

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

Purpose of Report:

1. Members are asked to note the updated 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 up to the May 2027 elections.

Recommendation(s)

Members are recommended to:

- A) Note the draft work schedule.

Schedule

3. Table of proposed committee work schedule

November 2025	Budget 2026/27 – Committee budget (1 st draft), scrutiny of other Committee budgets.
December 2025	Budget 2026/27 – Committee budget 2 nd Draft. Scrutiny & recommendations (If required).
January 2026	Budget 2026/27 – Final Scrutiny & recommendations.
March 2026	TBC
May 2026	
July 2026	
September 2026	Budget 2027/28 schedule
November 2026	Budget 2026/27 – Committee budget (1st draft), scrutiny of other Committee budgets.
December 2026	Budget 2027/28 – Scrutiny & recommendations (If required).
January 2027	Budget 2027/28 – Final Scrutiny & recommendations.
March 2027	

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

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.25. - 31.03.26

Per budget 2,500.00	date agreed	F&GP minute ref	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	24/25	Comments
			Friends pf Lindfield Playgrounds	As a newly registered charity we have some start up costs we are looking to fund, including roller banners for events, initial insurance and some promotional items to help with further fundraising and awareness raising. We are looking to take part in Village Day, the Village Roadshow and the LPA Spring Fair and would use these resources for these events (and all future ones)	£500.00	£500.00			£0.00	
			Lindfield Bonfire Society	We have been fortunate to have received grant funding from LPC for many years, and we use the grant towards the cost of medical provision at our November 5th bonfire procession and firework display. Last year our cost for the provision was £1750. We have not yet received confirmation of the costs for 2025	£500.00	£500.00			£500.00	
			Lindfield History Projects Group	To bring this important milestone in the history of the school and Lindfield. Together with the significance of William Allen to the village, to Lindfield Residents and the wider community. Participation of the Lindfield Primary School pupils in an 'all school' art project to be displayed at the exhibition. Increase awareness of LPC village archive by display of material etc.	£263.00	£263.00			£0.00	Since the application was submitted they have advised that they have received some funding from the Combers Trust
			Citizens Advice in West Sussex (North, South, East)	We hope to continue to support local residents. Allowing them to better access their civil rights and what they are entitled to. This allows people to improve their quality of life and that quality of life of their family. Our aim is to improve local resident's lives, the lives of their family and friends, and as a result the community.	£300.00	£300.00			£0.00	
			4Sight Vision Support	We are requesting funding so that we can continue to support people in your Parish of Lindfield who are blind or partially sighted. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving the help that they need. Our specialist team provides individually tailored support offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. There are currently 28 clients living in your Parish of Lindfield who would benefit directly from any funding that we receive. With your help we can provide support; enabling them to retain their independence, feel less isolated and remain active members of the community.	£510.00				£440.00	

Total agreed to date

£1,563.00 £0.00

As at 3.11.25

 Balance in hand
Total Balance in hand

 937.00
937.00



LINDFIELD PARISH COUNCIL

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

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

1	Name of organisation: 4Sight Vision Support
2	Address of organisation: 36 Victoria Drive, Bognor Regis, PO21 2TE
3	Contact name: Michelle Searle Telephone number: REDACTED Email address: REDACTED
4	Position in organisation: Fundraising Manager
5	Is the organisation a registered charity? If yes, please confirm Charity Number. 1075447
6	What would the grant/donation be used for? We are requesting funding so that we can continue to support people in your Parish of Lindfield who are blind or partially sighted. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving the help that they need. Our specialist team provides individually tailored support offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. There are currently 28 clients living in your Parish of Lindfield who would benefit directly from any funding that we receive. With your help we can provide support; enabling them to retain their independence, feel less isolated and remain active members of the community. Please see the attached letter for more details about the services that we provide.
7	How would it benefit the Parish? We provide help and support to anyone in West Sussex who is living with sight loss, as well as their family and carers. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving our help and support. There are currently 28 clients living in your Parish of Lindfield, who would benefit directly from any funding that we receive.
8	Total cost of project? £2,380 would be the total cost to support the 28 clients we have living in the parish of Lindfield for 12 months.
9	Total amount requested? On average it costs £85 to support one client for 12 months. £510 would allow us to support 6 of the 28 clients living in the parish of Lindfield.
10	Are you applying to other organisations for funding? Our fundraising team applies to Parish and Town Councils across the County, asking for funding to support their residents. However, we have not received any other grants for our clients living in your specific geographical area.



LINDFIELD PARISH COUNCIL

11	Successful applications will be settled by online bank transfer. Please provide: Account name: 4Sight Vision Support Sort code: REDACTED Account number: REDACTED
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Declaration	
Signed	REDACTED
Date	8 th September 2025
Name (In Capital)	Michelle Searle

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

Applications may be made either by email or post.

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

Tel: 01444 484115
Email clerks@lindfieldparishcouncil.gov.uk

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

How the information you provide will be used.

General Data Protection Regulations:

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

Financial Reports – F&GP Items 8-9
RFO Summary to 30th September 2025

- 1) Detailed Income & Expenditure by Budget Heading.
- 2) Expenditure from Earmarked Reserves.
- 3) Barclays Bank Current Account - Analysis of Payments made between 1 and 30 September 2025.
- 4) Unity Trust Current Account - Analysis of Payments made between 1 and 30 September 2025.
- 5) Lloyds Bank Charge Card - Analysis of Payments made between 1 and 30 September 2025.
- 6) Bank – Cash and Investment Reconciliation to 30 September 2025*.
- 7) Second quarter year summary of Income & Expenditure by Budget Heading.

*The cash book balance stated in respect of the Lloyds Bank Charge Card of -£282.36 represents transactions that have taken place in September after the statement dated 2 September 2025 was issued.

Payments that were received in September 2025.

- 1) Barclays Business Current Account:
There were no payments.
- 2) Barclays Business Premium Account:
£129.02 Interest for the period 2 June to 7 September 2025.
- 3) Unity Trust Current Account:
£808.00 CTH Rent for September 2025.
£50.00 Allotment Deposit.
£17.50 Allotment Rent.
£140.00 CFN Stallholder fees.
£357.00 VJ 80 Celebration Grant from MSDC.
£145,334.00 Precept Payment (2 of 2).

Internal transfer of funds from Unity Trust Savings account to fund online payments and the monthly standing order with Bryan Cleaning Services.

- 4) Unity Trust Savings Account:
£20,000 Internal transfer of funds from Barclays Business Premium account to assist with everyday banking.
£220.12 Interest to 30 September 2025.
- 5) Nationwide Building Society:
£110.83 Interest for September 2025.
- 6) Lloyds Bank:
Payment received from Unity Trust current account to support management of the monthly DDM payment settle the charge card balance of account owing.

Earmarked Reserves Expenditure September 2025 (Net of VAT)

£800.00 Wilderness Field S106 Maintenance.

Financial Reports – F&GP Items 8-9
RFO Summary to 30th September 2025

General Reserves Expenditure September 2025 (Net of VAT)

There was no expenditure.

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

4200 F&GP IT & Website – 121.6% (increased overspend). Due to the regular monthly Mailchimp invoicing, in support of the management of community engagement.

