784)		(7,784)	0.0%	7,784
4292 Community Engagement	379	1,500	1,121		1,121	25.3%	
4295 Waste Collection	807	1,500	693		693	53.8%	
4310 PWLB Repayment	21,815	21,815	0		0	100.0%	
4320 Electricity Supply	2,395	4,000	1,605		1,605	59.9%	
4330 Water Supply	128	200	72		72	64.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

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	180	400	220		220	45.0%	
4385 Vehicle	2,279	4,000	1,721		1,721	57.0%	
4393 Maintenance/Improvements CTH	789	2,500	1,711		1,711	31.6%	
Finance & General Purposes :- Indirect Expenditure	141,451	192,390	50,939	0	50,939	73.5%	7,784
Net Income over Expenditure	129,723	78,149	(51,574)				
6000 plus Transfer from EMR	7,784						
Movement to/(from) Gen Reserve	137,507						
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	6,094	4,900	(1,194)		(1,194)	124.4%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	17,519	18,000	481		481	97.3%	
4471 Maintenance/Gardening	426	2,000	1,574		1,574	21.3%	
4480 Christmas Festival Night & Com	978	1,500	522		522	65.2%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	2,085	2,200	115		115	94.8%	
4521 Wilderness Field S106	4,380	0	(4,380)		(4,380)	0.0%	4,380
4530 Village Orderly Equip/Expenses	25	1,000	975		975	2.5%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	19,265	14,000	(5,265)		(5,265)	137.6%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	266	1,500	1,234		1,234	17.7%	
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	54,429	64,425	9,996	0	9,996	84.5%	4,380
Net Expenditure	(54,429)	(64,425)	(9,996)				
6000 plus Transfer from EMR	4,380						
Movement to/(from) Gen Reserve	(50,049)						
120 Allotments							
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 31/01/2025

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	923	2,500	1,577		1,577	36.9%	
Allotments :- Indirect Expenditure	<u>923</u>	<u>2,500</u>	<u>1,577</u>	<u>0</u>	<u>1,577</u>	<u>36.9%</u>	<u>0</u>
Net Income over Expenditure	<u>275</u>	<u>(1,257)</u>	<u>(1,532)</u>				
<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	<u>0</u>	<u>2,900</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,900)</u>	<u>(2,900)</u>				
<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	<u>1,095</u>	<u>0</u>	<u>(1,095)</u>	<u>0</u>	<u>(1,095)</u>		<u>0</u>
Net Expenditure	<u>(1,095)</u>	<u>0</u>	<u>1,095</u>				
Grand Totals:- Income	272,372	271,782	(590)			100.2%	
Expenditure	197,898	262,215	64,317	0	64,317	75.5%	
Net Income over Expenditure	<u>74,473</u>	<u>9,567</u>	<u>(64,906)</u>				
plus Transfer from EMR	12,164						
Movement to/(from) Gen Reserve	<u>86,638</u>						

Lindfield Parish Council 2024-2025

Expenditure from Earmarked Reserves as at 31 January 2025

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	- 7,784.17	69,407.50
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>- 12,164.37</u>	<u>90,222.88</u>

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2025	Barclays Business Premium A/c	Automatic	574.27			210		574.27	From 20623318
02/01/2025	Connected Kerb Limited	DEBIT CARD	3.96		0.66	4385	100	3.30	Vehicle Charge 2 Jan 2025
03/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 29Dec2024
03/01/2025	Bryan Cleaning Services	ONLINE	-315.00			4561	110	-315.00	Cleaning Service to 29Dec2024c
07/01/2025	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Dec 2024
07/01/2025	Connected Kerb Limited	DEBIT CARD	7.47		1.24	4385	100	6.23	Vehicle Charge 7 Jan 2025
08/01/2025	Apogee Corporation Ltd	DD	133.63		22.27	4180	100	111.36	Printing Charge 5Sep-8Dec 2024
09/01/2025	Connected Kerb Limited	DEBIT CARD	0.30		0.05	4385	100	0.25	Vehicle Charge 9 Jan 2025
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	11.56		1.92	4170	100	9.64	A4 Punched Pockets
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	23.49		3.92	4170	100	19.57	Copy Printer Paper A4 White
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	23.49		3.92	4170	100	19.57	Copy Printer Pater A4 White
14/01/2025	Connected Kerb Limited	DEBIT CARD	5.49		0.92	4385	100	4.57	Vehicle Charge 14 Jan 2025
17/01/2025	Mailchimp	DEBIT CARD	19.82			4200	100	19.82	Mailchimp CommEngagement Jan25
20/01/2025	Npower Commercial Gas Ltd	DD	543.83		25.90	4450	110	517.93	Electricity Supply 1-31Dec2024
21/01/2025	Connected Kerb Limited	DEBIT CARD	5.53		0.93	4385	100	4.60	Vehicle Charge 21 Jan 2025
22/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	33.37		5.56	4250	100	27.81	Deinked Paper Hand Towels
22/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	33.37		5.56	4250	100	27.81	Deinked Paper Hand Towels
23/01/2025	Connected Kerb Limited	DEBIT CARD	8.60		1.44	4385	100	7.16	Vehicle Charge 23 Jan 2025
30/01/2025	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Jan 2025
Total Payments:			1,622.85	0.00	106.73			1,516.12	

