

Committee Meeting:	Finance & General Purpose
Item:	8
Report of:	Parish Clerk
Date:	29 May 2025
Subject:	Committee Work Schedule

Purpose of Report:

1. Members are asked to note the update 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

July	Photocopier contract: Consider quotes. Solar panels for Clock Tower House: Consider quotes.
September	Van contact: Consider quotations. 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.

F&GP working groups

Insurance and Risk Management.

Remit: to review the insurance policies of the Council in consultation with the Clerk and RFO; to make recommendations to the F&GP Committee on changes to the insurance cover arising from such reviews; to conduct a periodic review of the Council's insurance providers and submit a written comparison of proposals to F&GP with recommendations; to oversee the Council's risk management procedures to ensure that the requirements were met, reporting to F&GP and other committees as appropriate.

Administration & HR.

Remit: to oversee all matters relating to the Parish Council's office property, employment matters and the running and maintenance of the Parish Office within the agreed Administration Budget and in consultation with the Parish Clerk, including periodic checks of the premises and working practices for compliance with Health and Safety and Risk Management requirements.

Grants Panel.

Remit: to assess applications for grant funding and make recommendations to the F&GP Committee.

Toilets on the Common.

Remit: to liaise with the surveyors and others in the delivery of the project and report to the F&GP Committee.

Clock Tower House Lease & Enterprise Park.

Remit: to consider any matters relating to the Clock Tower House Lease and the Lindfield Enterprise Park. To make recommendations to the F&GP committee.

Policies.

Remit: consider existing and proposed policies and make recommendations to F&GP.

Plan 23-27.

Remit: to consider any amendments to plan. Liaise with committees over their aims and objectives. Make recommendations to F&GP.

Working Group existing membership 2023-24	AB	WB	LG	VU	TW	
Insurance and Risk Management	X		X			
Administration & HR.	X	X		X		
Grants Panel.		X	X	X		
Toilets on the Common.	X	X		X	X	
Clock Tower House Lease & Enterprise Park.		X		X		
Policies.		X	X		X	
Plan 23-27.		X	X	X		

Action required: Members are asked to confirm the membership for 2025/26.

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.25. - 31.03.26

Per budget 2,500.00	date agreed	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	23/24	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	
								£440.00	
								£300.00	
Total agreed to date					£0.00	£0.00			
As at 06.03.25		Balance in hand			2,500.00				
		Total Balance in hand			2,500.00				



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: Friends of Lindfield Playgrounds
2	Address of organisation: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
3	Contact name: Amy Beecroft Telephone number: [REDACTED] Email address: [REDACTED]
4	Position in organisation: Treasurer
5	Is the organisation a registered charity? If yes, please confirm Charity Number. Yes 1212457
6	What would the grant/donation be used for? 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)
7	How would it benefit the Parish? Our aims are twofold. Firstly, to work with the local authorities to re-fit and improve the equipment and design within the Lindfield playgrounds. With an eye on making that equipment as inclusive and stimulating as possible. Secondly, we want to encourage play both in the playgrounds and outside too, to promote physical and social activity and encourage creativity, spontaneity and a sense of adventure in children of all ages. Our stated charity objects are: THE OBJECTS OF THE CIO ARE FOR THE PUBLIC BENEFIT, TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION FOR ALL CHILDREN AND YOUNG PEOPLE IN LINDFIELD WITH THE OBJECT OF IMPROVING THEIR CONDITION OF LIFE BY PROVIDING, INSTALLING AND



LINDFIELD PARISH COUNCIL

	MAINTAINING EQUIPMENT IN PLAYGROUNDS WITHIN THE AREA AND SUCH OTHER OPPORTUNITIES FOR PLAY AS THE TRUSTEES DEEM FIT.
8	Total cost of project? £500
9	Total amount requested? Any amount up to £500 would be very gratefully received
10	Are you applying to other organisations for funding? We have ask the Lindfield Society for a £100 contribution
11	Successful applications will be settled by online bank transfer. Please provide: Account name: Friends of Lindfield Playground The bank account will be with Coop the application is still in progress so no details currently. Sort code: Account number:

Declaration	
Signed	Amy Beecroft
Date	14 th March 2025
Name (In Capital)	Amy Beecroft

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.



LINDFIELD PARISH COUNCIL

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 11-12
RFO Summary to 31st March 2025 (prior to year end adjustment)

- 1) Detailed Income & Expenditure by Budget Heading
- 2) Expenditure from Earmarked Reserves
- 3) Barclays Bank Current Account - Analysis of Payments made between 1 and 31 March 2025
- 4) Unity Trust Current Account - Analysis of Payments made between 1 and 31 March 2025.
I have had to make an adjustment to the Rialtas analysis of payments report regarding a duplicate software entry that was made in error to record the transfer of funds of £13,683.18 between Barclays bank and Unity Trust bank.
- 5) Bank – Cash and Investment Reconciliation to 31 March 2025

Payments that were received in March 2025.

- 1) Barclays Business Current Account:
£808.00 CTH Rent for March 2025.
There were no other payments. The automatic transfer facility has now been cancelled.
- 2) Barclays Business Premium Account:
£243.34 Interest for the period 2 Dec 2024 to 2 Mar 2025.
- 3) Unity Trust Current Account:
Internal transfer of funds from Unity Trust Savings account to fund online payments and monthly standing order.
- 4) Unity Trust Savings Account:
£324.69 Interest for the period 1 Jan to 31 Mar 2025.
- 5) Nationwide Building Society:
£139.66 Interest for March 2025.

Transfer of Funds March 2025:

£13,683.18 was transferred from Barclays Business Premium account to Unity Trust Bank Current account to assist with payment to West Sussex County Council in respect of an invoice reflecting salaries and members allowances that were paid for the month of February 2025.

Earmarked Reserves Expenditure March 2025 (Net of VAT)

£1,375 - Toilets on Common Construction: Site visit – Drainage Exploratory Works (Eyes On Drainage Services Ltd)

General Reserves Expenditure March 2025 (Net of VAT)

There was no planned expenditure.