Tracy Ely
Responsible Financial Officer

Detailed Income & Expenditure by Budget Heading 30/09/2025

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	290,668	290,668	0			100.0%	
1090 Interest Received	1,497	1,500	3			99.8%	
1100 Grants & Donation Received	357	0	(357)			0.0%	
1120 Clock Tower House Rental	4,848	9,696	4,848			50.0%	
1125 CTH Service Charge	168	1,400	1,232			12.0%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	140	900	760			15.6%	
Finance & General Purposes :- Income	297,830	304,316	6,486			97.9%	0
4000 Salary	38,528	93,160	54,632		54,632	41.4%	
4010 Tax & NI	4,528	11,000	6,472		6,472	41.2%	
4020 Pension	7,012	14,000	6,988		6,988	50.1%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	0	600	600		600	0.0%	
4120 Training	765	2,000	1,235		1,235	38.3%	
4130 Bank Charges	45	200	155		155	22.5%	
4140 Audit Fees	(635)	2,500	3,135		3,135	(25.4%)	
4160 Insurance	3,085	5,000	1,915		1,915	61.7%	
4170 Postage & Stationery	49	200	151		151	24.5%	
4175 Annual Memberships/Subscriptio	2,194	3,000	806		806	73.1%	
4180 Photocopying	800	1,500	700		700	53.3%	
4190 Telephone & Broadband	980	2,500	1,520		1,520	39.2%	
4200 IT & Website	6,079	5,000	(1,079)		(1,079)	121.6%	
4210 Office Equipment	295	1,000	705		705	29.5%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	1,563	2,500	937		937	62.5%	
4240 Room Hire	379	1,000	621		621	37.9%	
4250 Cleaning/Catering	1,387	3,500	2,113		2,113	39.6%	
4260 Newsletter & Annual Report	750	2,500	1,750		1,750	30.0%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	339	1,500	1,161		1,161	22.6%	
4295 Waste Collection	477	1,500	1,024		1,024	31.8%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	10,726	21,331	10,605		10,605	50.3%	
4320 Electricity Supply	1,022	4,200	3,178		3,178	24.3%	
4330 Water Supply	123	200	77		77	61.7%	
4340 Security Alarm System	460	500	40		40	92.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Fire Safety System	0	500	500		500	0.0%	
4360 Health & Safety	0	100	100		100	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	1,296	4,000	2,704		2,704	32.4%	
4393 Maintenance/Improvements CTH	108	1,500	1,392		1,392	7.2%	
Finance & General Purposes :- Indirect Expenditure	83,220	199,791	116,571	0	116,571	41.7%	150
Net Income over Expenditure	214,610	104,525	(110,085)				
6000 plus Transfer from EMR	150	0	(150)				
Movement to/(from) Gen Reserve	214,760	104,525	(110,235)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	2,883	5,200	2,317		2,317	55.4%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	0	14,000	14,000		14,000	0.0%	
4471 Maintenance/Gardening	184	1,500	1,316		1,316	12.3%	
4480 Christmas Festival Night & Com	100	1,500	1,400		1,400	6.7%	
4500 Digital Mapping	395	525	130		130	75.2%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4521 Wilderness Field S106	800	0	(800)		(800)	0.0%	800
4530 Village Orderly Equip/Expenses	56	1,000	944		944	5.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	9,751	20,230	10,479		10,479	48.2%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	559	1,500	941		941	37.3%	
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	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	14,801	74,505	59,704	0	59,704	19.9%	800
Net Expenditure	(14,801)	(74,505)	(59,704)				
6000 plus Transfer from EMR	800	0	(800)				
Movement to/(from) Gen Reserve	(14,001)	(74,505)	(60,504)				
<u>120 Allotments</u>							
1200 Allotment Income	1,260	1,352	92			93.2%	
Allotments :- Income	1,260	1,352	92			93.2%	0

Detailed Income & Expenditure by Budget Heading 30/09/2025

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	888	3,000	2,112		2,112	29.6%	
Allotments :- Indirect Expenditure	888	3,000	2,112	0	2,112	29.6%	0
Net Income over Expenditure	373	(1,648)	(2,021)				
<u>130 Planning & Traffic</u>							
4973 RTP1	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	0	400	400	0	400	0.0%	0
Net Expenditure	0	(400)	(400)				
<u>140 Non Budgeted Expenditure</u>							
4176 GR: Council Hive Premium Yr 1	1,820	0	(1,820)		(1,820)	0.0%	
4400 GR: VJ Public Exhibition	303	0	(303)		(303)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	2,123	0	(2,123)	0	(2,123)		0
Net Expenditure	(2,123)	0	2,123				
Grand Totals:- Income	299,091	305,668	6,577			97.8%	
Expenditure	101,032	277,696	176,664	0	176,664	36.4%	
Net Income over Expenditure	198,059	27,972	(170,087)				
plus Transfer from EMR	950	0	(950)				
Movement to/(from) Gen Reserve	199,009	27,972	(171,037)				

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves September 2025

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR - Toilets on the Common	67,807.50		67,807.50
329	EMR - Wilderness Field S106 Maintenance	8,465.38	- 800.00	7,665.38
332	EMR - Council Elections	2,700.00	- 150.00	2,550.00
334	EMR - Plan 23-27	5,000.00		5,000.00
335	EMR - Planning Reserve	4,000.00		4,000.00
336	EMR - SID Replacement	3,500.00		3,500.00
337	EMR - F&GP Plan 23-27	15,000.00		15,000.00
338	EMR - Rolling Asset Management	20,000.00		20,000.00
		126,472.88	- 950.00	125,522.88

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/09/2025	Connected Kerb Limited	DEBIT CARD	4.56		0.76	4385	100	3.80	Vehicle Charge 9 Sep 2025
17/09/2025	Mailchimp	DEBIT CARD	17.75			4200	100	17.75	MailchimpCommEng Sep25
23/09/2025	Connected Kerb Limited	DEBIT CARD	9.40		1.56	4385	100	7.84	Vehicle Charge 23 Sep 2025
24/09/2025	Connected Kerb Limited	DEBIT CARD	6.33		1.05	4385	100	5.28	Vehicle Charge 24 Sep 2025
30/09/2025	Connected Kerb Limited	DEBIT CARD	5.84		0.97	4385	100	4.87	Vehicle Charge 30 Sep 2025
Total Payments:			43.88	0.00	4.34			39.54	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/09/2025	Banner Group Limited	AMAZON	34.64		5.78	4561	110	28.86	2-Ply Bulk Pack Toilet Tissue
02/09/2025	Amazon EU S.à r.l., UK Branch	AMZNMKT	32.87		5.48	4250	100	27.39	Singlefold Paper Hand Towels
02/09/2025	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Sep 2025
02/09/2025	Wallgate Limited	WALLGATE	124.52		20.75	4561	110	103.77	Wallcare 208 Gold Liquid Soap
03/09/2025	Amazon EU S.à r.l., UK Branch	AMZNMKT	32.87		5.48	4250	100	27.39	Singlefold Paper Hand Towels
17/09/2025	Tesco	TESCO	9.45			4170	100	9.45	Duracell Plus AA Batteries
18/09/2025	KPS Composting Services Ltd	KPS	40.00		6.67	4471	110	33.33	Disposal of Green Waste
25/09/2025	KPS Composting Services Ltd	KPS	40.00		6.67	4471	110	33.33	Disposal of Green Waste
30/09/2025	Co-operative Group Ltd	CO-OP	2.65			4250	100	2.65	Andrex Toilet Tissue
Total Payments:			320.00	0.00	50.83			269.17	

Date: 16/10/2025

Lindfield Parish Council Current Year

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Time:10:38

Cashbook 8

User: TRACY

Lloyds Bank Charge Card

Payments made between 01/09/2025 and 30/09/2025

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>
02/09/2025	Banner Group Limited	AMAZON	34.64		5.78	4561	110	28.86	2-Ply Bulk Pack Toilet Tissue
02/09/2025	Amazon EU S.à r.l., UK Branch	AMZNMKT	32.87		5.48	4250	100	27.39	Singlefold Paper Hand Towels
02/09/2025	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Sep 2025
02/09/2025	Wallgate Limited	WALLGATE	124.52		20.75	4561	110	103.77	Wallcare 208 Gold Liquid Soap
03/09/2025	Amazon EU S.à r.l., UK Branch	AMZNMKT	32.87		5.48	4250	100	27.39	Singlefold Paper Hand Towels
17/09/2025	Tesco	TESCO	9.45			4170	100	9.45	Duracell Plus AA Batteries
18/09/2025	KPS Composting Services Ltd	KPS	40.00		6.67	4471	110	33.33	Disposal of Green Waste
25/09/2025	KPS Composting Services Ltd	KPS	40.00		6.67	4471	110	33.33	Disposal of Green Waste
30/09/2025	Co-operative Group Ltd	CO-OP	2.65			4250	100	2.65	Andrex Toilet Tissue
Total Payments:			320.00	0.00	50.83			269.17	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2025	Barclays Current Account	17,150.43
30/09/2025	Business Premium Account	18,998.90
30/09/2025	Nationwide Building Society	85,190.60
30/09/2025	Unity Trust Current Account	160,153.67
30/09/2025	Unity Trust Savings Account	34,033.13
30/09/2025	Hinckley&Rugby Building Soc.	85,000.00
02/09/2025	Lloyds Bank Charge Card	-684.89