Date: 18/02/2025

Lindfield Parish Council Current Year

Page 1

Time: 12:41

Cashbook 5

User: TRACY

Unity Trust Current Account

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

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 29Dec2024
10/01/2025	CJS Environmental Ltd	ONLINE	122.40		20.40	4561	110	90.00	Sharps Service 22Jan25-21Jul25
						4561	110	12.00	Consignment Note 22Jan-21Jul25
10/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 5Jan2025
10/01/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 6.1.25
10/01/2025	West Sussex County Council	ONLINE	11,560.81			4000	100	9,566.65	Salaries Dec 2024
						4010	100	901.78	NICs Dec 2024
						4020	100	1,741.10	Pension Dec 2024
						1150	100	-648.72	WSCCRfd EeeDed Nov23-Jul24
15/01/2025	British Gas	DD	-237.76		-11.32	4320	100	-226.44	Canc Bill 9486441 29Oct-2Dec24
15/01/2025	British Gas	DD	721.69		120.28	4320	100	601.41	Elec Supply 29Oct-29Dec 2024
17/01/2025	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Dec2024
17/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 12Jan2025
21/01/2025	Kipper Creative Ltd	ONLINE	522.00		87.00	4260	100	435.00	Lindfield Life Jan2025 Edition
22/01/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Jan 2025
24/01/2025	Vision ICT Ltd	ONLINE	115.00		19.17	4200	100	75.00	SSL Certificate Nov 2023
						4200	100	20.83	SSL Certificate Nov 2024-Apr25
24/01/2025	St Peter & St James Charitable	ONLINE	500.00			4230	100	500.00	S137 St Peter&StJames Hospice
24/01/2025	Open Spaces Society	ONLINE	45.00			4175	100	45.00	Open Spaces Society 1Sep2024
24/01/2025	Bryan Cleaning Services	STD ORD	1,260.00			4561	110	1,260.00	DailyCleaning we 19/1-9/2 2025
31/01/2025	SUEZ Recycling and Recovery	DD	111.12		18.52	4295	100	92.60	Waste Collection Dec 2024
31/01/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Service Charge 1-31 Dec 2024
Total Payments:			16,155.45	0.00	293.17			15,862.28	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/01/2025	Barclays Current Account	14,323.79	
2	31/01/2025	Business Premium Account	67,155.81	
3	31/01/2025	Nationwide Building Society	93,197.23	
4	31/01/2025	Petty Cash	87.73	
5	31/01/2025	Unity Trust Current Account	9,575.06	
6	31/01/2025	Unity Trust Savings Account	57,756.43	
7	31/12/2024	Hinckley&Rugby Building Soc.	1,000.00	
				243,096.05
<u>Receipts not on Bank Statement</u>				
0	31/01/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				243,096.05
<u>All Cash & Bank Accounts</u>				
1		Barclays Current Bank A/c	14,323.79	
2		Barclays Business Premium A/c	67,155.81	
3		Nationwide Building Society	93,197.23	
4		Petty Cash	87.73	
5		Unity Trust Current Account	9,575.06	
6		Unity Trust Savings Account	57,756.43	
7		Hinckley&Rugby Building Soc.	1,000.00	
		Other Cash & Bank Balances	0.00	
		Total Cash & Bank Balances		243,096.05

Financial Reports – F&GP Items 8 & 9
RFO Summary to 31st December 2024

1. Detailed Income & Expenditure by Budget Heading
2. Third Quarter Year Summary Income & Expenditure
3. Expenditure from Earmarked Reserves
4. Barclays Bank Current Account - Analysis of Payments made between 1>31 December 2024
5. Unity Trust Current Account - Analysis of Payments made between 1>31 December 2024
6. Bank – Cash and Investment Reconciliation to 31 December 2024

Payments that were received in December 2024.

- 1) Barclays Business Current Account:
£808.00 CTH Rent for December 2024.
Plus, regular automatic transfer facility transactions with Barclay's Business Premium account.
- 2) Barclays Business Premium Account:
£332.71 Interest earned gross for the period 2 Sep to 1 Dec 2024
Regular automatic transfer facility transactions with Barclay's Current account.
- 3) Unity Trust Current Account:
Internal transfer of funds from Unity Trust Savings account to fund online payments.
- 4) Unity Trust Savings Account:
£560.32 Interest for December 2024
- 5) Nationwide Building Society:
£156.25 Interest for December 2024.

Transfer of Funds December 2024:

£1,000.00 from Barclays Bank Current account to Hinckley & Rugby Building Society (to open new Local Council Easy Access Deposit account).

£10,000.00 from Barclays Bank Current account to Unity Trust Current account to assist with the agreed transfer of everyday banking arrangements.

Earmarked Reserves Expenditure December 2024 (Net of VAT)

There were no transactions.

General Reserves Expenditure December 2024 (Net of VAT)

There was no expenditure.

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

There has been no change in overspent budget headings since my report that was shared for November 2024:

4160 F&GP Insurance 120.1%.

4561 E&A Denmans Lane Toilets – Utilities 121.1% Overspend due to change in supplier for daily cleaning services.

Detailed Income & Expenditure by Budget Heading 31/12/2024

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	3,624	1,500	(2,124)			241.6%	
1120 Clock Tower House Rental	7,272	9,696	2,424			75.0%	
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	960	800	(160)			120.0%	
1250 Photocopy Services	9	0	(9)			0.0%	
Finance & General Purposes :- Income	269,191	270,539	1,348			99.5%	0
4000 Salary	56,661	90,000	33,339		33,339	63.0%	
4010 Tax & NI	4,472	6,800	2,328		2,328	65.8%	
4020 Pension	8,481	13,200	4,719		4,719	64.3%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	191	500	309		309	38.3%	
4120 Training	577	2,000	1,423		1,423	28.9%	
4130 Bank Charges	53	75	22		22	71.2%	
4140 Audit Fees	124	3,000	2,876		2,876	4.1%	
4160 Insurance	4,202	3,500	(702)		(702)	120.1%	
4170 Postage & Stationery	65	400	335		335	16.1%	
4175 Annual Memberships/Subscriptio	2,043	3,000	957		957	68.1%	
4180 Photocopying	1,146	2,300	1,154		1,154	49.8%	
4190 Telephone & Broadband	1,554	2,500	946		946	62.2%	
4200 IT & Website	4,933	5,000	67		67	98.7%	
4210 Office Equipment	456	1,000	544		544	45.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	1,130	2,500	1,370		1,370	45.2%	
4240 Room Hire	606	1,000	394		394	60.6%	
4250 Cleaning/Catering	2,104	3,000	896		896	70.1%	
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	75	250	175		175	30.0%	
4271 Members Allowances	0	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	6	200	194		194	3.0%	
4285 Toilets on Common Construction	7,784	0	(7,784)		(7,784)	0.0%	7,784
4292 Community Engagement	379	1,500	1,121		1,121	25.3%	
4295 Waste Collection	714	1,500	786		786	47.6%	
4310 PWLB Repayment	21,815	21,815	0		0	100.0%	
4320 Electricity Supply	2,020	4,000	1,980		1,980	50.5%	
4330 Water Supply	128	200	72		72	64.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