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

There has been a change in overspent budget headings since my report for February 2025:

- 1) 4160 F&GP Insurance – 130.4% (remains unchanged).
- 2) 4350 Fire Safety System – 150.20% (new overspend). Overspend due to meeting the cost of the supply of new, replacement equipment following the annual service that was carried out in respect of the fire equipment. In addition, two new fire alarm batteries had to be purchased following a six-monthly fire alarm service. These costs are partially recoverable from the CTH service charge.
- 3) 4450 E&A Street Lighting Energy/Maintenance – 135.2% (remains unchanged).
- 4) 4561 E&A Denmans Lane Toilets Utilities – 167.1% (increased overspend). Overspend continues mainly due to the change in supplier for daily cleaning services.

Tracy Ely
Responsible Financial Officer

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance & General Purposes</u>							
1076 Precept	257,000	257,000	0			100.0%	
1090 Interest Received	4,616	1,500	(3,116)			307.7%	
1120 Clock Tower House Rental	9,696	9,696	0			100.0%	
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	273,628	270,539	(3,089)			101.1%	0
4000 Salary	80,945	90,000	9,055		9,055	89.9%	
4010 Tax & NI	6,570	6,800	230		230	96.6%	
4020 Pension	12,901	13,200	299		299	97.7%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	191	500	309		309	38.3%	
4120 Training	952	2,000	1,048		1,048	47.6%	
4130 Bank Charges	71	75	4		4	95.2%	
4140 Audit Fees	124	3,000	2,876		2,876	4.1%	
4160 Insurance	4,565	3,500	(1,065)		(1,065)	130.4%	
4170 Postage & Stationery	113	400	287		287	28.3%	
4175 Annual Memberships/Subscriptio	2,818	3,000	182		182	93.9%	
4180 Photocopying	1,518	2,300	782		782	66.0%	
4190 Telephone & Broadband	2,043	2,500	457		457	81.7%	
4200 IT & Website	5,485	5,000	(485)		(485)	109.7%	
4210 Office Equipment	456	1,000	544		544	45.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	1,630	2,500	870		870	65.2%	
4240 Room Hire	742	1,000	258		258	74.2%	
4250 Cleaning/Catering	2,911	3,000	89		89	97.0%	
4260 Newsletter & Annual Report	1,750	2,500	750		750	70.0%	
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	4,386	6,450	2,064		2,064	68.0%	
4280 Councillor Expenses	6	200	194		194	3.0%	
4285 Toilets on Common Construction	9,384	0	(9,384)		(9,384)	0.0%	9,384
4292 Community Engagement	679	1,500	821		821	45.3%	
4295 Waste Collection	997	1,500	503		503	66.5%	
4310 PWLB Repayment	21,815	21,815	0		0	100.0%	
4320 Electricity Supply	3,300	4,000	700		700	82.5%	
4330 Water Supply	166	200	34		34	82.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

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	751	500	(251)		(251)	150.2%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	227	400	173		173	56.8%	
4385 Vehicle	2,715	4,000	1,285		1,285	67.9%	
4393 Maintenance/Improvements CTH	789	2,500	1,711		1,711	31.6%	
Finance & General Purposes :- Indirect Expenditure	172,164	192,390	20,226	0	20,226	89.5%	9,384
Net Income over Expenditure	101,465	78,149	(23,316)				
6000 plus Transfer from EMR	9,384	0	(9,384)				
Movement to/(from) Gen Reserve	110,849	78,149	(32,700)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	6,625	4,900	(1,725)		(1,725)	135.2%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	17,739	18,000	261		261	98.5%	
4471 Maintenance/Gardening	647	2,000	1,353		1,353	32.3%	
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	60	1,000	940		940	6.0%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	23,397	14,000	(9,397)		(9,397)	167.1%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	277	1,500	1,224		1,224	18.4%	
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	59,577	64,425	4,848	0	4,848	92.5%	4,380
Net Expenditure	(59,577)	(64,425)	(4,848)				
6000 plus Transfer from EMR	4,380	0	(4,380)				
Movement to/(from) Gen Reserve	(55,197)	(64,425)	(9,228)				
<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 31/03/2025

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	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	274,826	271,782	(3,044)			101.1%	
Expenditure	233,759	262,215	28,456	0	28,456	89.1%	
Net Income over Expenditure	41,067	9,567	(31,500)				
plus Transfer from EMR	13,764	0	(13,764)				
Movement to/(from) Gen Reserve	54,831	9,567	(45,264)				

Lindfield Parish Council 2024-2025

Expenditure from Earmarked Reserves as at 31 March 2025

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	- 9,384.17	67,807.50
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
	102,387.25	- 13,764.37	88,622.88

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/03/2025	Connected Kerb Limited	DEBIT CARD	3.32		0.55	4385	100	2.77	Sess67d056567369
12/03/2025	Co-operative Group Ltd	DEBIT CARD	3.00			4250	100	3.00	Andrex Toilet Tissue
13/03/2025	Connected Kerb Limited	DEBIT CARD	0.45		0.08	4385	100	0.37	Vehicle Charge 13 Mar 2025
13/03/2025	Connected Kerb Limited	DEBIT CARD	9.13		1.52	4385	100	7.61	Vehicle Charge 13 Mar 2025
13/03/2025	Mid Sussex District Council	DEBIT CARD	230.88		38.48	4471	110	192.40	Dog Bin Management 2024/25
13/03/2025	SurveyMonkey Europe UC	DEBIT CARD	372.00		62.00	4175	100	310.00	Subscription Renewal 2025
17/03/2025	Mailchimp	DEBIT CARD	18.69			4200	100	18.69	Standard Plan Mar 2025
18/03/2025	Connected Kerb Limited	DEBIT CARD	5.39		0.90	4385	100	4.49	Vehicle Charge 18 Mar 2025
19/03/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	23.10		3.85	4200	100	19.25	SanDisk Cruzer Blade 32GB USB
19/03/2025	Banner Group Limited	DEBIT CARD	36.02		6.00	4561	110	30.02	2Work 2-Ply Bulk Pack Toilet
Total Payments:			701.98	0.00	113.38			588.60	

