

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	6
Report of:	Parish Clerk
Date:	5 March 2026
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

March 2026	Effectiveness of the Overall Internal Audit and Control Systems. Community Awards proposal.
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	Effectiveness of the Overall Internal Audit and Control Systems.

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	date agreed	F&GP minute ref	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	24/25	Comments
2,500.00	29-May-25	277.2b	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	
	04-Sep-25	320.2I	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	
	04-Sep-25	320.2II	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 heve received some funding from the Combers Trust
	04-Sep-25	320.2III	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	
	06-Nov-25	341.2i	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			£440.00	
	08-Jan-26		St Peter & St James Hospice	We would like to apply for a community grant towards the running costs of the hospice. To provide hospice care in the hospice and out in the community, along with operational costs is £19,000 per day. With only a small percentage of funding from central government, we must raise £6.9 million through fundraising and retail to continue providing the care our community needs, now and for generations to come.	£500.00	£500.00			£500.00	
	08-Jan-26		Lindfield Bowling Club	Alterations to the inside of the clubhouse, increasing the main area, making it more accessible/disabled friendly, kitchen alterations and installing essential disabled toilets	£500.00	£0.00				Application declined

Total agreed to date

£2,503.00 £0.00

As at 27.02.26

Balance in hand
Total Balance in hand

- 3.00
- 3.00

From: Wendy Agate
Sent: 20 January 2026 11:12
To: Tracy Ely
Subject: Re: Grant Application £500.00

Hi Tracy

Thank you for your email and we are delighted that the council have supported the hospice with a grant of £500. Please pass on our thanks to all the councillors.

We really appreciate your continued support of the hospice; support from our community helps us continue to care for those who need us now and for generations to come.

Best wishes

Wendy

Wendy Agate
Relationship Fundraiser
01444 470 713
www.stpjhospice.org



North Common Road, North Chailey, BN8 4ED



Registered Charity No. 1056114
Please notify us immediately if you received this email in error.

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

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

*The cash book balance stated in respect of the Lloyds Bank Charge Card of -£918.14 represents transactions that have taken place in November after the statement dated 26 November 2025 was raised.

Payments that were received in November 2025.

- 1) Barclays Business Current Account:
£35.00 CFN Stallholder Fee.
- 2) Barclays Business Premium Account:
There were no transactions this month.
- 3) Unity Trust Current Account:
£808.00 CTH Rent for November 2025.
£2,212.08 VAT Refund for the invoice period July to September 2025.
£530.00 CFN Stallholder fees.

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:
£35.00 CFN Stallholder Fee.
- 5) Nationwide Building Society:
£105.17 Interest for November 2025.
- 6) Lloyds Bank:
Payment received from Unity Trust current account to support management of the monthly DDM to settle the charge card balance of account owing.
- 7) Hinckley & Rugby Building Society:
£811.21 Annual payment of Interest.

Earmarked Reserves Expenditure November 2025 (Net of VAT)

£2,180.62 Solar PV Installation – F&GP Plan 23-27.

£6,541.86 Solar PV Installation – F&GP Plan 23-27.

General Reserves Expenditure November 2025 (Net of VAT)

There was no agreed item of expenditure other than the overspent budget heading 4200 F&GP IT & Website (see below).

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

4200 F&GP IT & Website – 122.3% (increased overspend). Due to the regular monthly Mailchimp invoicing, in support of the management of community engagement.

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

Virement November 2025.

This month's reporting includes the approved virement of funds by Full council on 13 November 2025 to move £250.00 from the PT&T budget heading 4973 RTPI to the new PT&T budget heading 4977 Traffic Calming.

Tracy Ely Responsible Financial Officer

Detailed Income & Expenditure by Budget Heading 30/11/2025

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	2,522	1,500	(1,022)			168.1%	
1100 Grants & Donation Received	357	0	(357)			0.0%	
1120 Clock Tower House Rental	6,464	9,696	3,232			66.7%	
1125 CTH Service Charge	344	1,400	1,056			24.6%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	1,430	900	(530)			158.9%	
Finance & General Purposes :- Income	301,937	304,316	2,379			99.2%	0
4000 Salary	54,346	93,160	38,814		38,814	58.3%	
4010 Tax & NI	6,401	11,000	4,599		4,599	58.2%	
4020 Pension	9,891	14,000	4,109		4,109	70.6%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	196	600	404		404	32.7%	
4120 Training	819	2,000	1,181		1,181	41.0%	
4130 Bank Charges	63	200	137		137	31.5%	
4140 Audit Fees	204	2,500	2,297		2,297	8.1%	
4150 Professional Fees	511	0	(511)		(511)	0.0%	
4160 Insurance	3,085	5,000	1,915		1,915	61.7%	
4170 Postage & Stationery	82	200	118		118	40.9%	
4175 Annual Memberships/Subscriptio	2,278	3,000	722		722	75.9%	
4180 Photocopying	873	1,500	627		627	58.2%	
4190 Telephone & Broadband	1,223	2,500	1,277		1,277	48.9%	
4200 IT & Website	6,116	5,000	(1,116)		(1,116)	122.3%	
4210 Office Equipment	391	1,000	609		609	39.1%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	2,003	2,500	497		497	80.1%	
4240 Room Hire	379	1,000	621		621	37.9%	
4250 Cleaning/Catering	1,930	3,500	1,570		1,570	55.2%	
4260 Newsletter & Annual Report	800	2,500	1,700		1,700	32.0%	
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	667	1,500	833		833	44.5%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	21,331	21,331	0		0	100.0%	
4320 Electricity Supply	1,246	4,200	2,954		2,954	29.7%	
4330 Water Supply	164	200	36		36	82.1%	