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	180	400	220		220	45.0%	
4385 Vehicle	2,058	4,000	1,942		1,942	51.4%	
4393 Maintenance/Improvements CTH	789	2,500	1,711		1,711	31.6%	
Finance & General Purposes :- Indirect Expenditure	126,823	192,390	65,567	0	65,567	65.9%	7,784
Net Income over Expenditure	142,368	78,149	(64,219)				
6000 plus Transfer from EMR	7,784						
Movement to/(from) Gen Reserve	150,152						
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	5,576	4,900	(676)		(676)	113.8%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	17,519	18,000	481		481	97.3%	
4471 Maintenance/Gardening	426	2,000	1,574		1,574	21.3%	
4480 Christmas Festival Night & Com	978	1,500	522		522	65.2%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	2,085	2,200	115		115	94.8%	
4521 Wilderness Field S106	4,380	0	(4,380)		(4,380)	0.0%	4,380
4530 Village Orderly Equip/Expenses	25	1,000	975		975	2.5%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	16,958	14,000	(2,958)		(2,958)	121.1%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	266	1,500	1,234		1,234	17.7%	
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	51,604	64,425	12,821	0	12,821	80.1%	4,380
Net Expenditure	(51,604)	(64,425)	(12,821)				
6000 plus Transfer from EMR	4,380						
Movement to/(from) Gen Reserve	(47,224)						
<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 31/12/2024

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	923	2,500	1,577		1,577	36.9%	
Allotments :- Indirect Expenditure	923	2,500	1,577	0	1,577	36.9%	0
Net Income over Expenditure	275	(1,257)	(1,532)				
<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	270,388	271,782	1,394			99.5%	
Expenditure	180,445	262,215	81,770	0	81,770	68.8%	
Net Income over Expenditure	89,943	9,567	(80,376)				
plus Transfer from EMR	12,164						
Movement to/(from) Gen Reserve	102,107						

Summary Income & Expenditure by Budget Heading 31/12/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	269,191	270,539	1,348			99.5%
	Expenditure	126,823	192,390	65,567		65,567	65.9%
	Net Income over Expenditure	<u>142,368</u>	<u>78,149</u>	<u>(64,219)</u>			
	plus Transfer from EMR	7,784					
	Movement to/(from) Gen Reserve	<u>150,152</u>					
110	Environment & Amenities						
	Expenditure	51,604	64,425	12,821		12,821	80.1%
	plus Transfer from EMR	4,380					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(47,224)</u>					
120	Allotments						
	Income	1,197	1,243	46			96.3%
	Expenditure	923	2,500	1,577		1,577	36.9%
	Movement to/(from) Gen Reserve	<u>275</u>					
130	Planning & Traffic						
	Expenditure	0	2,900	2,900		2,900	0.0%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>0</u>					
140	Non Budgeted Expenditure						
	Expenditure	1,095	0	(1,095)		(1,095)	0.0%
Grand Totals:- Income		270,388	271,782	1,394			99.5%
Expenditure		180,445	262,215	81,770	0	81,770	68.8%
Net Income over Expenditure		<u>89,943</u>	<u>9,567</u>	<u>(80,376)</u>			
plus Transfer from EMR		12,164					
less Transfer to EMR		0					
Movement to/(from) Gen Reserve		<u>102,107</u>					

Lindfield Parish Council 2024-2025

Expenditure from Earmarked Reserves as at 31 December 2024

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	- 7,784.17	69,407.50
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>- 12,164.37</u>	<u>90,222.88</u>

Barclays Current Bank A/c

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2024	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Nov 2024
03/12/2024	Hinckley&Rugby Building Soc.	Chq 106554	500.00			260		500.00	App LocalCouncilEasyAc Acc
03/12/2024	Co-operative Group Ltd	DEBIT CARD	8.00			4561	110	8.00	LED 960 9W Batteries
05/12/2024	Connected Kerb Limited	DEBIT CARD	6.96		1.16	4385	100	5.80	Sess6751ac29289a
06/12/2024 Bryan Cleaning Services ONLINE 350.00 4561 110 350.00 Cleaning Service to 1Dec2024									
06/12/2024 Bryan Cleaning Services ONLINE 350.00 4561 110 350.00 Cleaning Service to 1Dec2024c									
09/12/2024	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Nov 2024
12/12/2024	Connected Kerb Limited	DEBIT CARD	10.27		1.71	4385	100	8.56	Vehicle Charge 12 Dec 2024
13/12/2024	Barclays Business Premium A/c	Automatic	687.08			210		687.08	From 20623318
13/12/2024	BNP Paribas Leasing Solutions	DD	359.99		60.00	4180	100	299.99	PhotoCopierRental1 12Mar25
16/12/2024	British Gas	DD	237.76		11.32	4320	100	226.44	Elec Supply 29Oct-2Dec 2024
16/12/2024	Amazon EU S.a.r.L.	DEBIT CARD	37.96		6.32	4250	100	31.64	GRANDMA SHARK 10-15L Bin Bags
17/12/2024	Hinckley&Rugby Building Soc.	Chq 106555	500.00			260		500.00	App LocalCouncilEasyAc Acc
17/12/2024	Mailchimp	DEBIT CARD	19.14			4200	100	19.14	Mailchimp CommEngagement Dec24
17/12/2024	Mid-Sussex Timber Co Ltd	DEBIT CARD	79.78		13.30	4600	120	66.48	Wooden Posts: Fencing
17/12/2024	The Sanitiser Station Ltd	DEBIT CARD	71.83		10.81	4561	110	54.03	Bulk Pack Toilet Tissue
						4561	110	6.99	ToiletTissue DelCharge19Dec24
18/12/2024	Npower Commercial Gas Ltd	DD	522.08		24.86	4450	110	497.22	Electricity Supply Nov 2024
18/12/2024	Castle Water Limited	DD	14.29			4330	100	14.29	Water Supply Nov 2024
19/12/2024	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Dec 2024
19/12/2024	Connected Kerb Limited	DEBIT CARD	5.00		0.83	4385	100	4.17	Vehicle Charge 19 Dec 2024
24/12/2024	Connected Kerb Limited	DEBIT CARD	5.89		0.98	4385	100	4.91	Vehicle Charge 24 Dec 2024
30/12/2024	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Dec 2024
31/12/2024	SUEZ Recycling and Recovery	DD	106.92		17.82	4295	100	89.10	Waste Collection Nov 2024

Subtotal Carried Forward:

3,723.23

0.00

240.82

3,482.41

Date: 06/02/2025

Lindfield Parish Council Current Year

Page 2

Time: 10:05

Cashbook 1

User: TRACY

Barclays Current Bank A/c

Payments made between 01/12/2024 and 31/12/2024

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>
Total Payments:			3,723.23	0.00	240.82			3,482.41	