Date: 10/04/2025

Lindfield Parish Council Current Year

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Time: 12:34

Cashbook 5

User: TRACY

Unity Trust Current Account

Payments made between 01/03/2025 and 31/03/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/03/2025	British Telecommunications Plc	DD	123.70		20.62	4190	100	100.77	Mobile Reg Charges Feb 2025
						4190	100	2.31	Mobile Usage Charge Jan 2025
03/03/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 17.2.25
03/03/2025	Eyes On Drainage Services Ltd	ONLINE	1,650.00		275.00	4285	100	1,375.00	Drainage Exploratory 13Feb25
						320		-1,375.00	Drainage Exploratory 13Feb25
						6000	100	1,375.00	Drainage Exploratory 13Feb25
03/03/2025	Ernest Doe & Sons Ltd	ONLINE	42.00		7.00	4530	110	35.00	Strimmer Fault Diagnosis
03/03/2025	Phoenix Fire Risk Assessment	ONLINE	482.04		42.17	4350	100	439.87	Annual Service
10/03/2025	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Feb 2025
10/03/2025	David Fireman	ONLINE	40.00			4465	110	40.00	Energy Supply: David Fireman
10/03/2025	J M E R Higgins	ONLINE	40.00			4465	110	40.00	Energy Supply: JM & ER Higgins
10/03/2025	Derek J Brown	ONLINE	55.00			4465	110	55.00	Energy Supply: Derek J Brown
10/03/2025	Alison M Carter	ONLINE	55.00			4465	110	55.00	Energy Supply: Alison M Carter
10/03/2025	United Reformed Church	ONLINE	30.00			4465	110	30.00	Energy Supply: URC
10/03/2025	West Sussex ALC Limited	ONLINE	144.00		24.00	4120	100	120.00	Breakthrough Comms Jan&Feb2025
10/03/2025	Vision ICT Ltd	ONLINE	78.00		13.00	4200	100	65.00	.gov.uk domain May25-Apr27
13/03/2025	BNP Paribas Leasing Solutions	DD	311.99		52.00	4180	100	259.99	Rent 13Mar-12Jun 2025
ABS ENTRY CORRECTION - DUPLICATE ENTRY									
14/03/2025	Barclays Business Premium A/c	correction	13,683.18			210		13,683.18	Duplicate transfer
17/03/2025	British Gas	DD	523.42		87.24	4320	100	436.18	Elec Supply 29Jan-26Feb 2025
17/03/2025	West Sussex County Council	ONLINE	13,683.18			4000	100	7,358.65	Salaries Feb 2025
						4010	100	599.28	NICs Feb 2025
						4020	100	1,339.25	Pensions Feb 2025
						4271	100	4,386.00	Members Allowances 2024/25
18/03/2025	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Feb2025
18/03/2025	King Edward Hall	ONLINE	136.50			4240	100	136.50	Committee Meetings

Subtotal Carried Forward:

31,401.26

0.00

533.32

30,731.44

13 683-18-

17 718-08

Unity Trust Current Account

Payments made between 01/03/2025 and 31/03/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Jan-Mar2025
18/03/2025	King Edward Hall	ONLINE	10.50			4650	110	10.50	KEH GreenerLindfield 7Feb2025
18/03/2025	West Sussex ALC Limited	ONLINE	288.00		48.00	4120	100	240.00	Planning 3,10 & 11 Mar 2025
18/03/2025	B-9 Fire Protection Ltd	ONLINE	209.88		17.49	4350	100	115.50	Six Monthly Fire Alarm Service
						4350	100	76.89	Fire Alarm Battery 12 3.2a/h
18/03/2025	King Edward Hall Village Day	ONLINE	300.00			4292	100	300.00	LVD25 Medical Care Sponsorship
19/03/2025	Castle Water Limited	DD	14.00			4330	100	14.00	Water Supply Feb 2025
19/03/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Mar 2025
21/03/2025	Bryan Cleaning Services	STD ORD	1,260.00			4561	110	1,260.00	DailyCleaning we 16/3-6/4 2025
24/03/2025	British Gas	DD	40.09		1.91	4561	110	38.18	Elec Supply 6Feb-6Mar 2025
31/03/2025	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Mar 2025
31/03/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection Feb 2025
31/03/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Account Charge 1-28 Feb 2025
31/03/2025	Calabash Mint Limited	ONLINE	1,710.00		285.00	4561	110	1,425.00	Calabash Mint 3Mar25-7Mar2026
31/03/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 17.3.25
31/03/2025	Kipper Creative Ltd	ONLINE	360.00		60.00	4260	100	300.00	Lindfield Life Apr2025 Edition
Total Payments:			36,091.70	0.00	1,024.05			35,067.65	

13 686.18-22 409.52

Total payments agreed with Bank Statement number 023.

1.02.25

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2025	Barclays Current Account	14,505.26
2	31/03/2025	Business Premium Account	53,715.97
3	31/03/2025	Nationwide Building Society	84,467.17
5	31/03/2025	Unity Trust Current Account	20,713.59
6	31/03/2025	Unity Trust Savings Account	38,575.54
7	31/03/2025	Hinckley&Rugby Building Soc.	1,000.00
			212,977.53
<u>Receipts not on Bank Statement</u>			
0	31/03/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			212,977.53
<u>All Cash & Bank Accounts</u>			
1		Barclays Current Bank A/c	14,505.26
2		Barclays Business Premium A/c	53,715.97
3		Nationwide Building Society	84,467.17
4		Petty Cash	0.00
5		Unity Trust Current Account	20,713.59
6		Unity Trust Savings Account	38,575.54
7		Hinckley&Rugby Building Soc.	1,000.00
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	212,977.53

Committee Meeting:	Finance & General Purpose
Item:	13
Report of:	Parish Clerk
Date:	29 May 2025
Subject:	Bank arrangements

Purpose of Report:

1. Members are asked to note the latest updates regarding authorised signatories and banking arrangements.

Recommendation(s)

Members are recommended to:

- A) Note the updates
- B) Agree to remove Roger Pickett from any bank processes. Provide authorisation to the RFO, and authorised signatories to carry this action out.

Latest updates

2. The Clerk has now received the Charge Card from Unity Trust. This will be activated at the beginning of June
3. Roger Pickett, who was an authorised signatory, has resigned from the Council. It is now necessary for the Council to update its banking arrangements accordingly.

Considerations

4. At this point, it is necessary for members to agree to remove Roger Pickett from our banking processes.
5. Cllr Beecroft and the RFO will provide members with any additional updates required.