10:05

Detailed Income & Expenditure by Budget Heading 30/11/2025

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	460	500	40		40	92.0%	
4350 Fire Safety System	0	500	500		500	0.0%	
4360 Health & Safety	21	100	79		79	21.3%	
4370 Publications	0	200	200		200	0.0%	
4375 F&GP Plan 23-27	8,722	0	(8,722)		(8,722)	0.0%	8,722
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	2,669	4,000	1,331		1,331	66.7%	
4393 Maintenance/Improvements CTH	108	1,500	1,392		1,392	7.2%	
Finance & General Purposes :- Indirect Expenditure	128,181	199,791	71,610	0	71,610	64.2%	8,872
Net Income over Expenditure	173,756	104,525	(69,231)				
6000 plus Transfer from EMR	8,872	0	(8,872)				
Movement to/(from) Gen Reserve	182,628	104,525	(78,103)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	4,207	5,200	993		993	80.9%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	8,116	14,000	5,884		5,884	58.0%	
4471 Maintenance/Gardening	410	1,500	1,090		1,090	27.4%	
4480 Christmas Festival Night & Com	273	1,500	1,227		1,227	18.2%	
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	86	1,000	914		914	8.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	13,854	20,230	6,376		6,376	68.5%	
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	1	300	299		299	0.3%	
4900 Village Archives	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	28,774	74,505	45,731	0	45,731	38.6%	800
Net Expenditure	(28,774)	(74,505)	(45,731)				
6000 plus Transfer from EMR	800	0	(800)				
Movement to/(from) Gen Reserve	(27,974)	(74,505)	(46,531)				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1200 Allotment Income	1,260	1,352	92			93.2%	
Allotments :- Income	<u>1,260</u>	<u>1,352</u>	<u>92</u>			<u>93.2%</u>	<u>0</u>
4600 Allotment Expense	1,233	3,000	1,767		1,767	41.1%	
Allotments :- Indirect Expenditure	<u>1,233</u>	<u>3,000</u>	<u>1,767</u>	<u>0</u>	<u>1,767</u>	<u>41.1%</u>	<u>0</u>
Net Income over Expenditure	<u>28</u>	<u>(1,648)</u>	<u>(1,676)</u>				
<u>130 Planning & Traffic</u>							
4973 RTP1	0	150	150		150	0.0%	
4977 Speed Calming	172	250	78		78	68.8%	
Planning & Traffic :- Indirect Expenditure	<u>172</u>	<u>400</u>	<u>228</u>	<u>0</u>	<u>228</u>	<u>43.0%</u>	<u>0</u>
Net Expenditure	<u>(172)</u>	<u>(400)</u>	<u>(228)</u>				
<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	345	0	(345)		(345)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>2,165</u>	<u>0</u>	<u>(2,165)</u>	<u>0</u>	<u>(2,165)</u>		<u>0</u>
Net Expenditure	<u>(2,165)</u>	<u>0</u>	<u>2,165</u>				
Grand Totals:- Income	<u>303,198</u>	<u>305,668</u>	<u>2,470</u>			<u>99.2%</u>	
Expenditure	<u>160,526</u>	<u>277,696</u>	<u>117,170</u>	<u>0</u>	<u>117,170</u>	<u>57.8%</u>	
Net Income over Expenditure	<u>142,672</u>	<u>27,972</u>	<u>(114,700)</u>				
plus Transfer from EMR	<u>9,672</u>	<u>0</u>	<u>(9,672)</u>				
Movement to/(from) Gen Reserve	<u>152,345</u>	<u>27,972</u>	<u>(124,373)</u>				

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves November 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	- 8,722.48	6,277.52
338 EMR - Rolling Asset Management	20,000.00		20,000.00
	126,472.88	- 9,672.48	116,800.40

Barclays Current Bank A/c

Payments made between 01/11/2025 and 30/11/2025

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>
17/11/2025	Mailchimp	DEBIT CARD	18.41			4200	100	18.41	MailChimpCommEng Nov25
Total Payments:			18.41	0.00	0.00			18.41	

Unity Trust Current Account

Payments made between 01/11/2025 and 30/11/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/11/2025	Mr D Hadimbu	CLAIM AH	8.99		1.50	4385	100	7.49	Car Wash 30 Sep 2025
03/11/2025	Mid Downs Hospital Radio	ONLINE	50.00			4480	110	50.00	MDHR Deposit CFN
03/11/2025	Streetlights	ONLINE	767.42		127.90	4450	110	639.52	Maintenance Contract 25/26
04/11/2025	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges Oct 2025
07/11/2025	PDP Services Ltd	ONLINE	2,616.74		436.12	4375	100	2,180.62	Deposit Solar PV Installation
						337		-2,180.62	Deposit Solar PV Installation
						6000	100	2,180.62	Deposit Solar PV Installation
07/11/2025	Ian Woodhams	ONLINE	24.00			4250	100	24.00	CTH Window Clean 29.10.25
07/11/2025	Haywards Heath Town Council	ONLINE	54.00			4120	100	54.00	Emerg First Aid At Work Course
07/11/2025	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning Oct 2025
14/11/2025	Plastic Letters and Signs Ltd	ONLINE	51.60		8.60	4480	110	43.00	CFN 6x Xmas Signs Date Changes
14/11/2025	Blachere Illumination UK Ltd	ONLINE	3,499.20		583.20	4465	110	2,916.00	Hire of Christmas Lights 2025
14/11/2025	SLCC Enterprises Ltd	ONLINE	253.20		42.20	4150	100	211.00	Deputy Parish Clerk Advert
14/11/2025	National Ass of Local Councils	ONLINE	360.00		60.00	4150	100	300.00	Job Advert - Premium Package
17/11/2025	British Gas	DD	138.99		6.62	4320	100	132.37	Elec Supply 28Sep-29Oct 2025
17/11/2025	Castle Water Limited	DD	113.96			4561	110	113.96	Water Supply Oct 2025
17/11/2025	Lloyds Bank Charge Card	DD Lloyds	153.39			270		153.39	Lloyds Charge Card Nov 2025
18/11/2025	PDP Services Ltd	ONLINE	7,850.24		1,308.38	4375	100	6,541.86	Solar PV Installation
						337		-6,541.86	Solar PV Installation
						6000	100	6,541.86	Solar PV Installation
19/11/2025	Castle Water Limited	DD	9.69			4600	120	9.69	Water Supply 30Sep-31Oct 2025
19/11/2025	Castle Water Limited	DD	27.46			4330	100	27.46	Water Supply Oct 2025
20/11/2025	Mercedes-Benz Fin Services Ltd	DD	1,200.00		200.00	4385	100	1,000.00	Lease Instalment Nov 2025
24/11/2025	Npower Commercial Gas Ltd	DD	390.55		18.60	4450	110	371.95	Elec Supply Oct 2025
24/11/2025	British Gas	DD	40.02		1.91	4561	110	38.11	Elec Supply 6Oct-5Nov 2025
24/11/2025	Kipper Creative Ltd	DD	60.00		10.00	4480	110	50.00	CFN Lfield Life
Subtotal Carried Forward:			17,987.28	0.00	2,818.57			15,118.71	