Date: 06/02/2025

Lindfield Parish Council Current Year

Page 1

Time: 10:11

Cashbook 5

User: TRACY

Unity Trust Current Account

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/12/2024	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Oct 2024 C
05/12/2024	King Edward Hall	ONLINE	76.05			4471	110	76.05	KEH Autumn Clean 5Oct2024
CASH BOOK ENTRY CORRECTION 1 - only.									
05/12/2024	King Edward Hall	ONLINE	76.05			4471	110	76.05	KEH Autumn Clean 5Oct2024c
06/12/2024	Bryan Cleaning Services	ONLINE	350.00			4561	110	350.00	Cleaning Service to 1Dec2024
06/12/2024	B M Air Limited	ONLINE	405.91		34.33	4393	100	371.58	Air Conditioning Maintenance
06/12/2024	West Sussex County Council	ONLINE	8,930.65			4000	100	7,082.65	Salaries Nov 2024
						4010	100	558.98	NICs Nov 2024
						4020	100	1,289.02	Pensions Nov 2024
13/12/2024	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 8Dec2024
13/12/2024	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Nov2024
13/12/2024	Blachere Illumination UK Ltd	ONLINE	5,055.00		842.50	4465	110	4,212.50	Installation/Removal Yr3 2024
13/12/2024	Wilbar Associates	ONLINE	660.00		110.00	4480	110	550.00	Supply/Management of TM
13/12/2024	Event Medic Services Ltd	ONLINE	250.00			4480	110	250.00	1 x Paramedic in Ambulance
20/12/2024	King Edward Hall	ONLINE	127.10			4240	100	127.10	Committee Meetings Oct-Dec2024
20/12/2024	King Edward Hall	ONLINE	10.00			4650	110	10.00	KEH GreenerLindfield 29Nov2024
20/12/2024	King Edward Hall	ONLINE	35.00			4480	110	35.00	KEH Emergency Panning Room
20/12/2024	Blachere Illumination UK Ltd	ONLINE	1,692.00		282.00	4465	110	1,350.00	Removal Festoon Lights 2024
						4465	110	60.00	Storage Festoon Lights 2024
20/12/2024	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 10.12.24
20/12/2024	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 15Dec2024
20/12/2024	King Edward Hall	ONLINE	76.05			4471	110	76.05	KEH Autumn Clean 5Oct2024
24/12/2024	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 22Dec2024
27/12/2024	SLCC Enterprises Ltd	ONLINE	36.00		6.00	4120	100	30.00	Guide to Appraisal Process AF
27/12/2024	SLCC Enterprises Ltd	ONLINE	36.00		6.00	4120	100	30.00	Guide to Appraisal Process AB
31/12/2024	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Service Charge 1-30 Nov 2024
Subtotal Carried Forward:			19,091.71	0.00	1,280.83			17,810.88	

Unity Trust Current Account

Payments made between 01/12/2024 and 31/12/2024

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>
Total Payments:			19,091.71	0.00	1,280.83			17,810.88	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2024

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/12/2024	Barclays Current Account	14,766.27	
2	31/12/2024	Business Premium Account	66,581.54	
3	31/12/2024	Nationwide Building Society	93,043.14	
4	31/12/2024	Petty Cash	87.73	
5	31/12/2024	Unity Trust Current Account	10,725.80	
6	31/12/2024	Unity Trust Savings Account	72,761.14	
7	31/12/2024	Hinckley&Rugby Building Soc.	1,000.00	
				258,965.62
<u>Receipts not on Bank Statement</u>				
0	31/12/2024	All Receipts Cleared	0.00	
				0.00
Closing Balance				258,965.62
<u>All Cash & Bank Accounts</u>				
1		Barclays Current Bank A/c	14,766.27	
2		Barclays Business Premium A/c	66,581.54	
3		Nationwide Building Society	93,043.14	
4		Petty Cash	87.73	
5		Unity Trust Current Account	10,725.80	
6		Unity Trust Savings Account	72,761.14	
7		Hinckley&Rugby Building Soc.	1,000.00	
		Other Cash & Bank Balances	0.00	
		Total Cash & Bank Balances		258,965.62

Committee Meeting:	Finance & General Purpose
Item:	10
Report of:	Parish Clerk
Date:	6 March 2025
Subject:	Bank Arrangements – Update

Purpose of Report:

1. Members are asked to note the latest update to the Council's banking arrangements.

Summary:

2. Since the last committee meeting, various banking arrangements have been updated. This report provides members with a summary of the changes. Members are also asked to consider whether the Council should seek to open an additional savings product.

Recommendation(s)

Members are recommended to:

- A) Note the updates.
- B) Consider whether to apply for an additional savings account.

Updates:

3. Application form re UT Bank Charge Card submitted to Unity Trust 10 Feb 2025. Received email dated 2 March 2025 advising application is now in the final stages of being processed, once complete you will receive further email correspondence. Reference: MP-6765
4. All DDMs have now been transferred to Unity Trust Bank.
5. Claim for VAT refund for the invoice period Oct-Dec 2024 for £4,765.74 submitted on 10 Feb 2025 & payment was received 20 Feb 2025 (UT Curr Acc).
6. Transfer of funds £9,000 from NBS to UT current Account took place on 10 Feb 2025.
7. RFO has now arranged online access to H&RBS to assist with viewing transactions and requesting statements.
8. Cllr RP has kindly confirmed his agreement to assist with the annual review of the effectiveness of internal control & overall internal audit for 2024/25.
9. Petty Cash – All funds have now been withdrawn and paid into Barclays bank (on 4 February 2025) and the account will be closed as soon as I have completed the bank reconciliation for the month of February. Closure of the account will assist LPC complying with the newly adopted Financial Regulations.

Considerations

10. The Council's precept will be increasing to £290,668 for 2025/26. With this in mind, the RFO has suggested that members consider whether we should open an additional savings account to ensure that funds can be fully covered by the Financial Services Compensation Scheme (£85k per financial institution).

Committee Meeting:	Finance & General Purpose
Item:	11
Report of:	Parish Clerk
Date:	6 March 2025
Subject:	Committee Work Schedule

Purpose of Report:

1. Members are asked to note the proposed committee work schedule

Summary:

2. A draft work schedule has been developed for the committee. This is subject to change but outlines a timeline for the committee to 31st March 2026.