Committee Meeting:	Finance & General Purpose
Item:	14
Report of:	Parish Clerk
Date:	23 May 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) **Confirm whether the Council wish to become a Corporate member of the Rotary Cuckfield Lindfield & Haywards Heath.**
- B) **To consider the revised offer from Breakthrough Communications.**
- C) **To make a recommendation to Full Council regarding the status of email as our primary tool of internal communication.**
- D) **To make a recommendation to Full Council on how any trials on alternative communication tools are agreed and implemented.**

Background & Considerations:

3. Rotary – Corporate Membership
The Council has been approached by Rotary (Cuckfield Lindfield & Haywards Heath) as to whether it would be interested in being a Corporate Member. Further information on this request and what the membership would include is attached as appendix 1.
4. Breakthrough Communications
Breakthrough Communications has offered to hold an in-person event on the evening of 26th June. The cost for the Council Hive service, support and training would be as follows:

To confirm the offer, if you're able to process and pay the invoice this month:
 - *Council Hive Premium (with unlimited professional communications, community engagement and information compliance advice), discounted from £1997 by £177 (the AI in-person ticket)*
 - *Two training events delivered free, with a £300+vat supplement per event for in person*
 - *Free additional training event, delivered in person at no extra cost*
5. Communications Working Group
The Communications Working Group met on the 1st April and considered various matters, including the Council website (which will be addressed under a later agenda item). At this meeting, a member of the Council attended to provide a proposal relating to the use of Microsoft Teams (or similar platforms) instead of email.
Members are therefore asked to consider the following and make recommendations to Full Council (24 July):
 - To clarify the position on the use of email as the primary form of internal communications.

- To confirm that any alternative trials are to be agreed upon by the relevant committee(s) and must include a clearly defined scope and safeguards. The launching and management of any agreed trials will be undertaken by Council Officers.

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

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

Note - The Council is currently undertaking a communications review (potentially including third-party support). At present, the review is not at a stage to make any recommendations.

Financial

6. It is suggested that the £100 Rotary membership fee could be funded from the F&GP
7. The Breakthrough Communication cost would need to be funded from the training budget and the general reserve.

Appendix 1 : Correspondence from Rotary (Cuckfield Lindfield & Haywards Heath)

[REDACTED]

From: [REDACTED]
Sent: 25 March 2025 12:34
To: Clerk
Subject: Join Rotary as a Corporate Member

Dear Lindfield Parish Council

As you are very much part of the local community, we are pleased to invite you to join the Rotary Club as a Corporate Member so that you can participate in a new opportunity for Rotary membership.

Corporate Membership enables a business, non-profit or government entity to pay for a single membership subscription, which is then available to multiple people within the business. This means that the whole company or organisation can be actively involved in the Rotary club, for the price of one membership.

One person is inducted as the "Principal Member" with the others classed as "Alternate Members". All of these members can engage in club activities, attend meetings and receive club information. Principal Members are eligible to hold officer positions within the club such as Secretary, President and Treasurer.

It is perfect for business if your organisation wants to work closely with the Rotary club and get involved in the community. Rotary is a great way to open up networking opportunities and put your organisation's Corporate Social Responsibility ideas into action.

The Club's emphasis is on fellowship, service in the local community, supporting local charities and causes, and networking with local businesses and organisations for the benefit of those less fortunate than us. Corporate Members will be encouraged to think of projects themselves and encourage their staff and friends to get involved.

More information is available on these links or send us an email:

https://www.rotary-gbi.org/upimages/clubfiles/1455/Corporate_Membership_PowerPoint.pdf

<https://www.rotarygbi.org/corporate/>

We look forward to hearing from you and we hope that you will take part in this exciting membership opportunity. If you wish to discuss the possibility in more detail, we shall be very happy to visit you in your office or we shall be pleased to see you as a guest at one of our meetings.

Kind regards
Jaime Wallden
Membership Secretary
www.rcclhh.org

INTRODUCING CORPORATE MEMBERSHIP



Being a part of Rotary

Corporate Member

Rotary

Cuckfield Lindfield
& Haywards Heath



WE ARE ROTARY

We are of the world's largest and most successful **global membership** and humanitarian service organisations, with **1.4 million members** in **35,000 clubs** in over **200 countries**.

We are **People of Action**, ready to turn our ideas and vision into lasting change by creating opportunities, supporting those who need it most and transforming their lives.

Members of Rotary use their **time, energy and passion** to mobilise their communities to get the job done.



WHAT WE DO OUR AREAS OF FOCUS

Rotary has focused its efforts in **seven key areas**, called our **Areas of Focus**.

These encompass some of the world's most **critical humanitarian needs** and provide an opportunity for Rotary members to **transform communities** at home and internationally.