Unity Trust Current Account

Payments made between 01/11/2025 and 30/11/2025

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>
									Advert Dec25
25/11/2025	Rossetts (UK) Ltd	ROSSETTS	370.81		52.66	4385	100	318.15	Vehicle Health Check PK71XSV
25/11/2025	Rossetts (UK) Ltd	ROSSETTS	-370.81		-52.66	4385	100	-318.15	Vehicle Health Check PK71XSV c
26/11/2025	Blackburn IT Services Ltd	ONLINE	180.00		30.00	4600	120	150.00	Allot Inspection App Service
26/11/2025	4Sight Vision Support	ONLINE	440.00			4230	100	440.00	S137 4Sight Vision Support
26/11/2025	West Sussex County Council	ONLINE	10,501.04			4000	100	8,071.51	Salaries Oct 2025
						4010	100	960.53	NICs Oct 2025
						4020	100	1,469.00	Pensions Oct 2025
26/11/2025	Mulberry Local Authority Servi	ONLINE	250.20		41.70	4140	100	195.00	Internal Audit 19 Nov 2025
						4140	100	13.50	Int Audit 19 Nov 25 Mileage
28/11/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection Oct 2025
28/11/2025	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	ContractClean 23/30Nov 7/14Dec
30/11/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Account Fee 1-31 Oct 2025
Total Payments:			30,738.88	0.00	2,909.33			27,829.55	

Lloyds Bank Charge Card

Payments made between 01/11/2025 and 30/11/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/11/2025	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Nov 2023
04/11/2025	Connected Kerb Limited	C KERB	8.59		1.43	4385	100	7.16	Vehicle Charge 4 Nov 2025
05/11/2025	Co-operative Group Ltd	CO-OP	3.00			4250	100	3.00	Andrex Toilet Tissue
06/11/2025	Connected Kerb Limited	C KERB	4.83		0.80	4385	100	4.03	Vehicle Charge 6 Nov 2025
12/11/2025	Tesco Stores 4616	TESCO	3.35			4250	100	3.35	Refreshments: Recruitment Int
13/11/2025	Connected Kerb Limited	C KERB	5.87		0.98	4385	100	4.89	Vehicle Charge 13 Nov 2025
14/11/2025	Canva UK Operations Ltd	CANVA	100.00		16.67	4175	100	83.33	Canva Pro Solo
19/11/2025	20's Plenty for Us	20S PLENTY	55.00			4977	130	55.00	Banner
19/11/2025	Austen Group Ltd	AUSTEN	36.36		6.06	4480	110	30.30	CFN 240L Wheelie Bin Liner
19/11/2025	StickerShop	STICKER	140.32		23.38	4977	130	116.94	Stickers White Window/Pre Cut
20/11/2025	Connected Kerb Limited	C KERB	8.75		1.46	4385	100	7.29	Vehicle Charge 20 Nov 2025
25/11/2025	Rossetts (UK) Ltd	ROSSETTS	370.81		52.66	4385	100	318.15	Vehicle Health Check incl MOT
26/11/2025	Banner Group Limited	AMAZON	90.40		15.05	4561	110	75.35	Bulk Pack Toilet Tissue
27/11/2025	Connected Kerb Limited	C KERB	5.41		0.90	4385	100	4.51	Vehicle Charge 27 Nov 2025
27/11/2025	Screwfix Direct Ltd	SCREWFIX	60.96		10.17	4530	110	29.98	Cable Tie Pack 1000pc
						4170	100	12.49	Duracell Plus AA 20PK
						4170	100	8.32	Duracell Plus AAA 12PK
29/11/2025	Waitrose & Partners	WAITROSE	12.50			4250	100	12.50	Andrex,Carex AloeVera&HWash
29/11/2025	TG Jones	WH SMITH	11.99			4170	100	11.99	Canon Blk Label Zero A4 Paper
Total Payments:			921.14	0.00	129.56			791.58	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/11/2025	Barclays Current Account	17,138.64
2	30/11/2025	Business Premium Account	69,448.90
3	30/11/2025	Nationwide Building Society	85,404.30
5	30/11/2025	Unity Trust Current Account	13,733.28
6	30/11/2025	Unity Trust Savings Account	72,028.33
7	30/11/2025	Hinckley&Rugby Building Soc.	85,811.21
8	26/11/2025	Lloyds Bank Charge Card	-736.88
			342,827.78
<u>Receipts not on Bank Statement</u>			
0	30/11/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			342,827.78
<u>All Cash & Bank Accounts</u>			
1		Barclays Current Bank A/c	17,138.64
2		Barclays Business Premium A/c	69,448.90
3		Nationwide Building Society	85,404.30
5		Unity Trust Current Account	13,733.28
6		Unity Trust Savings Account	72,028.33
7		Hinckley&Rugby Building Soc.	85,811.21
8		Lloyds Bank Charge Card	-918.14
Other Cash & Bank Balances			0.00
Total Cash & Bank Balances			342,646.52

**Financial Reports – F&GP Items 8-9
RFO Summary to 31st December 2025**

- 1) Detailed Income & Expenditure by Budget Heading.
- 2) Third Quarter Year Summary Income & Expenditure.
- 3) Expenditure from Earmarked Reserves.
- 4) Barclays Bank Current Account - Analysis of Payments made between 1-31 December 2025.
- 5) Unity Trust Current Account - Analysis of Payments made between 1-31 December 2025.
- 6) Lloyds Bank Charge Card - Analysis of Payments made between 1-31 December 2025.
- 7) Bank – Cash and Investment Reconciliation to 31 December 2025.