399,841.84

Unpresented Payments

5.84

399,836.00

Receipts not on Bank Statement

0.00

Closing Balance

399,836.00

All Cash & Bank Accounts

1	Barclays Current Bank A/c	17,144.59
2	Barclays Business Premium A/c	18,998.90
3	Nationwide Building Society	85,190.60
5	Unity Trust Current Account	160,153.67
6	Unity Trust Savings Account	34,033.13
7	Hinckley&Rugby Building Soc.	85,000.00
8	Lloyds Bank Charge Card	-282.36
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	400,238.53

Summary Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	297,830	304,316	6,486			97.9%
	Expenditure	83,220	199,791	116,571		116,571	41.7%
	Net Income over Expenditure	<u>214,610</u>	<u>104,525</u>	<u>(110,085)</u>			
	plus Transfer from EMR	150	0	(150)			
	Movement to/(from) Gen Reserve	<u>214,760</u>	<u>104,525</u>	<u>(110,235)</u>			
110	Environment & Amenities						
	Expenditure	14,801	74,505	59,704		59,704	19.9%
	plus Transfer from EMR	800	0	(800)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(14,001)</u>	<u>(74,505)</u>	<u>(60,504)</u>			
120	Allotments						
	Income	1,260	1,352	92			93.2%
	Expenditure	888	3,000	2,112		2,112	29.6%
	Movement to/(from) Gen Reserve	<u>373</u>					
130	Planning & Traffic						
	Expenditure	0	400	400		400	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(400)</u>	<u>(400)</u>			
140	Non Budgeted Expenditure						
	Expenditure	2,123	0	(2,123)		(2,123)	0.0%
Grand Totals:- Income		299,091	305,668	6,577			97.8%
Expenditure		101,032	277,696	176,664	0	176,664	36.4%
Net Income over Expenditure		<u>198,059</u>	<u>27,972</u>	<u>(170,087)</u>			
plus Transfer from EMR		950	0	(950)			
less Transfer to EMR		0	0	0			
Movement to/(from) Gen Reserve		<u>199,009</u>	<u>27,972</u>	<u>(171,037)</u>			

Committee Meeting:	Finance & General Purpose
Item:	10
Report of:	Parish Clerk
Date:	6 November 2025
Subject:	Budget 2026/27

Purpose of Report

1. This report scrutinises the draft committee budgets for 2026/27.

Summary

2. The report sets out the local and national context that needs to be considered in the preparation of budget proposals through the autumn. The draft budgets for each committee have been included for scrutiny.

Recommendations

3. **F&GP is recommended to:**
 - A) Confirm the draft F&GP for recommendation to Full Council (13 November 2025).**
 - B) Scrutinise the E&A and PT&T budget and make recommendations to Full Council.**
 - C) Consider the overall budget requirement for 2026/27 and make recommendations to Full Council**
 - D) Continue to review committees and the overall budget for further scrutiny at F&GP (11 December 2025)**
 - E) Authorise the Clerks to meet with the Committee Chairs to meet as and when required to discuss committee budgets and the overall budget.**

National Context

4. The UK's annual inflation rate, measured by the Consumer Prices Index (CPI), was 3.8% in September 2025. The next CPI figures will be released on 19th November.
5. At its meeting ending on 17 September 2025, the Monetary Policy Committee voted by a majority of 7–2 to maintain, to 4%. The result of the next rate review will be published on 6th November.
6. The date for the Autumn 2025 budget has not yet been set. The next Office for Budget Responsibility forecast will be released in the Autumn.
7. The nationally negotiated pay award for 2025/2026 has been agreed. It is understood that work on the 2026/27 pay claim will be undertaken this autumn to prevent any delay in the implementation from 1 April 2026

Parish Level Context

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

Fiscal year	Tax base	% Change
2019/20	2,841.4	- 0.56
2020/21	2,836.5	- 0.17
2021/22	2,848.4	0.42
2022/23	2,863.7	0.54

2023/24	2,848.9	- 0.52
2024/25	2,879.1	1.06
2025/26	2,878.1	- 0.03
2026/27	TBC	TBC

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

Council Tax Base

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

Fiscal year	Tax base	% Change
2019/20	2,841.4	- 0.56
2020/21	2,836.5	- 0.17
2021/22	2,848.4	0.42
2022/23	2,863.7	0.54
2023/24	2,848.9	- 0.52
2024/25	2,879.1	1.06
2025/26	2,872.1	-0.24%

11. It should be noted that no major housing developments have taken place in Lindfield Urban so we are unlikely to see any significant increase in the tax base figure. It may even be likely that the figure stays static or will fall. We expect to receive the tax base figure for the precept calculation in early December.

Inflation

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

Adequacy of Budgets

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

The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. ⁽¹⁾

Committee Budgets

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

Scrutiny of Committee Budgets and Reserves

17. The F&GP Chair and Clerk have scrutinised the committee budgets and reserves.

¹ Joint Panel on Accountability and Governance (JPAC) Practitioners' Guide, 2024, p38, para 5.34.

18. General reserve

Currently, the general reserve is run at approximately 35% of our planned expenditure. Given the number of projects being proposed and the need for significant cash flow, we recommend that the general reserve for 2026/27 be increased to 37.5% of the budget. This would mean a general reserve of £111k.

Overall Budget requirement for 2026/27

19. Anticipated funds in hand at 31 March 2026

Anticipated cash in hand	£221,632.23
AGAR Opening Balance	£170,038.00
Expenditure	(-) £253,813.21
Non budgeted expenditure	(-) £2,123.00
Income	(+) £16,862.44
Precept	(+) £290,668.00

Breakdown of funds held at 31Mar26	£221,632.23
General Reserve	£113,359.35
Funded Earmarked Reserves	£107,272.88
Allotment Deposits	£1,000.00

Precept calculation

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

A) Opening Balance	£113,359.35
B) Anticipated Income	(+) £17,000.00
C) Anticipated budget expenditure	(-) £302,277.81
D) General reserve	(-) £111,354.18
E) Earmarked reserves (new & top-up)	(-) £32,000.00
F) Shortfall	(-) £315,272.64

NOTE - It has been suggested that if we remove E&A items relating to the proposed toilets on the Common from the budget, we could reduce the precept requirement to £305k.

The actual cost to taxpayers is calculated using the tax base figure. We anticipate that the tax base figure will be confirmed by Mid Sussex District Council in early December 2025.

The following tables shows the council tax charges (**based on the 2025/26 tax base figure**). This table is for reference only until it can be updated with the 2026/27 tax base figure.

Band	24/25	26/27 315k precept (8.46% increase)		26/27 305k precept (4.93% increase)	
	Annual £	Annual £	Weekly increase £	Annual £	Weekly increase £
A	67.33	73.03	0.11	70.65	0.06
B	78.55	85.20	0.13	82.42	0.07
C	89.77	97.37	0.15	94.20	0.09
D	100.99	109.54	0.16	105.97	0.10
E	123.44	133.88	0.20	129.52	0.12

F	145.88	158.23	0.24	153.07	0.14
G	168.32	182.57	0.27	176.62	0.16
H	201.99	219.08	0.33	211.95	0.19

Policy Context

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

Financial Implications

22. The entire report deals with the financial issues.

Risk Management Implications

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

Appendices

- A F&GP Committee Budget 2026/27
- B E&A Committee Budget 2026/27
- C PT&T Committee Budget 2026/27
- D Reserves