PEACEBUILDING AND
CONFLICT PREVENTION



DISEASE PREVENTION
AND TREATMENT



WATER, SANITATION,
AND HYGIENE



MATERNAL AND
CHILD HEALTH



BASIC EDUCATION
AND LITERACY



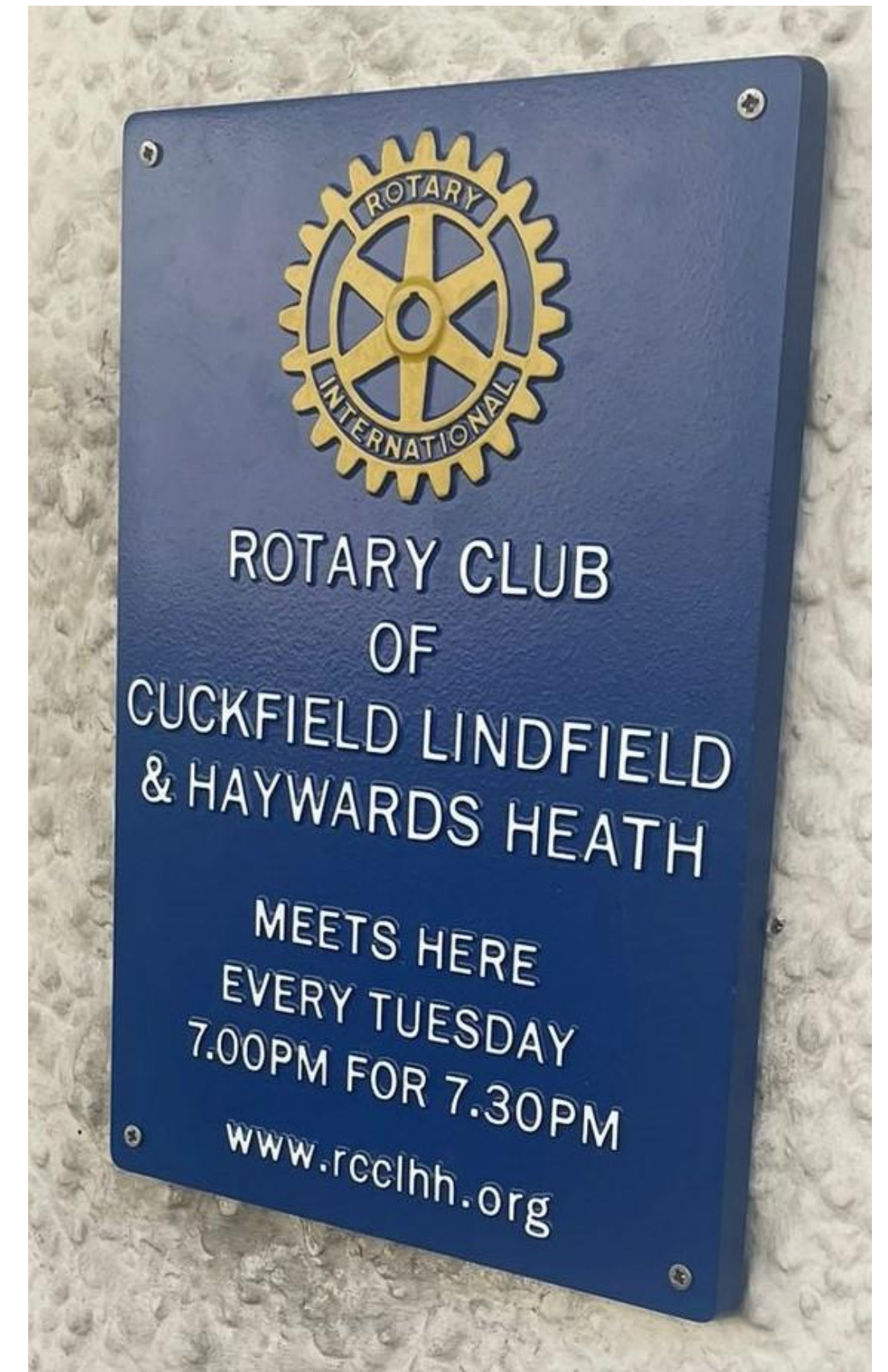
COMMUNITY ECONOMIC
DEVELOPMENT



ENVIRONMENT

ABOUT OUR ROTARY CLUB

- Haywards Heath Rotary Club was chartered in 1932.
- Cuckfield and Lindfield Club was chartered in 1984.
- The two clubs merged in 2022.
- We believe in being of service, fellowship and having fun.
- We support the local community and hold fund-raising events.
- We have over 50 members, drawn from men and women living in Mid Sussex
- We try to give something back and help those less fortunate than ourselves.
- We care for the local community and support many local charities.
- We encourage youth leadership and organize youth competitions.



WHY BECOME A CORPORATE MEMBER?

Corporate membership of Rotary can help you put your Environmental, Social, and Governance (**ESG**) and Corporate Social Responsibility (**CSR**) plans into action.

Rotary is a **trusted organisation**, with a reputation built on championing good causes in local communities for **over 100 years**. Involvement with Rotary can elevate your company's image.

We started life as a **business networking group**, and that still plays an important part in Rotary life today.



HOW DOES CORPORATE MEMBERSHIP WORK?

BUSINESS ELIGIBILITY

Corporate members can be from any industry, be any shape or any size.

Example corporate members have included schools, estate agents, hotels, museums, small businesses and more.

MEMBERSHIP SUBSCRIPTIONS

A typical corporate membership model sees a business pay for a single membership subscription, which is then available to multiple people within the business.

That means that up to 4 employees can be actively involved in the club, for the price of one membership.

EMPLOYEE FLEXIBILITY

This offers ultimate flexibility for the individuals involved, without the business having to miss out on club activities.



THE ADVANTAGE OF CORPORATE MEMBERSHIP?

A business organisation pay for a single membership subscription, currently £100 per year, which is then available to multiple people within the business. Up to four employees can be actively involved in the club, for the price of one membership. The subscription is the same as paid for by individual members of the club.

One person is inducted as the **Principal Member** with the others classed as **Alternate Members**. All these members can engage in club activities, attend meetings, receive club information and more.

Principal Members are eligible to hold officer positions within the club.
(Secretary, President and Treasurer)

Corporate membership gives the benefits of membership but allows the **Principal Member** to send **Alternate Members** on their behalf when they can't make meetings or events.



THE OPPORTUNITIES OF CORPORATE MEMBERSHIP

- As a local business you are welcome to give back as much as you can to the community but Rotary was originally founded as a networking group and this is a great opportunity to not only meet some great local people and get involved with some fantastic things but also to help generate business for your Company with other like-minded and forward thinking business people by being part of one of the most respected charities both locally and around the world.
- Opportunity to be associated with the Rotary brand and its longstanding reputation.
- Businesses can put their Environmental, Social and Governance (ESG) and Corporate Social Responsibility (CRS) plans into action.
- Employees can engage in volunteering through service projects.
- Employees access learning opportunities, skills sharing and leadership.
- Networking with other corporate membership to develop professional connections, partnerships or customer relationships.
- Commitment to service and personal satisfaction.



MAKING A DIFFERENCE IN YOUR LOCAL COMMUNITY

Community and club working together to
address challenges and the issues that matter.

● Bipolar UK

Our Rotarians raised over £13,000 through walks, bike rides and a “Pole to Pole Challenge”. This money has enabled an in-person support group to be established which meets in Haywards Heath once a month at The Yews, 55 Boltro Road, the first in Sussex outside Brighton and Hove.

● Youth Competitions

Supporting youth in the Mid Sussex area by organizing competitions such as Youth Speaks, Young Photographer and STEM contests. We also help local schools with mock interviews for jobs and careers together with support for the Scouts.

● Haywards Heath Bike Ride

Supporting the Haywards Heath Town Team with the organisation of the event in support of local charities, such as,
Time4Children
Air Ambulance KSS
Bipolar UK
Sussex Search & Rescue

BENEFITS OF YOUR CORPORATE MEMBERSHIP

Getting involved with Rotary provides benefits to not only businesses, but the individuals within them as well.