Payments that were received in December 2025.

- 1) Barclays Business Current Account:
There were no transactions this month.
- 2) Barclays Business Premium Account:
£154.17 Interest for 8 September to 7 December 2025.
- 3) Unity Trust Current Account:
£808.00 CTH Rent for December 2025.

Internal transfer of funds from Unity Trust Savings account to fund online payments.

- 4) Unity Trust Savings Account:
£424.64 Interest 31 December 2025.
- 5) Nationwide Building Society:
£108.80 Interest for December 2025.
- 6) Lloyds Bank:
Payment received from Unity Trust current account to support management of the monthly DDM to settle the charge card balance of account owing.

Earmarked Reserves Expenditure December 2025 (Net of VAT)

There were no transactions this month.

General Reserves Expenditure December 2025 (Net of VAT)

There was no agreed item of expenditure other than the overspent budget heading 4200 F&GP IT & Website (see below).

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

4200 F&GP IT & Website – 122.7% (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 31/12/2025

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	290,668	290,668	0			100.0%	
1090 Interest Received	3,210	1,500	(1,710)			214.0%	
1100 Grants & Donation Received	357	0	(357)			0.0%	
1120 Clock Tower House Rental	7,272	9,696	2,424			75.0%	
1125 CTH Service Charge	344	1,400	1,056			24.6%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	1,430	900	(530)			158.9%	
Finance & General Purposes :- Income	303,433	304,316	883			99.7%	0
4000 Salary	62,417	93,160	30,743		30,743	67.0%	
4010 Tax & NI	7,361	11,000	3,639		3,639	66.9%	
4020 Pension	11,360	14,000	2,640		2,640	81.1%	
4110 Staff Expenses	30	200	170		170	15.2%	
4111 Payroll Administration	196	600	404		404	32.7%	
4120 Training	852	2,000	1,149		1,149	42.6%	
4130 Bank Charges	73	200	128		128	36.3%	
4140 Audit Fees	204	2,500	2,297		2,297	8.1%	
4150 Professional Fees	511	0	(511)		(511)	0.0%	
4160 Insurance	3,085	5,000	1,915		1,915	61.7%	
4170 Postage & Stationery	137	200	63		63	68.3%	
4175 Annual Memberships/Subscriptio	2,278	3,000	722		722	75.9%	
4180 Photocopying	1,529	1,500	(29)		(29)	102.0%	
4190 Telephone & Broadband	1,505	2,500	995		995	60.2%	
4200 IT & Website	6,134	5,000	(1,134)		(1,134)	122.7%	
4210 Office Equipment	458	1,000	542		542	45.8%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	2,003	2,500	497		497	80.1%	
4240 Room Hire	503	1,000	497		497	50.3%	
4250 Cleaning/Catering	2,191	3,500	1,309		1,309	62.6%	
4260 Newsletter & Annual Report	800	2,500	1,700		1,700	32.0%	
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	762	1,500	738		738	50.8%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	21,331	21,331	0		0	100.0%	
4320 Electricity Supply	1,500	4,200	2,700		2,700	35.7%	
4330 Water Supply	178	200	22		22	88.8%	

Detailed Income & Expenditure by Budget Heading 31/12/2025

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	460	500	40		40	92.0%	
4350 Fire Safety System	116	500	385		385	23.1%	
4360 Health & Safety	39	100	61		61	39.3%	
4370 Publications	0	200	200		200	0.0%	
4375 F&GP Plan 23-27	8,722	0	(8,722)		(8,722)	0.0%	8,722
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	2,930	4,000	1,070		1,070	73.2%	
4393 Maintenance/Improvements CTH	894	1,500	606		606	59.6%	
Finance & General Purposes :- Indirect Expenditure	<u>141,728</u>	<u>199,791</u>	<u>58,063</u>	<u>0</u>	<u>58,063</u>	<u>70.9%</u>	<u>8,872</u>
Net Income over Expenditure	<u>161,704</u>	<u>104,525</u>	<u>(57,179)</u>				
6000 plus Transfer from EMR	<u>8,872</u>	<u>0</u>	<u>(8,872)</u>				
Movement to/(from) Gen Reserve	<u>170,577</u>	<u>104,525</u>	<u>(66,052)</u>				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	4,614	5,200	586		586	88.7%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	13,558	14,000	442		442	96.8%	
4471 Maintenance/Gardening	487	1,500	1,013		1,013	32.5%	
4480 Christmas Festival Night & Com	1,330	1,500	170		170	88.7%	
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	249	1,000	751		751	24.9%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	15,259	20,230	4,971		4,971	75.4%	
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	569	1,500	931		931	38.0%	
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	1	300	299		299	0.3%	
4900 Village Archives	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	<u>37,334</u>	<u>74,505</u>	<u>37,171</u>	<u>0</u>	<u>37,171</u>	<u>50.1%</u>	<u>800</u>
Net Expenditure	<u>(37,334)</u>	<u>(74,505)</u>	<u>(37,171)</u>				
6000 plus Transfer from EMR	<u>800</u>	<u>0</u>	<u>(800)</u>				
Movement to/(from) Gen Reserve	<u>(36,534)</u>	<u>(74,505)</u>	<u>(37,971)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1200 Allotment Income	1,260	1,352	92			93.2%	
Allotments :- Income	<u>1,260</u>	<u>1,352</u>	<u>92</u>			93.2%	0
4600 Allotment Expense	1,239	3,000	1,761		1,761	41.3%	
Allotments :- Indirect Expenditure	<u>1,239</u>	<u>3,000</u>	<u>1,761</u>	0	1,761	41.3%	0
Net Income over Expenditure	<u>21</u>	<u>(1,648)</u>	<u>(1,669)</u>				
<u>130 Planning & Traffic</u>							
4973 RTP1	0	150	150		150	0.0%	
4977 Speed Calming	192	250	58		58	76.8%	
Planning & Traffic :- Indirect Expenditure	<u>192</u>	<u>400</u>	<u>208</u>	0	208	48.0%	0
Net Expenditure	<u>(192)</u>	<u>(400)</u>	<u>(208)</u>				
<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	345	0	(345)		(345)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>2,165</u>	<u>0</u>	<u>(2,165)</u>	0	(2,165)		0
Net Expenditure	<u>(2,165)</u>	<u>0</u>	<u>2,165</u>				
Grand Totals:- Income	304,693	305,668	975			99.7%	
Expenditure	182,659	277,696	95,037	0	95,037	65.8%	
Net Income over Expenditure	<u>122,034</u>	<u>27,972</u>	<u>(94,062)</u>				
plus Transfer from EMR	9,672	0	(9,672)				
Movement to/(from) Gen Reserve	<u>131,707</u>	<u>27,972</u>	<u>(103,735)</u>				