Recommendation(s)

Members are recommended to:

- A) Note the draft work schedule.**

Schedule

3. Table of proposed committee work schedule

May	IT contract: Consider quotes. Solar panels for Clock Tower House: Consider quotes.
July	Website contract: Consider quotes. Van contact: Consider procurement arrangements.
September	Photocopier contract: Consider quotes. Budget 2026/27 schedule & Committee budget (1st draft).
November	Budget 2026/27 – Committee budget 2nd draft), scrutiny of other Committee budgets.
December	Budget 2026/27 – Scrutiny & recommendations (If required).
January	Budget 2026/27 – Final Scrutiny & recommendations.
March	TBC

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



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Mr A Funnell
Lindfield Parish Council
The Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex RH16 2LH

20 November 2024

Dear Andrew

Re: Lindfield Parish Council
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 20 November 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Lindfield Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 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.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 34 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		PAGE
A	BOOKS OF ACCOUNT	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	3
C	RISK MANAGEMENT AND INSURANCE	6
D	BUDGET, PRECEPT AND RESERVES	7
E	INCOME	8
F	PETTY CASH	8
G	PAYROLL	8
H	ASSETS AND INVESTMENTS	9
I	BANK AND CASH	9
J	YEAR END ACCOUNTS	9
K	LIMITED ASSURANCE REVIEW	10
L	PUBLICATION OF INFORMATION	10
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	10
N	PUBLICATION REQUIREMENTS	11
O	TRUSTEESHIP	11
	ACHIEVEMENT OF CONTROL ASSERTIONS	12
	AUDIT POINTS CARRIED FORWARD	12

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the Clerk and the council's Responsible Financial Officer (RFO). The Clerk and RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained. Other information was reviewed through discussion with the Clerk and RFO and a review of the council website www.lindfieldparishcouncil.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings. There are two primary users of the system.

I reviewed the nominal ledger entries for the period 1 April 2024 to date. I found no evidence of instances of netting off and transactional items were posted with sufficient narrative detail to explain their source and appeared to be placed to the most appropriate nominal code budget headings.

The council has developed an effective electronic system for filing documents and all information requested during the visit was readily accessible.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2023/24 was not qualified and has been published on the council website along with the completed Notice of Conclusion of Audit form.

Under other matters, the External Auditor commented 'On review of the Councils notice of public rights for 2023 posted on the website, we have noted that the start and end dates have been incorrectly dated as 2022. We believe this is a human error on completion and that the requirements to publish the notice of public rights were met correctly.'

The conclusion of the audit was reported to the council at the meeting held on 19 September 2024 (minute ref 170.1).

There is evidence within the minutes of council meetings of the receipt and review of internal audit reports during the year, with the most recent being reviewed at the meeting held on 13 June 2024 (minute ref 135.1).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place. Terms of reference for each committee and the committee membership are published on the website within the adopted Scheme of Delegation and were last reviewed and agreed by council on 16 May 2024.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council; publishes the non-confidential supporting papers on the council website along with agendas in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website. The main minutes page includes a note stating, 'Minutes are in draft form until they have been approved and signed at the next meeting of the Council or relevant Committee and may therefore be altered before they are approved' and I recommend this is added to the page for each committee for greater clarity.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 16 May 2024 (minute ref 117.1).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

The council re-adopted the previous NALC model Financial Regulations at the annual council meeting in May but have subsequently adopted the new NALC model Financial Regulations at the council meeting held on 19 September 2024 (minute ref 169.7). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Clerk, under delegated authority, for any items below £1,000 excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.*
- *a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.*
- *in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.*
- *the council for all items over £5,000;*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.17 *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.*

FR 5.18 *In further cases of extreme risk to council services, expenditure may be authorised up to a limit of £10,000 upon agreement from the Emergency Consultation Panel, which states that if a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Chair of the Council and the Chair of the relevant Committee or Vice Chair, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Council Chair, Vice Chair, and Chair of committees. All decisions agreed by the panel must be unanimous and must be reported by the panel to Full Council or the appropriate standing committee at the earliest opportunity. If a unanimous decision cannot be reached by the Panel the matter must be considered at the relevant standing committee or Full Council.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

A review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council has adopted the General Power of Competence (GPC) and the Section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £3,144.66 and was fully supported by the required details. I confirmed the receipt of this amount to the council's account on 12 August 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

FR 2.2. The Clerks, with the RFO, shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

FR 2.3. When considering any new activity, the Clerks, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council or the relevant committee.

FR 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The council has an overall Risk Management Policy and a series of separate risk assessments for different aspects of the council's operations which are reviewed at different points during the year as the appropriate committee or council meeting, with these reviews minuted at the meeting in question.

I reviewed the financial risk assessment record, which details the types of risk identified, assigns a perceived risk level based on likelihood and impact, and details management controls in place and the review process and remaining risk level.

The council also has a series of internal controls in place, and I was provided with evidence of these being completed by councillors. This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £500,000 which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £257,000 for 2024/25. With a tax base of 2,879.1, this equates to a band D equivalent of £89.26 (compared to the average in England of £85.89).

The Clerk confirmed that the 2025/26 budget setting process is underway, with a timeframe for budget setting agreed at the Finance & General Purposes Committee meeting in September 2024. Each committee has produced a draft budget which is then scrutinised by Finance & General Purposes Committee before it goes to council for review at the November meeting. This process is then repeated throughout December to allow for any suggested changes, before final scrutiny by the Finance & General Purposes Committee on the 9 January before full council sign-off scheduled for 23 January 2025.

There are extensive supporting documents provided for the November 2024 council meeting which will assist councillors in making a budget decision and include longer-term budget plans based around the council's aims and objectives.

Throughout the year, income and expenditure reports are provided to each committee individually, to the Finance & General Purposes Committee for overall scrutiny and again to council to ensure all councillors are kept up to date with the council's financial position which provides them with sufficient financial information to make informed decisions.

A review of the half-yearly summary shows income reported as 97.6% of budget (including both parts of the precept) and expenditure as 41.4% of budget suggesting that the budget was accurately set and has been carefully monitored.

At the date of the interim audit, the council held circa £95,700 in earmarked reserves, spread across a range of clearly identifiable projects. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. 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.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

A review of the general reserve balance will be conducted as part of the year-end internal audit, and the council is recommended to follow the JPAG guidance in determining an appropriate level.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council's primary sources of budgeted income are from the allotment rents, tenant income and charges for Christmas stalls.