**CONNECT AND LEARN
WITH ROTARY**



**BE PART OF A
GLOBAL COMMUNITY**



**TURN IDEAS
INTO ACTION**



**DEVELOP AND
SHARE SKILLS**



**WORK WITH LEADING
ORGANISATIONS**



**BUSINESS
OPPORTUNITIES**



**EXPAND YOUR
SOCIAL CIRCLES**



**VALUE FOR
MONEY**



“**TOGETHER** WE SEE A WORLD WHERE
PEOPLE UNITE AND TAKE ACTION TO
CREATE LASTING **CHANGE** ACROSS
THE GLOBE, IN OUR COMMUNITIES,
AND IN OURSELVES”

JAIME WALLDEN

Membership Secretary

rcclhh@outlook.com

[JOIN](#) US



THANK YOU

FOR YOUR TIME TODAY

Rotary 
Cuckfield Lindfield
& Haywards Heath

Committee Meeting:	Finance & General Purpose
Item:	15
Report of:	Parish Clerk
Date:	29 May 2025
Subject:	Toilets on the Common

Purpose of Report:

1. Members are asked to agree to undertake a review of the current status of the project.

Summary:

2. The Council continues to seek to build toilets on Lindfield Common. Unfortunately, two of the required applications are shortly due to expire, with several issues still to be resolved.

Recommendation(s)

Members are recommended to:

- A) Instruct the Working Group to carry a a review and provide a report for the Committee.

Background

3. The Council, for a long period, has continued to seek to build toilets on Lindfield Common. The Council successfully obtained Planning Inspectorate permission for the facilities and obtained grant funding from MSDC. Both of these applications will shortly expire. Several other challenges remain before the Council can seek to go out to tender and appoint a contractor to undertake building work.

Consideration

4. At this point, it is suggested that the Working Group take stock of the current project status and what challenges will need to be resolved for it to progress.

Lindfield Parish Council 2024-2025
Internal Control Check January to March 2025

		Comments
1	<p>Detailed Bank reconciliation. Eg Do bank reconciliations agree with bank statements?</p> <p>Barclays Business Current Account</p> <p>Barclays Business Premium Account</p> <p>Nationwide Building Society</p> <p>Unity Trust Current Account</p> <p>Unity Trust Savings Account</p> <p>Petty Cash - Closed Feb 2025</p> <p>Sign Bank reconciliations</p> <p>Sign Bank statements/Screenshots</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Closed -</p> <p>Done -</p>
2	Spot checks on entries made in cash books supported by invoices.	Agreed.
3	Payroll reports reviewed by the authorised signatories to ensure that the correct payments have been made (Reference Financial Regulation 11.6).	Agreed.
4	General review of book-keeping.	All as expected. No issue.
<p>Check undertaken by: <i>AMY BEECROFT</i> <i>AmBee</i></p> <p>Date: 22/5/25</p>		

Lindfield Parish Council 2024-2025
Internal Control Check January to March 2025

		Comments
1	<p>Detailed Bank reconciliation. Eg Do bank reconciliations agree with bank statements?</p> <p>Barclays Business Current Account</p> <p>Barclays Business Premium Account</p> <p>Nationwide Building Society</p> <p>Unity Trust Current Account</p> <p>Unity Trust Savings Account</p> <p>Petty Cash - Closed Feb 2025</p> <p>Sign Bank reconciliations</p> <p>Sign Bank statements/Screenshots</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Closed -</p> <p>Done -</p>
2	Spot checks on entries made in cash books supported by invoices.	Agreed.
3	Payroll reports reviewed by the authorised signatories to ensure that the correct payments have been made (Reference Financial Regulation 11.6).	Agreed.
4	General review of book-keeping.	All as expected. No issue.
<p>Check undertaken by: <i>AMY BEECROFT</i> <i>AmBee</i></p> <p>Date: 22/5/25</p>		

Annual Review of the Effectiveness of the Overall Internal Audit 2024-2025

Lindfield Parish Council – Finance & General Purposes Committee

Background

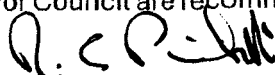
The Accounts and Audit Regulations 2015 imposes a duty on local councils to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes, considering internal auditing guidance. A review of the effectiveness of the Council's overall internal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

Process	System of Internal Control	Effectiveness (Yes or No)	Area for Development
Scope of Internal Audit	<p>Mulberry and Co were noted as being the appointed internal auditors by FC at their meeting held on 18 July 2024, min ref 153.87. A three-year contract had been agreed to by FC at their meeting held on 14 Sep 2023, min ref 57.9 up to and including 31 March 2026. An Engagement Letter had been received dated 20 Sep 2023 accepting instructions to act on behalf of Lindfield Parish Council setting out the following:</p> <ol style="list-style-type: none"> 1. Period of Engagement. 2. Responsibilities of the Council & Internal auditors. 3. Scope of audit. 4. Electronic Publication. 5. Communication. 6. Other Services. 7. Limitation of Liability. 8. Fees. 9. Cancellation of Services. 10. Agreement of Terms. 	<div style="font-size: 4em;">}</div> <div style="font-size: 2em;">YES</div>	<p>IF ANY AREAS ARE FOUND TO BE IN ^{BE} THAT ^{NEEDING} DISCUSSED OR IS A NEW 1 ¹ OR ^{OR} NEW ^{NEW} EN ^{EN} TER ^{TER}</p>

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	<p>The internal audit considers both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud arrangements. Visits are normally agreed twice in the financial year.</p> <p>The AGAR 2023/24 Internal Audit report was noted by FC at their meeting held on 13 June 2024, min ref 135.1.</p> <p>An Interim Internal audit was carried out on 20 Nov 2024 and the Report was emailed to all members on 22 Nov 2024. The report was noted by the F&GP Committee on the 6 Mar 2025.</p>	YES.	AS B&G ONO
Independence	Internal audit has direct access to those charged with governance. Reports are prepared in the name of the auditor and are presented to the Finance and General Purposes Committee and full Council. These confirm the actions that were taken, along with any observations that were considered to be appropriate. Access is provided to all books and records.	YES.	"
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	YES.	"

Each year a draft report is submitted to the full council by the Chairman, the Vice-Chairman, and the RFO or Clerk, who have met to consider the matter and report. The review for the financial year 2024-2025 was undertaken by the Vice-Chairman of the Finance and General Purposes Committee, in consultation with the RFO. Those concerned in the review have concluded that the parish Council has a robust system in place and believe that the arrangements are entirely satisfactory for a council of this size and turnover of Lindfield and what was required has been done. The F&GP Committee and/or Council are recommended to approve the report of the review of the effectiveness of the Internal Control System.