Summary Income & Expenditure by Budget Heading 31/12/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	303,433	304,316	883			99.7%
	Expenditure	141,728	199,791	58,063		58,063	70.9%
	Net Income over Expenditure	<u>161,704</u>	<u>104,525</u>	<u>(57,179)</u>			
	plus Transfer from EMR	8,872	0	(8,872)			
	Movement to/(from) Gen Reserve	<u>170,577</u>	<u>104,525</u>	<u>(66,052)</u>			
110	Environment & Amenities						
	Expenditure	37,334	74,505	37,171		37,171	50.1%
	plus Transfer from EMR	800	0	(800)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(36,534)</u>	<u>(74,505)</u>	<u>(37,971)</u>			
120	Allotments						
	Income	1,260	1,352	92			93.2%
	Expenditure	1,239	3,000	1,761		1,761	41.3%
	Movement to/(from) Gen Reserve	<u>21</u>					
130	Planning & Traffic						
	Expenditure	192	400	208		208	48.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(192)</u>	<u>(400)</u>	<u>(208)</u>			
140	Non Budgeted Expenditure						
	Expenditure	2,165	0	(2,165)		(2,165)	0.0%
	Grand Totals:- Income	304,693	305,668	975			99.7%
	Expenditure	182,659	277,696	95,037	0	95,037	65.8%
	Net Income over Expenditure	<u>122,034</u>	<u>27,972</u>	<u>(94,062)</u>			
	plus Transfer from EMR	9,672	0	(9,672)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>131,707</u>	<u>27,972</u>	<u>(103,735)</u>			

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves December 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	- 8,722.48	6,277.52
338 EMR - Rolling Asset Management	20,000.00		20,000.00
	126,472.88	- 9,672.48	116,800.40

Barclays Current Bank A/c

Payments made between 01/12/2025 and 31/12/2025

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>
04/12/2025	Connected Kerb Limited	DEBIT CARD	9.41		1.57	4385	100	7.84	Vehicle Charge 4 Dec 2025
11/12/2025	Connected Kerb Limited	DEBIT CARD	8.78		1.47	4385	100	7.31	Vehicle Charge 11 Dec 2025
17/12/2025	Mailchimp	DEBIT CARD	18.07			4200	100	18.07	MailChimpCommEng Dec25
Total Payments:			36.26	0.00	3.04			33.22	

Unity Trust Current Account

Payments made between 01/12/2025 and 31/12/2025

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>
01/12/2025	British Telecommunications Plc	DD	128.39		21.40	4190	100	106.99	Mobile Reg Charges Nov 2025
05/12/2025	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges Nov 2025
08/12/2025	PDP Services Ltd	ONLINE	496.38		82.73	4393	100	413.65	Instal ThermoSphere ConvHeater
08/12/2025	West Sussex County Council	ONLINE	10,501.04			4000	100	8,071.51	Salaries Nov 2025
						4010	100	960.53	NICs Nov 2025
						4020	100	1,469.00	Pensions Nov 2025
08/12/2025	B M Air Limited	ONLINE	405.91		33.83	4393	100	372.08	AC Maintenance 26 Nov 2025
08/12/2025	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning Nov 2025
08/12/2025	Ian Woodhams	ONLINE	24.00			4250	100	24.00	CTH Window Clean 1.12.25
10/12/2025	Lloyds Bank Charge Card	DD Lloyds	736.88				270	736.88	Lloyds Charge Card Dec 2025
11/12/2025	B-9 Fire Protection Ltd	ONLINE	126.00		10.50	4350	100	115.50	Six Monthly Service 28Nov2025
11/12/2025	Blachere Illumination UK Ltd	ONLINE	6,510.00		1,085.00	4465	110	5,425.00	Removal and Storage 2025
11/12/2025	Aim Copier Supplies Ltd	ONLINE	300.00		50.00	4180	100	250.00	Return Toshiba2525 IntlCopiers
11/12/2025	Mid-Downs Hospital Radio	ONLINE	190.00			4480	110	190.00	CFN MDHR Bal Payment
11/12/2025	Aim Copier Supplies Ltd	ONLINE	43.20		7.20	4180	100	36.00	Waste Toner Boxes
16/12/2025	British Gas	DD	266.62		12.70	4320	100	253.92	Elec Supply 29Oct- 29Nov 2025
16/12/2025	Castle Water Limited	DD	106.93			4561	110	106.93	Water Supply Nov 2025
17/12/2025	Mercedes-Benz Fin Services Ltd	DD	284.27		47.38	4385	100	236.89	Lease Instalment Dec 2025
18/12/2025	Castle Water Limited	DD	13.35			4330	100	13.35	Water Supply Nov 2025
19/12/2025	Castle Water Limited	DD	6.37			4600	120	6.37	Water Supply Nov 2025
19/12/2025	Npower Commercial Gas Ltd	DD	426.91		20.33	4450	110	406.58	Elec Supply Nov 2025
19/12/2025	PEAC (UK) Limited	DD	444.16		74.03	4180	100	195.13	Lease Rental 8Dec- 7Mar 2026
						4180	100	175.00	PEAC Document Fee 8 Dec 2025
23/12/2025	British Gas	DD	41.37		1.97	4561	110	39.40	Elec Supply 5Nov- 6Dec 2025
23/12/2025	Bryan Cleaning Services	ONLINE	1,260.00			4561	110	1,260.00	ContactClean 21/28Dec4/11Jan26
Subtotal Carried Forward:			22,629.61	0.00	1,460.61			21,169.00	