Appendix A
F&GP Committee Budget

	25/26 budget	30-Sep-25	Anticipated	26/27 budget	25/26 vs 26/27
4000/Salary	£93,160.00	£38,528.00	£99,090.01	£106,586.95	-£13,426.95
4010/Tax & NI	£11,000.00	£4,528.00	£11,308.50	£12,988.04	-£1,988.04
4020/Pension	£14,000.00	£7,012.00	£18,034.38	£19,398.82	-£5,398.82
4110/Staff Expenses	£200.00	£30.00	£100.00	£200.00	£0.00
4111/Payroll Administration	£600.00	£0.00	£196.08	£600.00	£0.00
4120/Training	£2,000.00	£765.00	£1,200.00	£2,000.00	£0.00
4130/Bank Charges	£200.00	£45.00	£99.00	£100.00	£100.00
4140/Audit Fees	£2,500.00	-£635.00	£1,302.00	£2,750.00	-£250.00
4160/Insurance	£5,000.00	£3,085.00	£4,621.00	£4,500.00	£500.00
4170/Postage & Stationery	£200.00	£49.00	£149.00	£200.00	£0.00
4175/Annual Membership	£3,000.00	£2,194.00	£2,924.49	£3,000.00	£0.00
4180/Photocopying	£1,500.00	£800.00	£1,500.00	£1,200.00	£300.00
4190/Tele & Broadband	£2,500.00	£980.00	£2,500.00	£2,800.00	-£300.00
4200/IT & Website	£5,000.00	£6,079.00	£6,400.00	£8,000.00	-£3,000.00
4210/Office Equipment	£1,000.00	£295.00	£795.00	£1,000.00	£0.00
4221/Lindfield Ent Park	£700.00	£684.00	£684.00	£700.00	£0.00
4230/Grants Paid	£2,500.00	£1,563.00	£2,500.00	£2,500.00	£0.00
4240/Room Hire	£1,000.00	£379.00	£768.84	£1,200.00	-£200.00
4250/Cleaning Catering	£3,500.00	£1,387.00	£3,080.54	£3,800.00	-£300.00
4260/Newsletter & Ann Rep	£2,500.00	£750.00	£2,050.00	£2,500.00	£0.00
4265/Professional Fees	£5,000.00	£0.00	£2,500.00	£3,000.00	£2,000.00
4270/Chairs Allowance	£250.00	£0.00	£75.00	£250.00	£0.00
4271/Members Allowance	£6,450.00	£0.00	£5,676.00	£6,450.00	£0.00
4280/Councillor Expenses	£200.00	£0.00	£100.00	£200.00	£0.00
4292/Community Eng	£1,500.00	£339.00	£800.00	£1,500.00	£0.00
4295/Waste Collection	£1,500.00	£477.00	£1,150.00	£1,500.00	£0.00
4300/Election Expenses	£0.00	£150.00	£150.00	£0.00	
4310/PWLB Repayment	£21,331.00	£10,726.00	£21,331.00	£20,847.00	£484.00
4320/Electric Supply	£4,200.00	£1,022.00	£2,203.24	£4,326.00	-£126.00
4330/Water Supply	£200.00	£123.00	£273.46	£206.00	-£6.00
4340/Security Alarm System	£500.00	£460.00	£920.00	£500.00	£0.00
4350/Fire Safety System	£500.00	£0.00	£199.20	£500.00	£0.00
4360/Health & Safety	£100.00	£0.00	£100.00	£100.00	£0.00
4370/Publications	£200.00	£0.00	£150.00	£200.00	£0.00
4380/Data Protection	£300.00	£0.00	£185.00	£300.00	£0.00
4385/Vehicle	£4,000.00	£1,296.00	£4,000.00	£4,000.00	£0.00
4393/Maintenance/Imp CTH	£1,500.00	£108.00	£1,500.00	£1,500.00	£0.00
	£199,791.00	£83,219.00	£200,615.74	£221,402.81	-£21,611.81

Appendix B

E&A Committee Budget Recommended by E&A Committee 2nd October 2025

	25/26 budget	30-Sep-25	Anticipated	26/27 budget	25/26 vs 26/27
4450/Street Lighting Energy/Maintenance	£5,200.00	£2,883	£5,125.47	£6,000.00	-£800.00
4460/Street Lighting Purchase	£3,000.00	£0.00	£0.00	£3,000.00	£0.00
4465/Christmas Lights	£14,000.00	£0.00	£14,000.00	£14,000.00	£0.00
4471/Maintenance/Gardening	£1,500.00	£184	£1,000.00	£1,500.00	£0.00
4480/Christmas Festival Night	£1,500.00	£100	£1,200.00	£1,500.00	£0.00
4500/Digital Mapping	£525.00	£395	£395.00	£525.00	£0.00
4510/Grass Cutting	£2,400.00	£0.00	£2,400.00	£2,550.00	-£150.00
4521/Wilderness Field	£0.00	£800	£1,000.00	£0.00	
4530/Village Orderly Equipment	£1,000.00	£56.00	£500.00	£1,000.00	£0.00
4560/Denmans Lane Toilets Repairs	£5,000.00	£13.00	£3,000.00	£5,000.00	£0.00
4561/Denmans Lane Toilets Utilities	£20,230.00	£9,751	£20,677.00	£22,000.00	-£1,770.00
4565/Toilets on the Common Utilities	£13,350.00	£0.00	£0.00	£13,500.00	-£150.00
4566/Toilets on the Common Repairs	£3,500.00	£0.00	£0.00	£3,500.00	£0.00
4560/Climate Change Projects	£1,500.00	£559	£800.00	£1,500.00	£0.00
4750/Replacement Furniture	£1,000.00	£0.00	£0.00	£1,000.00	£0.00
4800/Emergency Equipment	£300.00	£0.00	£0.00	£300.00	£0.00
4825/Community Equipment	£300.00	£0.00	£0.00	£300.00	£0.00
4900/Village Archives	£200.00	£59.00	£100.00	£300.00	-£100.00
	£74,505.00	£14,800	£50,197.47	£77,475.00	-£2,970.00

Appendix C

PT&T Committee Budget Recommended by PT&T Committee 4th November 2025

Lindfield Parish Council

Committee	PTTC
Date	4/11/25
Item	5, 8, 9 & 10

Report:	8. Budget Report
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Summary

No expenditure to date. **2026-27 Budget discussions** for PTTC to commence 14th October 2025, **to agree proposals 4th November 2025** for consideration by F&GP. Proposal to 'vire' £250 from current year's RTPI budget to support TTWG 2025 25mph speed limit publicity.

With the District Plan currently under (critical) scrutiny, the government's plans for increased housebuilding, and devolution proposals, it would appear more likely that the Planning Reserve may be required in the foreseeable future.

The 2025/7 budget proposal includes £400 towards ancillary costs for PTTC, particularly publicity for the TTWG 2025 20 mph speed limit proposals. No other projects have been identified for which a budget, as opposed to reserve, will be required in the next financial year.

Current Position

Description	Cost Centre / Reserve	Budget 2025-26	Expenditure	Balance	Draft Budget 2026-27
2025-6: Real Time Passenger Information (RTPI) ¹	4973	£400	£0	£400	£400
2026-7: Ancillary Costs (e.g. working group publicity)					
Other projects?		?			?
sub-total Budget		£400	£0	£400	£400
Earmarked Reserve					
Planning Reserve ²	4995/335	£4,000		£4,000	£4,000
SID Replacement ^{3, 4}	4936/336	£3,500		£3,500	£3,650
sub-total Reserves		£7,500	£0	£7,500	£7,650
Total		£7,900	£0	£7,900	£8,050

Notes

1. To meet RTPI annual maintenance charge (none levied to date) to 'vire' £xxx to cover publicity expenditure for TTWG 2025 in respect of 20mph speed limit
2. Planning Reserve – in anticipation of external costs which may be incurred (e.g. reviewing the Neighbourhood Plan, addressing unforeseen planning issues, pursuing sustainable transport initiatives)
3. To meet the anticipated cost of repairing/replacing one of the ageing early SIDs, which are now over 5 years old and outside of the manufacturers guarantee period.
4. Residual balance £150 from 2025-6 RTPI budget £400, after £250 'vire' for TTWG to be added to SID replacement reserve

Recommended Action

To agree 2026-27 Budget and propose it to F&GP.

David Parsons
Deputy Parish Clerk

30th October 2025

Appendix D

Earmarked Reserves

Earmarked Reserves	25/26 budget	30-Sep-25 Expenditure	Anticipated Expenditure	26/27 budget	Top up
Toilets on the Common	£67,807.50			£67,807.50	£0.00
Wilderness Field	£8,465.38		£1,000.00	£11,465.38	£4,000.00
Council Elections	£2,700.00		£200.00	£6,500.00	£4,000.00
Plan 23-27	£5,000.00			£5,000.00	£0.00
Planning Reserve	£4,000.00			£4,000.00	£0.00
SID Replacement	£3,500.00			£3,500.00	£0.00
F&GP Plan 23-27	£15,000.00		£13,000.00	£5,000.00	£3,000.00
Rolling Asset Management	£20,000.00		£5,000.00	£35,000.00	£20,000.00
Village Clock				£1,000.00	
Total	£126,472.88		£19,200.00	£138,272.88	£32,000.00

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	11
Report of:	Parish Clerk
Date:	6 November 2025
Subject:	Bank Arrangements

Purpose of Report

1. Members are asked to consider on proposed bank product change and several updates.

Recommendation

The committee is asked to:

- a) Note the updates for Unity Trust, Hinckley & Rugby Building Society and Nationwide Building Society.
- b) Agree to increase the Charge Card payment limit.