Assessor's signature: 

Assessors' Name: A. E. Pickett

Date: 25/3/25

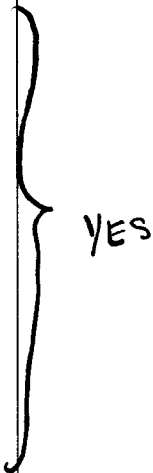
Annual Review of the Effectiveness of the Internal Control System 2024-2025

Lindfield Parish Council – Finance & General Purposes Committee

Background

Regulation 6 of the Accounts and Audit Regulations 2015 requires local councils to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. Local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of its internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

For the Parish Council to review the effectiveness of the internal control system, there needs to be clarity on the internal controls in place.

Process	System of Internal Control	Effectiveness (Yes or No)	Area for Development
Standing Orders and Financial Regulations	<p>Standing Orders and Financial Regulations are in place. Financial Regulations incorporate provisions for securing competition and regulating how tenders are invited.</p> <p>Whilst both the Standing Orders and Financial Regulations were initially received & confirmed by Full Council at their meeting held on 16 May 2024, min ref 117.1, the Financial Regulations were reviewed again following receipt of an updated template and were adopted by FC at their meeting held on 19 Sep 2024, min ref 169.7.</p> <p>New policies have been introduced this year: A Staff Appraisal Policy was approved by FC at their meeting held on 18 Jul 2024, min ref 157.1 and a revised Pensions Discretions Policy was approved by FC at their meeting held on 19 Sep 2024, min ref 169.7.</p>	 YES	<p>ANY AREAS OF DEVELOPMENT IS IS FELT AND DECIDED TO BE DEVELOPED AND DISCUSSED AND IF FOUND TO BE OF USE CARRIED OUT</p>

Handwritten signature: J. S. P.

<p>Safe and Efficient Arrangements to Safeguard Public Money</p>	<p>An internal control is carried out quarterly by the Chair and/or other members of the Finance & General Purposes Committee. Each month is considered, and the following reviews are undertaken:</p> <ol style="list-style-type: none"> 1. Detailed bank reconciliations for all accounts held are checked & signed. 2. Examination of books and vouchers. 3. Petty cash operations have been checked. 4. General review of book-keeping. 5. Payment controls in place. <p>A review of the accounting system is undertaken to ensure that it meets the needs of the size and turnover of the council.</p> <p>Control systems are in place to record all receipts and income. RBS software package assists with this and generates all financial reporting.</p> <p>A budget control, comparing actual receipts and payments to the budget is prepared monthly. The RFO reports to members each month, sharing a summary bank – cash & investment bank reconciliation, detailed Income & Expenditure by budget heading, expenditure from Earmarked Reserves and Analysis of Payments made by Barclays and Unity Trust banks. Overspent budgets are highlighted and their reasons analysed and noted at Council meetings.</p> <p>The Financial Services Compensation Scheme protection of funds is always taken into consideration when managing bank and savings accounts.</p> <p>The Council's insurance arrangements for 2024/25 were agreed to by FC at their meeting held on 16 May 2024, min ref 118.1. The level of cover was considered and approved as being sufficient to meets the needs of LPC during the interim Internal Audit that took place on 20 Nov 2024.</p>	<p>yes.</p>	<p>As stated on P016 0WB</p>
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01. E.P.

	Ill Health Liability insurance cover has been in place since 1 Apr 2024.		
The Authority needs to approve the setting up of, and any changes to, Accounts with Banks or other Financial Institutions	<p>Direct debits and regular variable payments were approved by FC at the meeting held on 16 May 2024, min ref 121.1.</p> <p>A new standing order in favour of Bryan Cleaning Services was agreed to be set up with Unity Trust bank by F&GP at their meeting held on 9 January 2025 to make payments on a four-week basis commencing 24 Jan 2025, min ref 235.1 b).</p> <p>A review of banking arrangements was carried out by F&GP at their committee meeting held on 7 Nov 2024, min ref 217 and their recommendations approved by FC on 21 Nov 2024, 185.7:</p> <ol style="list-style-type: none"> 1. Transfer day-to-day banking arrangements from Barclays Bank to Unity Trust Bank. 2. To close the Barclays Bank Business Current Account. 3. To apply for a Unity Trust charge card with a spending limit in line with the Council's Financial Regulations in the name of the Clerk. 4. To replace the Barclays Bank Business Premium Savings Account with the Hinckley & Rugby Building Society instant access savings account and to agree the Bank Mandate to assist with the withdrawal of funds. 5. Agree to the Action Plan, and actions within, setting out the proposed switch over. 6. Delegate authority to the RFO, in conjunction with the F&GP Chair and Clerk to carry out the agreed changes. <p>Updates have been provided and noted at subsequent F&GP committee and FC meetings.</p>	Yes	AS STATED PAGE 040

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	<p>Nationwide Building Society Savings Account:</p> <ol style="list-style-type: none"> 1. It was agreed by F&GP at their committee meeting held on 2 Jul 2024, that monthly interest would be payable directly into the account rather than into the Barclays Bank current account. This was noted by and agreed to by FC at their meeting held on 19 Sep 2024, min ref 169.2. 2. It was agreed by FC at their meeting held on 21 Nov 2025, min ref 185.7, to change the nominated bank account from Barclays Bank to Unity Trust bank. <p>Barclays Bank current & Savings Account: It was agreed by F&GP at the committee meeting held on 9 January 2025 to cancel the automatic switch facility of funds with Barclays Bank between the current and savings accounts, min ref 235.1 d).</p> <p>Petty Cash: This has now been closed following a review and adoption of the revised Financial Regulations.</p>	Y ES.	AS STATED DATE ONE
<p>The Authority needs to approve every bank mandate, the list of authorised signatories for each account, the limits of authority for each account and any amendments to Mandates</p>	<p>Full Council approval has been recorded in minutes.</p> <p>Bank mandates for Barclays bank, Nationwide Building Society and Unity Trust were agreed to by FC at their meeting held on 18 Jul 2024, min ref 153.7 It was in addition agreed for the Clerk to have view only access to the Barclays bank accounts.</p> <p>Unity Trust Bank:</p> <ol style="list-style-type: none"> 1. At the F&GP committee meeting held on 7 Nov 2024, it was agreed to recommend to FC that Cllr Webster be included in the bank mandate as an authorised signatory to assist with online banking in approving payments and with the transfer of funds. This was agreed to by FC at their meeting held on 21 Nov 2024, min ref 185.7. 	Y ES.	AS STATED DATE ONE