Financial Regulation 13.2 states *'The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerks and RFO shall be responsible for the collection of all amounts due to the council.'*

A review of the council minutes confirm that the fees for the allotments and stalls were reviewed and agreed at the E&A Committee meeting held on 30 November 2023 (minute ref 67.1) and are due to be reviewed again at the November committee meeting.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

Testing to be conducted at final internal audit.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has four employees, all of whom have signed contracts of employment based on a NALC template. Staff members are paid in accordance with the NJC salary scale, with the NJC back-dated pay rise will be included in the December salary payments.

Payroll is outsourced to West Sussex County Council who complete all the deduction calculations. I reviewed the payroll summaries and was able to confirm salary deductions amounts for tax and national insurance and pension contributions appear to be calculated correctly.

I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There is a councillor allowance scheme in place with payments made to eligible councillors on an annual basis through payroll.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place managed through the accounting package. Assets are correctly listed at original net cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The register has been updated with new acquisitions this year, and I confirmed by sample testing of the invoices that items added have been accurately recorded at the original net purchase price.

The council has borrowing through the Public Works Loan Board (PWLb) and a check of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.6 states 'At least once in each quarter, and at each financial year end, a member of F&GP other than the Chair of Council shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by F&GP.'

Bank reconciliations are completed monthly. I reviewed the bank reconciliations and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.6 and there is evidence within the minutes of council meetings of the bank reconciliations being reported to council.

The council holds two accounts with Barclays, one with Nationwide and two accounts with Unity Trust. The council benefits from the depositor protection scheme operated by the Financial Services Compensation Scheme (FSCS). I note the council are in the process of reviewing its banking arrangements and considering opening new accounts to maximise the protection threshold of £85,000 per financial institution.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final internal audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	13 June 2024
Date inspection notice issued	14 June 2024
Inspection period begins	17 June 2024
Inspection period ends	26 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

Not later than 30 September 2024 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final internal audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and no further testing is required under this internal control objective.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	N/A
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	To be tested at final internal audit		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
Mulberry Local Authority Services Ltd

Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

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BREAKTHROUGH
COMMUNICATIONS

SPECIALISTS IN CONNECTING COUNCILS WITH THEIR COMMUNITIES

Table of Contents

Meet Breakthrough Communications	3
What is Council Hive?	6
What is included with Council Hive?	7
Council Hive benefits	8
Council Hive options and costs	10
Council Hive frequently asked questions	11

Breakthrough Communications helps parish and town councils communicate effectively and compliantly with their communities. Here's how we do it...



Breakthrough Communications is a leading supplier of communication, community engagement and information governance support to local councils.

Our team has decades of professional experience in community engagement, communications and compliance matters. Many of our team also have experience as councillors and clerks.

So, as well as understanding the importance of effective community engagement, council communication and information governance compliance, *we also have unique insights into the world of parish and town councils.*

Over the years our customers have included the Local Government Association (LGA), the National Association of Local Councils (NALC), County Associations of Local Councils (CALCs) and hundreds of parish and town councils across the country.

We're passionate about helping local councils of all shapes and sizes.

Here's what we have to offer:

Council Hive

- Council Hive provides access to on-demand training and toolkits, as well as professional support covering all aspects of council communications, community engagement and GDPR/FOI compliance.

Done-for-you services

- From creating communication strategies to carrying out consultations and surveys, we can assist your council with any aspect of its community engagement. From advising on GDPR/FOI compliance matters, to carrying out council-wide data protection compliance reviews, we can ensure your council stays compliant.

Training, Workshops and Masterclasses

- We deliver virtual and in-person workshops and training courses in a range of technical and soft skill subjects, covering all aspects of communications, community engagement and information governance compliance.

**Let us introduce you to our exclusive platform
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**Council communications,
community engagement and
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**Smarter
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**Confident and
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**Heightened
public trust
and confidence**



**Faster problem
solving and
resolution**



**More time for
strategic
priorities**



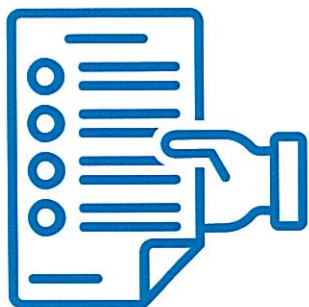
**Simplified
compliance
management**



**Reduced GDPR
risks and
challenges**



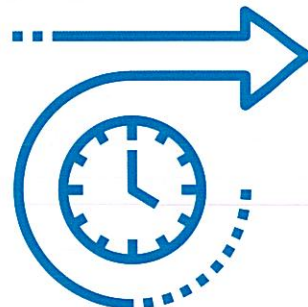
**Minimised
reputational
risks**



**Easier
handling of
FOI requests**



**Increased
positive public
interactions**



**Future-
proofed council
operations**

What is Council Hive?

Council Hive is a unique subscription service that empowers town and parish councils to communicate with confidence with their community, and to do so in a compliant way.

Councils want to engage with residents in a sustainable and effective way, for example sharing successes, providing timely updates or taking the pulse of the community.

We know that time and budget limitations, as well as a lack of skills, can sometimes hold councils back and make it difficult to 'know where to start'.

When it comes to FOI and GDPR compliance it can be hard to know if you're acting in a way that aligns with current best practice.



Council communications and community engagement, made easy.



Compliance with UK GDPR and Freedom of Information, made easy.

Council Hive is the solution to these and many other communications and compliance challenges. Council Hive will save your council time, alleviate pressure and stress, and provide you with expert communications and compliance advice.

Council Hive provides 24/7 access to training, learning, templates, resource packs, best practice and much more, covering all aspects of community communications and engagement alongside GDPR and FOI and compliance.

Council Hive Premium also includes unlimited access to our team for advice and support on communications and compliance matters, whenever you need us. Council Hive is designed for use by Clerks, council officers and councillors.

What's included with Council Hive?



**A Growing Library
of more than 200
Communications
and Compliance
Training Videos**



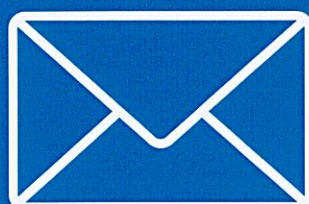
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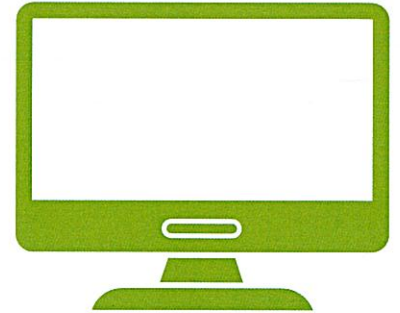
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the QR code or by calling our team on
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Council Hive Benefits for Parish and Town Councils

Access each of our Council Hive features and benefits through our 24/7 Online Hub

Our Council Hive online hub provides easy access to all of our Council Hive services. Whether it's learning new skills in our Academy, downloading templates and resources, booking a place onto masterclass events or requesting 1-2-1 advice and support, our Council Hive Hub is available 24/7.