Unity Trust Current Account

Payments made between 01/12/2025 and 31/12/2025

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>
24/12/2025	Mr A Funnell	CLAIM AF	18.00			4360	100	18.00	Flu Jab 17 Nov 2025 Clerk
24/12/2025	King Edward Hall	ONLINE	123.50			4240	100	123.50	Comm Meetimngs Oct-Dec 2025
24/12/2025	King Edward Hall	ONLINE	32.50			4120	100	32.50	KEH Breakthrough Comm 9Oct25
24/12/2025	King Edward Hall	ONLINE	76.73			4471	110	76.73	KEH Village Aut Clean 11Oct25
24/12/2025	King Edward Hall	ONLINE	36.75			4480	110	36.75	CFN KEH Emergency Room 2025
24/12/2025	King Edward Hall	ONLINE	10.50			4650	110	10.50	KEH Greener Lindfield 3Oct25
24/12/2025	Event Medic Services Ltd	ONLINE	250.00			4480	110	250.00	CFN Medical Cover - Paramedic
24/12/2025	Wilbar Assoc Ltd t/a Wilbar As	ONLINE	696.00		116.00	4480	110	580.00	CFN Traffic Management 2025
29/12/2025	British Telecommunications Plc	DD	128.39		21.40	4190	100	106.99	Mobile Reg Charges Dec 2025
31/12/2025	SUEZ Recycling and Recovery	DD	114.36		19.06	4295	100	95.30	Waste Collection Nov 2025
31/12/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	UT Account Fee 1-30 Nov 2025
Total Payments:			24,122.34	0.00	1,617.07			22,505.27	

Lloyds Bank Charge Card

Payments made between 01/12/2025 and 31/12/2025

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>
01/12/2025	Amazon EU S.à r.l., UK Branch	AMAZON	20.84		3.47	4170	100	17.37	Multi-Purpose Copy Printer
01/12/2025	Amazon EU S.à r.l., UK Branch	AMAZON	16.51		2.76	4170	100	7.57	BIC Cristal Smudge Free Pens
						4170	100	3.09	Xerox Prem Paper A5 Pack 500
						4170	100	3.09	Xerox Prem Paper A5 Pack 500
01/12/2025	Amazon EU S.à r.l., UK Branch	AMAZON	23.36		3.90	4170	100	19.46	Xerox Paper A3 80gsm White
01/12/2025	Amazon EU S.a.r.L.	AMAZON	151.00		25.17	4530	110	125.83	Jackery Portable Power Station
01/12/2025	Screwfix Direct Ltd	SCREWFIX	63.94		10.66	4530	110	32.48	Bosch GLI 18V-300 Torch
						4465	110	16.63	Plug In Compact Timer
						4530	110	4.17	Bosch GLI 18V-300 Torch Del Chg
09/12/2025	Banner Group Limited	AMAZON	-54.24		-9.03	4561	110	-45.21	Rfd Bulk Pack Toilet Tissue x3
16/12/2025	St Peter & St James Charitable	STP&SJ HOS	4.25			4170	100	4.25	Christmas Card
17/12/2025	SWS London Trading Ltd	AMAZON	53.16		8.85	4561	110	44.31	2-Ply Bulk Pack Toilet Tissue
17/12/2025	Anker Technology (UK) Ltd	AMAZON	27.99		4.67	4210	100	23.32	Anker USB C Charger
17/12/2025	Amazon EU S.a.r.l, UK	AMAZON	51.98		8.66	4210	100	21.66	Jabra Evolve 20 Stereo Headset
						4210	100	21.66	Jabra Evolve 20 Stereo Headset
17/12/2025	The Entertainer	ENTERTAIN	10.00			4977	130	10.00	20 mph WG Gift Card
17/12/2025	The Entertainer	ENTERTAIN	10.00			4977	130	10.00	20 mph WG Gift Card
18/12/2025	Connected Kerb Limited	CKERB	10.52		1.76	4385	100	8.76	Vehicle Charge 18 Dec 2025
29/12/2025	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Dec 2025
Total Payments:			392.31	0.00	60.87			331.44	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Barclays Current Account	17,102.38
31/12/2025	Business Premium Account	69,603.07
31/12/2025	Nationwide Building Society	85,513.10
31/12/2025	Unity Trust Current Account	10,496.04
31/12/2025	Unity Trust Savings Account	52,375.37
31/12/2025	Hinckley&Rugby Building Soc.	85,811.21
29/12/2025	Lloyds Bank Charge Card	-573.57

320,327.60

Receipts not on Bank Statement

0.00

Closing Balance

320,327.60

All Cash & Bank Accounts

1	Barclays Current Bank A/c	17,102.38
2	Barclays Business Premium A/c	69,603.07
3	Nationwide Building Society	85,513.10
5	Unity Trust Current Account	10,496.04
6	Unity Trust Savings Account	52,375.37
7	Hinckley&Rugby Building Soc.	85,811.21
8	Lloyds Bank Charge Card	-573.57
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>320,327.60</u>

Financial Reports – F&GP Items 8-9
RFO Summary to 31st January 2026

- 1) Detailed Income & Expenditure by Budget Heading.
- 2) Expenditure from Earmarked Reserves.
- 3) Barclays Bank Current Account - Analysis of Payments made between 1 & 31 January 2026.
- 4) Unity Trust Current Account - Analysis of Payments made between 1 & 31 January 2026.
- 5) Lloyds Bank Charge Card - Analysis of Payments made between 1 & 31 January 2026.
- 6) Bank – Cash and Investment Reconciliation to 31 January 2026*.