Background

Unity Trust

2. Unity Trust Bank will be updating their Terms & Conditions wef 15 December 2025. A summary of the changes has been provided, which states the following:
 - Holding client funds: We've inserted a new clause (1.2), making it clear that Unity doesn't allow customers to hold client funds in their accounts.
 - Applicable Notice Periods: We've created a simpler table showing when and how we'll notify you of a change to your product(s) or this agreement.
 - When funds are deemed to have been received by us: Updates reflect the reduced timescales and clarify how and where you need to send cheques to us via the postal service.
 - Internet Banking Clauses removal: A separate document now covers what we call 'online banking' and our agreement with you when using this. You can find the End User Licence Agreement on our terms and conditions page at www.unity.co.uk/terms-and-conditions/
 - Protecting our customers from fraud: We've clarified the circumstances where we won't make a payment to protect you and other customers from fraud.
 - What happens if something goes wrong: We've separated out the previous contents of clauses 11.5 and 11.9 onwards, so it's clear what applies to Small Business Customers and Large Corporate Business Customers. We've also provided additional information about scams, what we consider to be careless behaviour and the impact to your refund entitlement.

Hinckley & Rugby Building Society

3. Hinckley & Rugby Building Society will be updating their Terms & Conditions wef 13 December 2025. Changes will apply to how they send electronic payments and the payment limit for online Faster Payments. Maximum online withdrawal of funds £25,000.

Nationwide Building Society

4. Nationwide Building Society has confirmed by email dated 8 October 2025 that their Customer Account Review has now been completed. The account is operating and is accessible as normal.

Lloyds Bank/Unity Trust Charge Card

5. Our Charge Card is currently limited to a monthly restriction of £1,000. When we applied, we had not asked for a monthly limit. It would appear, though, that we do need to provide a maximum figure. It is recommended for business continuity that this should be limited to £5,000.

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	12
Report of:	Parish Clerk
Date:	6 November 2025
Subject:	Procurement

Purpose of Report

1. Members are asked to consider a change to an existing service.

Summary

2. Members are asked to review and agree whether to accept the alternative BT phone service.

Recommendation

The committee is asked to:

- a) **Confirm whether or not to accept the proposed alternative system.**

Background

3. The Council agreed a 5-year contract with BT for both broadband and phones in 2022. This is due to expire in December 2027. Earlier this year, BT advised us that they were withdrawing our phone system. The system would cease to operate after 31 March 2026. Whilst this is very disappointing, we have not been satisfied with the phone system performance.

Alternative

4. BT have offered us an alternative solution, but this comes with a price increase. The mobile phones offered with the new system have seven years of security and software updates. As the new

Existing vs Proposed system

Description	Existing BT Onephone	Proposed BT Cloudvoice
Office phones	3 x Yealink T46U Free calls (excluding international, premium numbers etc)	3 x Yealink T46U Free calls (excluding international, premium numbers etc)
Mobiles	2 x Samsung A23 Unlimited texts Unlimited calls 10GB data per device	2 x Samsung S25 FE Unlimited texts Unlimited calls 50GB data per device
Contract term	5 years (but the product will be withdrawn)	5 years
Price	£ 106.99 per month	£159.15 per month

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	13
Report of:	Responsible Financial Officer
Date:	6 November 2025
Subject:	Internal Control and Audit Arrangements 2025

Purpose of Report

1. Members are asked to consider several matters concerning Internal Control and Audit Arrangements for 2025

Recommendation

The committee is asked to:

- a) Agree on which member will assist with the monthly bank reconciliations.
- b) Agree on which member will assist with the annual review of the effectiveness of internal control and overall internal audit for 2025/26.
- c) To note the External Auditor Report and Certificate 2024/25
- d) To note the updates on the:
 - i) Internal control check for the invoice period April to June 2025,
 - ii) Internal Auditors

Background

2. Monthly bank reconciliations
Cllr Beecroft has historically signed the monthly bank reconciliations. As Cllr Beecroft is now the Vice Chair of Council, we need another member to assist with this process.
3. Annual review of the effectiveness of internal control and overall internal audit for 2025/26
May we invite a member to help with the annual review of the effectiveness of internal control and overall internal audit for 2025/26, please?
4. External Auditor Report and Certificate 2024/25
Clean audit. Rec'd 15-Sep-25 & copy certificate circulated to members.
This can be viewed here:
5. Internal control check for invoice period April to June 2025
These have been carried out by Cllr Beecroft on 18-Sep-25. No matters of concern raised.
6. Internal Auditors
Mulberry and Co were noted as being the appointed internal auditors by FC at their meeting held on 18-Jul-24, min ref 153.87. A three-year contract had been agreed to by FC at their meeting held on 14-Sep-23, min ref 57.9 up to and including 31-Mar-26. An Engagement Letter had been received dated 20 Sep 2023, accepting instructions to act on behalf of Lindfield Parish Council, setting out the following:
 - i. Period of Engagement.
 - ii. Responsibilities of the Council & Internal auditors.
 - iii. Scope of audit.
 - iv. Electronic Publication.
 - v. Communication.
 - vi. Other Services.
 - vii. Limitation of Liability.
 - viii. Fees.
 - ix. Cancellation of Services.
 - x. Agreement of Terms.
7. The internal audit considers both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud arrangements. Visits are normally agreed twice in the financial year. An Interim audit for the current financial year has been arranged for Wednesday, 19-Nov-25.

Committee Meeting:	Finance & General Purpose
Item:	16
Report of:	Parish Clerk
Date:	6 November 2025
Subject:	Policy Documents

Purpose of Report

1. Members are asked to consider whether any updates are required to several existing policies.

Summary

2. Members are asked to review four existing policy documents.

Recommendation

The committee is asked to:

- a) **Review the policy documents and confirm which option to take for each one.**

Background

3. The council has four policy documents that need to be ratified or updated. These are:
 - Investment policy – [Click here](#).
 - Reserves policy – [Click here](#).
 - Grants policy – [Click here](#).
 - Vehicle policy – appended.

Options

4. For each policy, there appear to be the following options:
 - a) Ratify the policy for another 12 months.
 - b) Propose amendments at this meeting.
 - c) Ask the policy working group (and grants working group if required) to review documents and bring them back to the committee with suggestions.

LINDFIELD PARISH COUNCIL (LPC)

VEHICLE USAGE & DRIVING AT WORK POLICY

1 Works Vehicle

LPC provides a works vehicle to be used by employees for business purposes only.

LPC will ensure that when choosing a works vehicle to be used on behalf of the council it is entirely suitable for the intended purpose and that utmost importance is placed on safety features.

The works vehicle is a Mercedes Benz Evito. It has an automatic transmission.

The vehicle is stored at Lindfield Enterprise Park when not in use or being charged.

LPC will ensure that all work vehicles are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules.

2 Authorised Driver

Only employees over the age of 25 who hold a full driving licence valid for driving in the UK may drive the vehicle with the knowledge of the Parish Clerk or Deputy Clerk.

Anyone wishing to use the vehicle must provide the Parish Clerk with a copy of their driving licence prior to driving the vehicle.

Employees must notify the Parish Clerk of any changes to their driving license details as soon as possible, this includes any penalty points and the reason for the penalty, or any health conditions that may affect their ability to drive. Failure to do so could invalidate any insurance cover, and may lead to disciplinary action for employees.

All employees will be required to present their driving documents every six months for inspection.

3 Works vehicle usage

The works vehicle is for use on **LPC business only, NOT personal use**. This means:

- a. Use by the Village Orderly to carry out their job roles, or any other tasks instructed by the Parish & Deputy Parish Clerk;
- b. Visits to conferences, meetings or training courses etc.

The works vehicle **MUST NOT** under any circumstances, be taken home prior to a journey.

The works vehicle **MUST be returned to Lindfield Enterprise Park** at the end of your journey and not taken home.