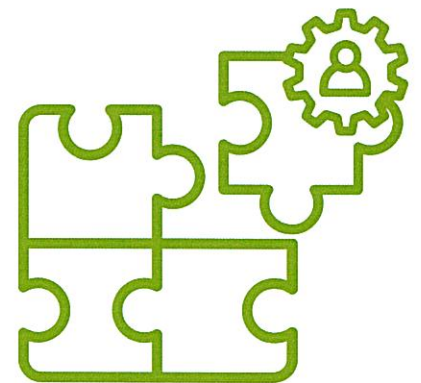
Access and request new communications, community engagement and compliance templates and resources

From local council events to the climate emergency, tourism to council facilities and services, from seasonal content to councillor recruitment, we have the templates and resources to help your council communicate effectively. When it comes to GDPR and FOI, we will support you through the steps you need to take in order to ensure your council remains compliant.

Access regularly updated training and learn new skills with the Council Hive Academy

Our ever-growing library of on-demand, bitesize training videos is there for you, whenever you need it. Our Council Hive Academy covers all aspects of local council communications and compliance. Our training library already includes:

- Council data protection and FOI compliance
- Using social media as a local council
- Planning and managing council communications
- Communications strategies and action plans
- Dealing with the press and media
- Software and tools for councils
- Using AI-powered tools to save time and effort
- And so much more...



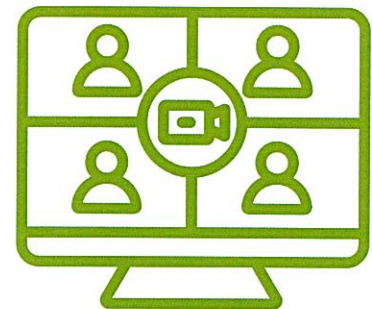


Stay up-to-date with communications and compliance best practice with our bulletins and case studies

When it comes to council communications and compliance, the only constant is change. Whether it's the latest examples of best practice, legislative updates, or new case law, we'll keep you informed with the most important changes your council needs to be aware of and other issues you may need to consider.

Unlimited access to our Zoom-based, half-day masterclasses and lunchtime webinars

Our live events focus on specific needs and issues, rather than being general training sessions. Throughout the year we hold a range of live, virtual masterclasses, where we 'deep dive' into a range of communications topics for councils of all sizes. We will provide you with access to the recordings afterwards.



If you choose Council Hive Premium, you will benefit from access to unlimited 1-2-1 sessions with our communications and compliance experts

This is arguably one of the most important benefits of Council Hive - and certainly the most popular! Our team of experts provides councils with 1-2-1 advice and guidance on any aspect of council communications, community engagement, GDPR or FOI compliance. For example:

- Whether your council's GDPR policies are up to date
- How to correctly comply with a tricky FOI or GDPR request
- Latest best practice to carry out an engaging and effective community survey or consultation
- How to use social media platforms most effectively
- Support for crisis communications or negative engagement
- Guidance to deal with a community engagement issue
- Dealing with the press or media
- Which AI tools should be used to achieve specific goals
- And much more!

Whatever you need help and support with, our team at Breakthrough Communications has got your council covered.

Council Hive Options and Costs

	Council Hive Professional	Council Hive Premium
24/7 access to the Council Hive Hub for Clerks and Council Officers Clerks and Officers can access self-paced learning in our Council Hive Academy and download templates and resource packs covering all aspects of council communications, community engagement and GDPR/FOI compliance.	✓	✓
24/7 access to the Council Hive Hub for Councillors (from November 2024) Councillors will be able to access self-paced learning to help them develop and refresh their skills in data protection, social media, staying safe online, interpersonal skills, chairmanship, public speaking, personal resilience, and more!	✓	✓
Unlimited access to all our half-day masterclasses and lunchtime webinars We regularly run communications and compliance masterclasses and webinars. These usually cost between £47 and £97 per delegate, but are completely free for Council Hive subscribers to attend - and you'll get the recordings.	✓	✓
Council Hive Best Practice Bulletins Latest information, news, legislative updates and best practice delivered straight to your inbox and to your council's letterbox on a regular basis, ensuring you're always kept up-to-date.	✓	✓
Communications and Compliance 'MOT's Every year our team can review your communications and GDPR/FOI compliance, and provide you with a comprehensive Communications and Compliance Improvement Plan.	✓	✓
UNLIMITED access to our local council communications and compliance experts Support and guidance, whenever you need us. Whether it's social media best practice advice, guidance on dealing with a SAR or FOI request, help managing the press, need a bespoke template or resource creating, we've got you covered.		✓
	£97 monthly or £997 yearly Excluding VAT	£197 monthly or £1997 yearly Excluding VAT

Frequently Asked Questions about Council Hive

Which type of parish and town councils benefit from Council Hive?

For smaller parishes, Council Hive saves you time by giving the Clerk and officers access to templates, resources, bitesize skills-based training and more. For larger councils, our 1-2-1 advice service adds value to the existing council officer team.

Is Council Hive worth the money?

Council Hive alleviates pressure and stress and provides access to expert advice and support when you need it most.

Council Hive provides exceptional value for money, and saves councils money and effort.

Doesn't our council already pay for these services elsewhere?

The communications, community engagement and compliance training, resources, masterclasses and 1-2-1 advice available through Council Hive cannot be accessed from anywhere else.

Our council doesn't currently have a specific budget for Council Hive

Investing in Council Hive is a decision for the council. However, we have found that many councils have made use of their training, communication and compliance budgets to support the subscription to Council Hive.

Are we tied into Council Hive for several years?

No long-term commitment is required. Council Hive is a yearly subscription available to parish and town councils with no tie ins at all. We will invite your council to renew its access to Council Hive each year, however it is entirely up to you whether you wish to renew access.

Are there not more urgent things councils should focus on?