*The cash book balance stated in respect of the Lloyds Bank Charge Card of -£337.71 represents transactions that have taken place in January after the statement dated 26 January 2026 was raised.

Payments that were received in January 2026.

- 1) Barclays Business Current Account:
There were no transactions this month.

- 2) Barclays Business Premium Account:
There were no transactions this month.

- 3) Unity Trust Current Account:
£808.00 CTH Rent for January 2026.
£8,000.00 Council approved transfer of funds from Barclays Business Premium account.
£50.00 Allotment Deposit.
£32.50 Allotment Rent.

Internal transfer of funds from Unity Trust Savings account to fund online payments.

- 4) Unity Trust Savings Account:
£47,000.00 Council approved transfer of funds from Barclays Business Premium account.

- 5) Nationwide Building Society:
£107.89 Interest for January 2026.

- 6) Lloyds Bank:
Payment received from Unity Trust current account to support management of the monthly DDM to settle the charge card balance of account owing.

Earmarked Reserves Expenditure January 2026 (Net of VAT)

There were no transactions this month.

General Reserves Expenditure January 2026 (Net of VAT)

When approving the grant award of £500 to St Peter & St James Hospice it had been agreed that the small overspend from the Grants budget i.e. £3.00 would be met from general reserves. The budget heading 4200 F&GP IT & Website remains overspent (see below).

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

4200 F&GP IT & Website – 123.0% (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 31/01/2026

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	290,668	290,668	0			100.0%	
1090 Interest Received	3,318	1,500	(1,818)			221.2%	
1100 Grants & Donation Received	357	0	(357)			0.0%	
1120 Clock Tower House Rental	8,080	9,696	1,616			83.3%	
1125 CTH Service Charge	344	1,400	1,056			24.6%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	1,430	900	(530)			158.9%	
Finance & General Purposes :- Income	304,349	304,316	(33)			100.0%	0
4000 Salary	71,998	93,160	21,162		21,162	77.3%	
4010 Tax & NI	8,485	11,000	2,515		2,515	77.1%	
4020 Pension	13,104	14,000	897		897	93.6%	
4110 Staff Expenses	48	200	152		152	24.0%	
4111 Payroll Administration	196	600	404		404	32.7%	
4120 Training	906	2,000	1,095		1,095	45.3%	
4130 Bank Charges	82	200	119		119	40.8%	
4140 Audit Fees	204	2,500	2,297		2,297	8.1%	
4150 Professional Fees	511	0	(511)		(511)	0.0%	
4160 Insurance	4,093	5,000	907		907	81.9%	
4170 Postage & Stationery	145	200	55		55	72.3%	
4175 Annual Memberships/Subscriptio	2,278	3,000	722		722	75.9%	
4180 Photocopying	1,638	1,500	(138)		(138)	109.2%	
4190 Telephone & Broadband	1,817	2,500	683		683	72.7%	
4200 IT & Website	6,152	5,000	(1,152)		(1,152)	123.0%	
4210 Office Equipment	665	1,000	335		335	66.5%	
4221 Lindfield Enterprise Park	684	700	16		16	97.7%	
4230 Grants Paid	2,503	2,500	(3)		(3)	100.1%	
4240 Room Hire	503	1,000	497		497	50.3%	
4250 Cleaning/Catering	2,473	3,500	1,027		1,027	70.7%	
4260 Newsletter & Annual Report	1,100	2,500	1,400		1,400	44.0%	
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	861	1,500	639		639	57.4%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	21,331	21,331	0		0	100.0%	
4320 Electricity Supply	1,500	4,200	2,700		2,700	35.7%	
4330 Water Supply	198	200	2		2	99.1%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

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	460	500	40		40	92.0%	
4350 Fire Safety System	116	500	385		385	23.1%	
4360 Health & Safety	39	100	61		61	39.3%	
4370 Publications	0	200	200		200	0.0%	
4375 F&GP Plan 23-27	8,722	0	(8,722)		(8,722)	0.0%	8,722
4380 Data Protection	180	300	120		120	60.0%	
4385 Vehicle	3,194	4,000	806		806	79.8%	
4393 Maintenance/Improvements CTH	894	1,500	606		606	59.6%	
Finance & General Purposes :- Indirect Expenditure	<u>157,567</u>	<u>199,791</u>	<u>42,224</u>	<u>0</u>	<u>42,224</u>	<u>78.9%</u>	<u>8,872</u>
Net Income over Expenditure	<u>146,782</u>	<u>104,525</u>	<u>(42,257)</u>				
6000 plus Transfer from EMR	<u>8,872</u>	<u>0</u>	<u>(8,872)</u>				
Movement to/(from) Gen Reserve	<u>155,654</u>	<u>104,525</u>	<u>(51,129)</u>				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	5,068	5,200	132		132	97.5%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	13,558	14,000	442		442	96.8%	
4471 Maintenance/Gardening	487	1,500	1,013		1,013	32.5%	
4480 Christmas Festival Night & Com	1,330	1,500	170		170	88.7%	
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	249	1,000	751		751	24.9%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	16,770	20,230	3,460		3,460	82.9%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	569	1,500	931		931	38.0%	
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	1	300	299		299	0.3%	
4900 Village Archives	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	<u>39,300</u>	<u>74,505</u>	<u>35,205</u>	<u>0</u>	<u>35,205</u>	<u>52.7%</u>	<u>800</u>
Net Expenditure	<u>(39,300)</u>	<u>(74,505)</u>	<u>(35,205)</u>				
6000 plus Transfer from EMR	<u>800</u>	<u>0</u>	<u>(800)</u>				
Movement to/(from) Gen Reserve	<u>(38,500)</u>	<u>(74,505)</u>	<u>(36,005)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1200 Allotment Income	1,293	1,352	59			95.6%	
Allotments :- Income	<u>1,293</u>	<u>1,352</u>	<u>59</u>			95.6%	0
4600 Allotment Expense	1,246	3,000	1,754		1,754	41.5%	
Allotments :- Indirect Expenditure	<u>1,246</u>	<u>3,000</u>	<u>1,754</u>	0	1,754	41.5%	0
Net Income over Expenditure	<u>47</u>	<u>(1,648)</u>	<u>(1,695)</u>				
<u>130 Planning & Traffic</u>							
4973 RTP1	0	150	150		150	0.0%	
4977 Speed Calming	192	250	58		58	76.8%	
Planning & Traffic :- Indirect Expenditure	<u>192</u>	<u>400</u>	<u>208</u>	0	208	48.0%	0
Net Expenditure	<u>(192)</u>	<u>(400)</u>	<u>(208)</u>				
<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	345	0	(345)		(345)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>2,165</u>	<u>0</u>	<u>(2,165)</u>	0	(2,165)		0
Net Expenditure	<u>(2,165)</u>	<u>0</u>	<u>2,165</u>				
Grand Totals:- Income	305,642	305,668	26			100.0%	
Expenditure	200,470	277,696	77,226	0	77,226	72.2%	
Net Income over Expenditure	<u>105,172</u>	<u>27,972</u>	<u>(77,200)</u>				
plus Transfer from EMR	9,672	0	(9,672)				
Movement to/(from) Gen Reserve	<u>114,844</u>	<u>27,972</u>	<u>(86,872)</u>				