Each journey must be logged in the 'Journey log' kept in the vehicle. The log shall record the name of the driver, the date and the details and purpose of the journey.

If it appears that there has been wilful misuse of the vehicle, then we may consider disciplinary action & recover any incurred unauthorised usage costs.

4 Private vehicle usage

Employees and councillors may elect to use the works vehicle over the use of their own vehicle to undertake council duties. If the works vehicle is not available then they can choose to use their own vehicle and are entitled to claim travel allowance at 45p/mile (rates are subject to change) for each journey by completion of a Travelling allowance claim form.

Employees must ensure that any vehicle which is used on LPC business is adequately insured for personal business usage.

Any vehicle used should be fit for the purpose it is being used for and the same vehicle safety checks required for driving the works vehicle should also be carried out before employees and councillors drive their own vehicles for LPC business. Private vehicles should not be used for LPC business in an un-roadworthy condition. Vehicles may be subject to spot checks to ensure they are roadworthy.

Councillors and/or employees travelling for the same purpose should travel together in order to save costs.

5 Fuel

The vehicle is electrically powered.

Drivers of the vehicle are not expected to pay for charging themselves. Accounts will be set up and maintained for EV charging via the Connected Kerb app.

6 Vehicle Safety

Before driving the vehicle, each driver must complete a vehicle safety checklist & defect form which are kept in the vehicle. It is the driver's responsibility to ensure that the vehicle is roadworthy before every journey. The checklist must be dated and signed. Completed forms are kept in the LPC office.

A vehicle defect form must be completed as soon as a defect is found. The completed form must be handed to the Parish Clerk immediately. Verbal reporting of a defect without completing a defect form is not acceptable.

All reported defects will be dealt with promptly. If the works vehicle has a serious defect making it unsafe for drivers and/or members of the public it will be taken off the road immediately until a repair has been carried out.

Any damage to the works vehicle must be reported immediately.

Anyone using the vehicle must ensure that it is kept in good condition. This includes keeping it clean and ensuring the tyre pressures, lights, oil, water, etc are up to the required standard.

7 Driver Safety

LPC has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of LPC's policies and procedures, e.g. what to do in the event of an incident.

All drivers must follow all procedures detailed in the driver handbook. All drivers must report all at-work crashes and collisions promptly having followed the procedure detailed in the driver handbook.

All drivers are required to report any road safety concerns that they have within a reasonable period of time.

Seat belts must be worn at all times when fitted.

The Works vehicle has Bluetooth connectivity for mobile phones, and drivers may connect their mobile phones to the works vehicle 'smartphone display audio' facility prior to setting off on a journey, but must only use the phone through the audio facility when appropriate, and must try and keep calls brief.

8 Driver's Responsibilities

Anyone driving a vehicle on LPC business, whether it is the works vehicle or in their own vehicle have a responsibility to drive safely and make every effort to safeguard their own safety and that of others.

Drivers have a responsibility to ensure that they are fit to drive. Any driver who may be unfit to drive must inform their line manager or the Parish Clerk immediately. They must not drive.

Drivers must comply with all road traffic laws. Any speeding fines and parking tickets will be the responsibility of the person driving the vehicle when the fine was incurred, and will not be paid for by LPC.

Never leave valuables or possessions on show in the vehicle. Keep valuable items out of view when it is parked or unattended.

Always lock all doors and windows when leaving the vehicle.

Do not leave the vehicle unattended with the engine running.

Smoking is not allowed in any vehicle used for LPC business.

All rubbish is to be removed from the vehicle at the end of the journey.

9 Journey Planning

Road journeys will only be carried out when they are really necessary.

LPC will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods.

LINDFIELD PARISH COUNCIL (LPC)

LPC will monitor weather conditions and will reschedule if conditions become too dangerous for the drivers.

10 Drink and Drugs, including medicines

LPC operates a zero-tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action for employees, and any employee prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drunk driving limit must inform their line manager or the Parish Clerk. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may be taken. Any driver taking prescription or over-the-counter medicines must check that they are still fit to drive.

Committee Meeting:	Finance & General Purpose
Item:	18
Report of:	Parish Clerk
Date:	6 November 2025
Subject:	Clerk & RFO report

Clerk's Report

1. Photocopier
We have signed a five-year agreement with Aim Copiers for a new device. The device is due to be delivered just after Christmas Festival Night.
2. Website
Subject to technical input from Cllr Nisbett, we have provisionally agreed upon a new website provider.
3. Solar Panels
Full Council agreed to ratify F&GP's solar panel recommendation. It is hoped that the installation of the panels will take place in the next few weeks.
4. Canva
We have started a trial of Canva. This software was used to help create the updated grants leaflet. We have spoken to colleagues at Haywards Heath Town Council regarding how they use the software and its benefits.
5. Van
We have signed a two-year contract hire agreement on our existing vehicle.
6. Recruitment
Applications for the Deputy Clerk Position close at 5 pm on Wednesday, 5th November. Shortlisting will take place very.

RFO's Report

7. VAT Reclaim
Application for VAT Claim for Refund submitted to HMRC 28 Oct 2025 for invoice period July to September 2025, totalling £2,212.08.
8. Governance
Internal control check for invoice period April to June 2025, carried out by Cllr AB on 18 September 2025, with grateful thanks. No matters of concern raised.

2025/26 Financial Management Risk Assessment

LINDFIELD PARISH COUNCIL					Date	Nov-25	
FINANCIAL MANAGEMENT RISK ASSESSMENT					Review Date	Nov-26	
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
Financial Management	Parish Residents The Council Councillors Council Officers	- Poor controls resulting in misstatement of affairs and potential sanction or failure - Fraud / Prosecution - Reputational Issues - Insufficient budgetary controls leading to overspending or inability to undertake activities	Medium	Low	+ Standing Orders(SO) / Financial Regulations(FR) based on best practice models from NALC, documented and formally reviewed at each Annual Meeting with identified issues minuted and action points followed up + Responsible Financial Officer (RFO) appointed to manage Council's finances following SO and FR + Budgetary control / financial reporting system maintained providing an audit trail for transactions. + RFO attends training as available / required + Quarterly checks by Chair or Vice Chair of F&GP Committee + 'Internal audit' undertaken biannually by independent third party + Regular financial reports presented to Committees and Council and minuted + Reports of internal and external auditors submitted to the Council + Annual Review of Effectiveness of Internal Audit and Internal Control procedures completed (desktop) + Two signatures required to authorise payments + Investment Policy in place - ineffective oversight / checks or collusion	Low	Risk Assessment 'High' cannot be accepted
							Experienced and diligent RFO alongside check and audit regime appears to have been effective to date 1. Consider rotating quartely checks to other appropriately experienced Councillors 2. Rotate Councillor responsible for signing off Annual review of Effectiveness
Burglary / theft / attack	The Council Council Officers	- Physical threat to personal safety - Mental impact of incident - Loss of money - Damage to property	High	Low	+ Minimal amounts of cash are received or kept on the premises (Max £100 at Village Christmas Festival, usually far less) + Records of cash maintained on a timely basis + Cash and cheques banked promptly after receipt. + Debtors increasingly encouraged to pay by directly into the Council's bank account rather than by cheque + Cash is kept in locked metal cupboard in rear office. + We no longer operate a petty cash float. + Presence of cash not obvious i.e. not transferred in bank bags! + All incidents reported to police + Staff instructed to hand over cash if approached by miscreants + Building secured in line with best practice – locks on outer and inner doors into the office and all windows + Intruder alarm installed, maintained and activated when office is unoccupied + Doors and windows locked whenever offices are unoccupied. + Intruder alarm activated at the end of the working day + Appropriate insurance in place – personal injury, loss of money, material damage - Regular lone working in office (policy in place and security measures considereed suitable) - Consider panic alarms / cash banking proceedures in the event that more cash held or in the light of increased risk in the neighbourhood (Police advice sought if necessay) but at present considred a low risk environment - No regular training/reading protocol established	Low	- As a relatively low profile site with minimal cash or other valuable items held the overall Risk Assesment is assesed as Low - Improvements in training (regular reading regime) and consideration of personal/attack alarms should be considered in the light of developments