A. E. P.

	<p>2. It was agreed by FC at their meeting held on 23 Jan 2025, min ref 185.7, that the Clerk would be added to the Unity Trust bank mandate with authority to have view only access to accounts and with authority to submit online payments in the absence of the RFO.</p> <p>Hinckley & Rugby Building Society Savings Account: It was agreed by FC at their meeting held on 23 Jan 2025, min ref 185.7, that three council members in addition to the RFO will be appointed as authorised signatories under this account.</p>	} YES.	ALREADY S 1000 AS RFO ONE
VAT	A VAT account is maintained to ensure that the correct amount of VAT can be reclaimed. The RBS software package assists with this.	YES	"
Employment	<p>Staff are paid under PAYE as employees and the necessary system for HMRC RTI is in place. Workplace Pension regulations are observed and adhered to. All staff are employed on NALC/SLCC contracts.</p> <p>A new Staff Appraisal Policy was approved by FC at their meeting held on 18 Jul 2024, min ref 157.1 and a revised Pensions Discretions Policy was approved by FC at their meeting held on 19 Sep 2024, min ref 169.7.</p> <p>Invoices are now being checked against payroll summaries provided by West Sussex County Council during quarterly Internal Control Checks for correct payment of salaries, NICs and pension contributions. The report is shared with members at F&GP committee meetings and FC meetings.</p>	} YES.	"
Risk Management Arrangements	<p>These are considered in the audit process. Responsibility lies with the Insurance and Risk Management Working Group who report separately. Reviews are undertaken annually by the Committees and Full Council.</p> <p>Reviews have been carried out in respect of the following this year:</p>	YES.	"

B.C.P.

	<p>Village Clean Events E&A 11-Apr-24</p> <p>Office /DSE F&GP 2-May-24</p> <p>Public Toilets E&A 6-Jun-24</p> <p>Street Furniture E&A 6-Jun-24</p> <p>Festive Lighting E&A 3-Oct-024</p> <p>Christmas Festival Night FC 21 Nov 2024</p> <p>Financial Management FC 21 Nov 2024</p> <p>Van F&GP 21 Nov 2024</p> <p>Winter Management E&A 28 Nov 2024</p> <p>Wilderness Field E&A 28 Nov 2024</p> <p>Streetlights E&A 28 Nov 2024</p>	<p>1/ES</p> <p>PC</p> <p>DCW</p>	
Fixed Assets and Equipment	<p>A full asset register is maintained by the PC & RFO. This is recorded using the RBS Risk Asset Inventory software package. The adequacy of insurance of the Parish Council's assets is reviewed reflecting changes of assets and is considered annually.</p>	<p>1/ES.</p>	<p>AS STATED IS REVIEWED</p>
Loans and Long-Term Liabilities	<p>A long-term loan exists with the purchase of Clock Tower House. Official approval was sought at the time of application to the Public Works Loan Board. Loan due to be repaid in 2027.</p> <p>Council Vehicle: A two-year lease agreement is in place. The original lease being agreed to by FC at their meeting held on 14 Sep 2023, min ref 57.8.</p> <p>Toilets on Lindfield Common Project: Now progressing after having submitted a successful planning application. An Earmarked Reserve is in place. Expenditure will in addition be funded by S106 monies from MSDC.</p> <p>Photocopier Rental: Three-year agreement in place, which is currently under review. Noted by FC at their annual meeting 16 May 2024, min ref 121.1.</p>	<p>1/ES.</p>	<p>NOTED</p>

Each year a draft report is submitted to the full council by the Chairman, the Vice-Chairman, and the RFO or Clerk, who have met to consider the matter and report. The review for the financial year 2024-2025 was undertaken by the Vice-Chairman of the Finance and General Purposes Committee, in consultation with the RFO. Those concerned in the review have concluded that the parish Council has a robust system in place and believe that the arrangements are entirely satisfactory for a council of this size and turnover of Lindfield and what was required has been done. The F&GP Committee and/or Council are recommended to approve the report of the review of the effectiveness of the Internal Control System.

Assessor's signature: N. E. Pickett

Assessors' Name: N. E. Pickett

Date: 25/3/25

N.B. I AM SATISFIED (AS AN COUNCIL) THAT THE RESPONSIBLE
FINANCIAL OFFICER CARRIES OUT THE 'OFFICE' COMPLYING WITH
DILIGENCE

N. E. Pickett

Committee Meeting:	Finance & General Purpose
Item:	18
Report of:	Parish Clerk
Date:	23 May 2025
Subject:	Procurement

Purpose of Report:

1. Members are asked to consider various items relating to procurement.

Summary:

2. The Council, in support of Plan 2023-27 objectives, is looking to install solar panels on the Clock Tower House and update its website. In addition, the Council needs to appoint IT support and security for 2025/26.

Recommendation(s)

Members are recommended to:

- A) **Note the update for the proposed solar panels.**
- B) **Agree to delegate authority to the Clerk, in conjunction with the Committee Chair & Vice Chair authority to review and accept a quote for the Council's IT support and security contract.**
- C) **Agree to delegate authority to the Clerk, in conjunction with the Communications & Community Engagement Working Group, to review and accept a quote for an updated website. Authorise the Clerk and CCEWG to oversee the development of the updated website.**

Background & Considerations:

3. Solar Panels
The Council has received confirmation that Lindfield Enterprise Park Ltd have no objection to the Council installing solar panels on the Clock Tower House (subject to terms and conditions). We will be seeking advice from MSDC and will then obtain quotes for the Committee and the Full Council.
4. IT Support
The council needs to review its annual IT support and security contract. Our existing supplier has significantly increased their proposed charge for 2025/26 the Council is seeking additional quotes. The proposed contract will not exceed £4,999.99.
5. Website
Cllr Nisbett, as part of his role with the CCEWG, has helped prepare a specification for an updated website. It is therefore now proposed that the council seek formal quotes from suppliers. The updated website will have all the functionality of the existing one, but will improve functionality and editing. The proposed contract will not exceed £4,999.99.

Financial

6. The IT contract will be funded from the IT budget heading.
7. The Website will be funded from the Plan 23-27 F&GP earmarked reserve.

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 meetring		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		WSALC		Clerk
10Jul25	Mulberry Finance Day	Yes	Mulberry		Clerk RFO