Effective and compliant communication matters more than ever before. Embracing emerging communication techniques is also crucial, particularly with the rise of AI-driven digital engagement, customer service tools, and virtual interaction.

With ever-changing best practice, caselaw and legislative updates, it's also never been more important for parish and town councils to get GDPR and FOI compliance right first time, without the stress and hassle.

Do we really need everything that Council Hive provides?

Breakthrough Communications has provided training and support to hundreds of local councils across the country. We have built Council Hive around what those councils have told us they need and value most.

This makes Council Hive unique as it carefully reflects the needs of the parish and town council sector. Council Hive is a future-proofing investment as well as tool that will support you with what you are doing today.

We're not sure we have enough time make the most of Council Hive?

Council Hive will ultimately save your council time and effort. It will help you to use new technology more easily. It will support your council to be more compliant with GDPR and FOI without stress. Our masterclasses, resources and online videos will save the council hours in finding out answers.

Council Hive Premium provides direct access to our team. So the next time your council has a question it can get an answer quickly.

Discover Council Hive for yourself. Book a free demonstration today.

Discover how Council Hive can transform your council's communications, community engagement and compliance. Book a free demonstration by scanning the QR code or by calling our team on 01903 299000.



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Committee Meeting:	Finance & General Purpose
Item:	16
Report of:	Parish Clerk
Date:	6 March 2025
Subject:	Communications

Purpose of Report:

1. Members are asked to consider the next stage of the council's communications review.

Summary:

2. The Communications & Community Engagement Working Group (CCEWG) recommends that the council ask Breakthrough Communications to undertake an in-person training session with staff and members. This will cover the benefits of community engagement, the most effective approaches, etc.

Recommendation(s)

Members are recommended to:

- A) **Instruct the Clerk, in conjunction with the CCEWG, to contact Breakthrough Communications to arrange a training session for members and staff.**

Background:

3. The CCEWG have been tasked with reviewing the council's communications. At the last Full Council meeting, it was agreed to implement a Community Engagement Statement. The CCEWG met on the 4th March to consider the next stages. Cllr Grace and the Clerk had both attended training by Breakthrough Communications on implementing a communications strategy. This involves working through an 8-stage process. We have already achieved stage one.

Proposal

4. Breakthrough Communications has offered to run an in-person community engagement training session for the council.
5. We understand that Cuckfield Parish Council undertook a similar exercise in 2023 with the help of Breakthrough Communications:
<https://www.cuckfield.gov.uk/media/documents/meetings/agendas/FC033-Cuckfield-PC-Communications-Strategy.pdf>

Financial

6. We understand there will be no charge from Breakthrough Communications if we subscribe to Council Hive.

Committee Meeting:	Finance & General Purpose
Item:	17
Report of:	Parish Clerk
Date:	6 March 2025
Subject:	Devolution

Purpose of Report:

1. Members are asked to consider setting up a working group.

Summary:

2. Members are asked to set up a working group to monitor and report on matters relating to devolution.

Recommendation(s)

Members are recommended to:

- A) Agree to create a working group to consider any matters relating to Devolution as set out in section 5 of this report.

Background:

3. Mayoral Combined County Authority (MCCA) - In December 2024, the government published the English Devolution White Paper. This sets out plans to move power out of Westminster and back to local communities, ensuring that every part of England is covered by devolution. The local council leaders from East Sussex County Council, West Sussex County Council, and Brighton and Hove City Council have since written to government expressing their interest in taking forward devolution within their area through the establishment of a MCCA, with the first election for a Mayor taking place in May 2026. Before taking a decision on whether to proceed with the making of the necessary legislation, the government is seeking views from interested parties, including those who live and work in Sussex. This consultation closes 13 April 2025 23:59.
4. Local government reorganisation – Councils in Sussex have been invited to develop proposals for new unitary local government. This would replace the existing two-tier system, where services are split between a county and district councils, and bring these services together in unitary local government, creating opportunities for service transformation which can support improvements in delivery. The process (known as “local government reorganisation”) is separate to the MCCA proposal. On 5 February 2025, the Minister of State for Local Government and English Devolution invited all councils in Sussex to develop unitary proposals. All councils in Sussex have been invited to undertake wide engagement before submitting robust and evidenced unitary proposals to the government by 26 September. The established assessment and decision-making process will then be followed to determine which, if any, of the proposals submitted are to be implemented.

Proposal

5. Given all of the above, it is proposed that a working group be created to review any correspondence, proposals and consultations relating to devolution and report back to F&GP & Full Council with updates and recommendations (if required).
6. We understand that at least three members would be interested in serving on the working group (Cllr Beecroft, Grace, & Webster).

Training & Meeting Attendance 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 (part 1)	Yes	Breakthrough	L.Grace	
21Jan25	MSALC branch meeting		MSALC	L.Grace	
10Feb25	ECO Network meeting		HHTC	L.Grace	
11Feb25	Grass Verges		LPC	L.Grace C.Wood D.Woolley	Clerk
12Feb25	Communicating with your community (part 2)	Yes	Breakthrough	L.Grace	Clerk
27Feb25	ECO Network meeting		Community People	L.Grace D.Woolley C.Wood	
3Mar25	Introduction to Planning	Yes	WSALC	V.Upton	
10Mar25	Updates in Planning	Yes	WSALC	I.Burns T.Webster	
11Mar25	Making Effective Planning Representations	Yes	WSALC	V.Upton	
13May25	Clerks Networking Day		WSALC		Clerk (tbc)

Report by Cllr Grace

Since the last F&GP meeting I have attended the following:

MSALC meeting on 21/1/25. There was a wide-ranging discussion at the meeting, minutes not received. I raised the issue of e-scooters and asked for feedback on the actions taken regarding W2W. Inspector David Derrick gave a presentation on Neighbourhood Policing including a new initiative 'Cuppa with a Copper'.

Breakthrough Communications training Part 1 on 21.1.25 and Part 2 on 12.2.25. These were very helpful in providing guidance on planning and implementing a communications strategy and are being pursued through the Communications working group.

Councillors Eco Network meeting on 10.2.25. This was hosted by Haywards Heath Town Council and included discussion on management of trees. MSDC are putting together a workshop for town and parish councils to follow this up. Details to be advised.

MSVA Eco Network meeting on 27.2.25. This included a presentation by the Sussex Wildlife Trust on support available including management of ponds, meadows and grass verges.

Meeting with WSCC regarding grass verges. Advice was provided on how to proceed. This will be taken further through the CCWG.