2025/26 Financial Management Risk Assessment

LINDFIELD PARISH COUNCIL					Date	Nov-25	
FINANCIAL MANAGEMENT RISK ASSESSMENT					Review Date	Nov-26	
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Failure to maintain an effective payments system	The Council Councillors Council Officers	- Unauthorised payments made - Reputational risk - Fraud - Impact on budget and ability to deliver obligations - Overdue payments leading to increased costs / legal dispute / loss of service provider	Medium	Low	+ RFO appointed to manage and record expenditure in line with budgets and wider governance + All cheques signed by two Councillors who initial counterfoils and related invoices + All payments to be supported by invoice / voucher, allocated to cost centre in line with budgets and entered into cashbook + Payments ratified by Council and recorded in the Minutes + Quarterly checks by Chair of F&GP Committee + Independent checking by Internal Auditor - Ineffective Rotation of checking Councillor potentially leading to lack of challenge - Fraud / collusion by two signatories and / or RFO (impossible to eliminate) but checks and balances detailed should minimise the risk	Low	- Appropriate processes and experienced staff in place 1. Consider rotating quarterly checks to other appropriately experienced Councillors
Incurring expenditure without proper legal authority	The Council Councillors Council Officers	- Unlawful actions - Potential personal liability - Reputational Risks	Medium	Low	+ Record in the Minutes the powers under which expenditure is being approved (as required by FR) + Advice to be taken from SSALC / MSDC Legal Officer if necessary	Low	No evidence of issues 1. Recording of the powers under which the expenditure is incurred requires more consistent application
Failure to ensure proper use of funds under specific powers / S137	The Council Councillors Council Officers	- Unlawful actions - Potential personal liability - Reputational Risks	Low	Low	+ wef July 2019 General Power of Competence adopted + Check no other statutory power is available before authorising payments under S137 (in practice only used for Charitable Grants). + Ensure total expenditure does not exceed statutory limitation for Council (£X.00 x number of electors) - included in Annual (March) Council Minutes + All expenditure under S137 to be recorded separately in cash book + Ensure all grant applications are complete and fully supported prior to submission to committee/council + All approvals properly recorded in the minutes - Need to justify how expenditure is for the benefit of the community	Low	No evidence of issues
Failure to comply with Customs & Excise regulations	The Council Councillors Council Officers	- Unlawful actions - Potential personal liability - Reputational Risks	Low	Low	+ Value Added Tax is administered in line with published guidance from HMRC Notice 749. + Further guidance sought from HMRC where necessary + Ensure that all input tax is properly recorded + VAT claims promptly submitted + Claims reconciled to Cash Book	Low	A diligent approach taken notwithstanding the relatively small VAT Claims sought
Assets inappropriately managed / lost / stolen	Parish Residents The Council Councillors Council Officers	- Assets bought from public purse lost or stolen - Duplication / waste - Reputational Risks	Low	Low	+ Clerk & RFO responsible for maintenance of Asset Register + RBS software used to manage asset register + Orderly to manage recording with periodic spot checks by Parish Clerk - Review and reconciliation ongoing - Multi location of assets (Allotment sheds, Parish Office) makes reconciliation difficult	Low	Whilst overall Risk is considered low some tightening up is appropriate. We have are starting to use W3W for locations.
Failure to comply with HMRC Regulations	The Council Councillors Council Officers	- Fines - Reputational Risks	Low	Low	+ Payroll outsourced to WSCC / their provider - Loss of control/knowledge by Council	Low	Reliant on third party(s) however expertise should be appropriate
Failure to set a precept within sound budgeting arrangements	Parish Residents The Council Councillors Council Officers	- Inability to carry out required activities / pay bills - Censure? / bail out - Reputational Risks	High	Low	+ RFO to provide budget of costs and income, recognising Council's plans and resources in conjunction with Parish Clerk + F&GP to review and make recommendations to Full Council for approval within the required timescales + Regular budget reporting to F&GP with material variances flagged in line with FR and SO, escalated to Full Council accordingly - Unforseen or material expenditure omitted from budgets	Low	No issues to date and Council resources appear adequate for all foreseeable expenditure

2025/26 Financial Management Risk Assessment

LINDFIELD PARISH COUNCIL					Date	Nov-25	
FINANCIAL MANAGEMENT RISK ASSESSMENT					Review Date	Nov-26	
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Failure in duties re Electors' Rights	Council	- Inability to carry out required activities / pay bills - Censure? / bail out - Reputational Risks	High	Low	+ Procedure in place to make accounts documentation available for inspection by electors and to display or publish notices and statements of account as prescribed. - Administrative error - Concentration of knowledge in one individual (<i>in extremis</i> outside help could be sought)	Low	No issues to date and Audit reports uncritical
Insurance	Council Residents	- Loss of assets / cash - Sub contractors insurance - Allotment - users	High	Medium	+ Insurance maintained to protect cover foreseeable events - an element of self insurance (last reviewed 2005) - Ensuring Asset Register and sums insured match - obtaining sub contractors insurance - Use of lawn mowers by allotment holders	Medium	(1) the self insurance approach has not been reviewed since 2005
Committee Approval	F&GP				Clerk Signature	Andrew Funnell	
Date	tba				Date	tba	

Office / DSE Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Unsafe / Poor quality Premises	Officers Councillors Council Visitors Tenant	- Structural Defects - Injury - Asbestos risks to health - Glazing resulting in cuts - Reputational - Difficulty retaining/employing staff	High	Low	+ New premises to Council acquired 2012 and works undertaken (incl window replacement, electrical installation) following survey + No asbestos identified in survey (building dates from ~1986 when asbestos issues well known and <i>shouldn't</i> have been used in construction). Considered medium risk unless disturbed. + All glass replaced following acquisition to current specifications (Safety Glass used below 1.2m) + Issues identified are promptly addressed and remedied (<£1k within Parish Clerk discretion and otherwise after reference to authorising committee) + Annual inspection by end of June to allow time for quotations before budget process begins (F&GP July meeting) + Consider new survey after 15 years (or earlier if material deterioration identified) - Inadequate budget provision - Inability to maintain building contents and equipment - Unidentified construction defects	Low	No material issues identified and building maintained to a good standard LPC staff have recently started received workplace first aid training.
Unsafe/ poor quality office furniture, fixtures & fittings	Officers Councillors Council Visitors	- Injury - Longer term health issues - Reputational - Difficulty retaining/employing staff	Medium	Low	+ Equipment in good condition and replaced / repaired if issues identified + Windows replaced at time of occupation to meet appropriate standards (safety glass utilised) + Condition of office furniture / fittings / workstations reliant on staff reporting and Parish Clerk observation + Issues identified are promptly addressed and remedied (<£1k within Parish Clerk discretion and otherwise after reference to authorising committee) - Inadequate budget / planning	Low	No issues identified and fixtures and fittings appropriately maintained
Uneven / Slippery Surfaces	Officers Councillors Council Visitors	- Trips, injury	Medium	Low	+ Floors, stairs in good condition + Rapid addressing of identified defects + Access paths, steps in good condition + Hard floors kept clean and dry	Low	No issues identified and surfaces properly maintained

Office / DSE Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Fire / Flood	Officers Councillors Council Visitors Tenant	- Personal injury or death - Loss of premises - Financial Loss - Inability to carry out Council's business	Medium	Low	+ Fire alarm system including remote monitoring with smoke detectors installed + Fire alarm checked weekly + Emergency lighting and extinguishers (visual inspection) checked monthly + Fire extinguishers, alarm and emergency lighting serviced twice yearly + No accelerants (fuel etc) stored on site. Batteries stored in COSH cupboard. + appropriate signage in place + Furniture complies with regulations + Evacuation procedure - leave building and congregate on Lewes Road. Fire Marshall responsible for ensuring floor clear and obtaining report from First Floor + Fire Marshall carried out and recorded + Full professional risk assessment conducted by Phoenix Fire Dec Annually + Fire training for staff + Ability to work off site proven during Covid lockdowns. Provided backups/Cloud storage remains effective, day to day activity could continue (assumes no staff impacted by Fire / Flood incident) - Equipment poorly maintained - staff training inadequate	Medium	LPC staff have received Fire equipment training April 2021. Fire Marshall procedure not fully documented and tenant involvement unclear, hence Medium Risk assesment. Need to clarify Landlord obligations (if any)
Electrical Safety	Officers Councillors Council Visitors Tenant	- unsafe installation - poorly maintained appliances - overloaded sockets	High	Low	+ rewired when building acquired 2012 to current standards + Training in use of equipment arranged (if appropriate) + Repairs / maintenance undertaken if issues identified + No over loading of sockets + PAT testing annually + Warning sign on door of fusebox / meter cupboard + Fusebox / meter cupboard kept locked + All work carried out by qualified electricians - Wiring test now due	Medium	No identified problems with installations or use

Office / DSE Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Ventilation	Officers Councillors Visitors	- as highlighted during the Covid pandemic, stale air allows germs / virus to 'hang around' - potential increased risk of illness / absence	Medium	Low	+ effective physical ventilation fan installed, to achieve regular air changes within the building + relatively spacious office with low numbers on site + opening windows allow enhanced ventilation in clement waether - noisy in use, so infrequently switched on - 'ventilation dead spots' in areas with closed doors (kitchen & wc has lower level mechanical ventilation)	Low	Effective system in place - reliant on manual operation
Display Screen Equipment / Workstations							
Workstations	Officers Occasional users	- as detailed below	Medium	Low	+ All workstations are assessed to ensure compliance with the HSE guidance. On joining and when changes made with central record maintained + Guidance held in Zurich Folder - Staff repeat previous assertion without testing against current criteria	Low	Workstations in good condition with sufficient space and clear desk policy applied RFO desk move requires re-assessment and consider 5 year reassessment as best practice for all
Eyestrain	Officers	- longer term damage to sight - posture issues created or exacerbated	Medium	Low	+ screens have adjustable brightness and contrast. + Reflections or glare are minimised by using blinds/ reduced lighting and workstation siting. + Staff are encouraged to take regular breaks away from the screen. - screens are not height adjustable and so reliant on 'packing' to achieve appropriate customisation - characters faded on keyboards	Medium	Whilst no evident issues best practice in terms of eyesight tests is not followed.

Office / DSE Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Work related upper limb disorders	Officers	- discomfort caused by eyestrain or poor workstation set up - longer terms posture issues	Medium	Medium	+ Staff are encouraged to take regular breaks away from the screen. + Wrist rests are provided to staff who request them. + Document holders are provided to staff if requested. + The desks and workstation are sufficiently large to allow users to find a comfortable position. + New staff are provided with guidance on correct seating postures. (HSE leaflet issued to employees). - tendency to slouch at workstation despite HDE guidance provided	Low	Recommended checks are undertaken
Backpain	Officers	- discomfort caused by eyestrain or poor workstation set up - longer term posture issues	Medium	Medium	+ Staff are provided with a seat which is adjustable in height and tilt. + The seat can move freely across the floor. + There is room under the workstations for users legs. + Staff are encouraged to take regular breaks away from the screen. + Staff are provided with guidance on correct seating postures (HSE leaflet issued to employees).	Low	Recommended checks are undertaken
Stress and Fatigue	Officers	- discomfort caused by eyestrain or poor workstation set up - longer term posture issues - excessive working due to volume / pressure points	High	Low	+ Staff are encouraged to take regular breaks away from the screen. + Suitable Software is obtained to assist the user in their work + Working hours monitored and scope to take time in lieu	Low	Work related stress and fatigue considered manageable in the light of staffing levels to workload and small team allowing management of workloads appropriately
Committee Approval	F&GP				Clerk / Deputy Clerk Signature		
Date	tba				Date	tba	

2025/26 Van Risk Assessment

LINDFIELD PARISH COUNCIL					Date	Nov-25	
FINANCIAL MANAGEMENT RISK ASSESSMENT					Review Date	Nov-26	
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Adverse weather	Driver / passengers / other road users	Accident leading to injury	High	Low	Drivers should modify their driving to suit conditions. In exceptionally bad conditions they should pull off the road or as far in to the side of the road as possible. They should not continue with the journey until it is safe to do so.	Medium	
Breakdown	Driver/passengers	Accident leading to injury	High	Medium	Servicing is undertaken on all vehicles in line with the manufacturer's recommendations. Daily check of controls. Vehicle is under 4 years old and low millage.	Medium	
Driver competence	Driver / passengers / council	Invalid insurance	Medium	Low	Driver must be competent and hold valid UK or European driving licence for Class B and BE (if required to pull trailer). Licences to be checked at least annually by viewing paper copy. Where a significant number of penalty points are current, a further assessment will be required (see below) which will include checks at more frequent intervals.	Low	
Manual Handling	Driver/passengers	Musculo skeletal disorders	Medium	Low	The transport and handling of materials will be subject to dynamic risk assessments where weights are bulky or heavy (guideline – 15kg for males, 10 kg for females). Suitability of vehicle to be considered	Low	
Running out of charge	Driver/passengers	Vehicle is temporarily unusable until charged.	Medium	Low	Drivers must monitor battery status. Vehcile should not be used, unless taken to charging point, if under 20% battery left	Low	
Driver tiredness	Driver/passengers	Reduced alertness leading to RTA	High	Medium	Statutory mini mum breaks - rest periods must be taken. Drivers must report to office if they feel unfit to drive.	Medium	
Theft of vehicle resulting in RTA	Thief / other road users	Accident leading to injury	High	Medium	Engine to be stopped and keys removed when driver exits cab.	Medium	
Being run into by another vehicle whilst broken down	Driver/passengers	Accident leading to injury/death	High	Medium	Driver to pull in to side of road as much as possible, keep lights on and put hazard warning lights on. Help should be sought by phone. If on Motorway or other busy road, the driver should leave vehicle and place warning triangle 100m behind vehicle	Medium	
Mobile phone usage	Driver/passengers	Accident leading to injury/death	High	Medium	Phone not to be answered whilst vehicle is being driven. Driver to call back when safe to do so. Driver to make calls whilst stationary, handbrake applied and engine out of gear.	Medium	
Drugs, alcohol, substances	Driver/passengers	Mental state affected leading to RTA	High	Low	If a driver feels that they are under the influence of any drug or gas and are therefore unfit to drive they must inform management immediately, no matter where they are, and not attempt to drive.	Medium	
Hazardous materials	Driver/passengers	Various	Medium	Medium	Drivers must be instructed and informed about any hazardous material they may be required to carry in company vehicles, the dangers that may arise, and the action to take in an emergency. Up to 5 litres of LPG or petrol may be carried if vehicle is well ventilated. Hazardous materials must be contained in appropriate containers	Medium	
Statutory obligations not being meet	Driver / Council	Criminal charges & reputational damage	High	Low	Contract Hire Provider fails to complete the required paperwork. Chassis number does not match number plate	Medium	LPC to check .gov website to ensure that paperwork has been completed.
Committee Approval	F&GP				Clerk Signature	Andrew Funnell	
Date	tba				Date	tba	

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	
20Mar25	Devolution update		WSALC	W.Blunden L.Grace T.Webster	Clerk
20Mar25	Information, misinformation and malinformation		Community Security Trust	L.Grace	
13May25	Clerks Networking Day	Yes	WSALC		Clerk
17Jun25	Neurodiversity	Yes	WSALC	L.Grace	
24Jun25	Civic, Military, the NHS and Emergency Services Reception		The Bishop of Chichester	T.Webster	
5Jul25	Summer Serenade		Coro Nuovo	C.Wood	
10Jul25	Mulberry Finance Day	Yes	Mulberry		Clerk RFO
6Aug25	Alison Bennet MP			A.Beecroft T.Webster	Clerk
21Aug25	Cllrs Environmental Networking		Hurstpierpoint & Sayers Common PC	L.Grace D.Woolley	
28Aug25	Chairs: Leading Council & Committee Meetings with Confidence		Mulberry	L.Grace	
9Oct25	Communications Workshop		Breakthrough	A.Beecroft W.Blunden L.Grace S.Nisbett V.Upton T.Webster C.Wood D.Woolley	Clerk Deputy Clerk RFO VO
15Oct25	AGAR Assertion 10	Yes	Mulberry		Clerk
29Oct25	Planning for the Future: Navigating the new planning framework	Yes	NALC		Deputy Clerk
31Oct25	Emergency First Aid at Work	Yes	Tigerly First Aid		Clerk
4Nov25	WSALC AGM		WSALC	T.Webster	Clerk
18Nov25	New Councillor Training	Yes	WSALC	D.Lowman	