Lindfield Parish Council 2025 to 2026

Expenditure from Earmarked Reserves January 2026

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	- 8,722.48	6,277.52
338 EMR - Rolling Asset Management	20,000.00		20,000.00
	126,472.88	- 9,672.48	116,800.40

Barclays Current Bank A/c

Payments made between 01/01/2026 and 31/01/2026

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>
17/01/2026	Mailchimp	DEBIT CARD	18.05			4200	100	18.05	MailchimpCommEng
Total Payments:			18.05	0.00	0.00			18.05	

Unity Trust Current Account

Payments made between 01/01/2026 and 31/01/2026

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>
05/01/2026	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Reg Charges Dec 2025
08/01/2026	Apogee Corporation Ltd	DD	130.63		21.77	4180	100	108.86	Printing Charges 7Sep-9Dec2025
09/01/2026	West Sussex County Council	ONLINE	12,449.05			4000	100	9,134.75	Salaries Dec 2025
						4000	100	446.20	Salaries Overtime Dec 2025
						4010	100	1,124.40	NICs Dec 2025
						4020	100	1,743.70	Pensions Dec 2025
09/01/2026	Ian Woodhams	ONLINE	24.00			4250	100	24.00	CTH Window Clean 30.12.25
09/01/2026	Tisburys Cleaning Services	ONLINE	236.59			4250	100	236.59	Office/CTH Cleaning Dec 2025
09/01/2026	Legal & General Assurance Soc	ONLINE	1,008.56			4160	100	1,008.56	G74049-27 Ill- Health Insurance
12/01/2026	Lloyds Bank Charge Card	DD Lloyds	573.57				270	573.57	Lloyds Charge Card Jan 2026
19/01/2026	Kipper Creative Ltd	DD	360.00		60.00	4260	100	300.00	Full Page Lindfield Life Jan26
19/01/2026	Castle Water Limited	DD	107.02			4561	110	107.02	Water Supply Dec 2025
19/01/2026	Mercedes-Benz Fin Services Ltd	DD	284.27		47.38	4385	100	236.89	Lease Instalment Jan 2026
21/01/2026	Castle Water Limited	DD	6.58			4600	120	6.58	Water Supply Dec 2025
21/01/2026	Castle Water Limited	DD	20.51			4330	100	20.51	Water Supply Dec 2025
22/01/2026	Npower Commercial Gas Ltd	DD	545.64		90.94	4450	110	454.70	Elec Supply Dec 2025
23/01/2026	British Gas	DD	39.50		1.88	4561	110	37.62	Elec Supply 6Dec- 6Jan26
23/01/2026	CJS Environmental Ltd	ONLINE	127.80		21.30	4561	110	106.50	Hygiene Services 22Jan-27Jul26
23/01/2026	East Grinstead Town Council	ONLINE	54.00			4120	100	54.00	First Aid 29Jan26 Dep Clerk
23/01/2026	David Chaffe	ONLINE	180.00			4380	100	180.00	DPO Role 1Oct- 31Sep 2026
23/01/2026	St Peter & St James Hospice	ONLINE	500.00			4230	100	500.00	S137 SP&SJ Hospice
23/01/2026	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	ContractClean18/25 1/8Feb26
30/01/2026	British Telecommunications Plc	DD	293.64		48.94	4190	100	143.71	Phone Services Dec-Jan 2026
						4190	100	106.99	Mobile Services Dec-Jan 2026
						4190	100	-6.00	Cloud Voice & Mobile Dec-Jan26
Subtotal Carried Forward:			18,282.60	0.00	305.75			17,976.85	

Unity Trust Current Account

Payments made between 01/01/2026 and 31/01/2026

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>
30/01/2026	SUEZ Recycling and Recovery	DD	118.50		19.75	4295	100	98.75	Waste Collection Dec 2025
31/01/2026	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	UT Account Fee 1- 31 Dec 2025
Total Payments:			18,407.10	0.00	325.50			18,081.60	

Lloyds Bank Charge Card

Payments made between 01/01/2026 and 31/01/2026

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>
08/01/2026	Amazon EU S.a.r.L.	AMAZON	40.38		6.73	4210	100	16.41	OCASE SamsungGalaxyS25 Case Bi
						4210	100	17.24	OCASE SamsungGalaxyS25 Case Br
08/01/2026	Amazon EU S.a.r.L.	AMAZON	15.98		2.66	4210	100	13.32	Restorgan 3Tier PaperOrganiser
08/01/2026	Amazon EU S.a.r.L.	AMAZON	7.99		1.33	4210	100	6.66	JETech Screen Protector
13/01/2026	Connected Kerb Limited	CKERB	2.63		0.44	4385	100	2.19	Vehicle Charge 13 Jan 2026
15/01/2026	Connected Kerb Limited	CKERB	6.63		1.10	4385	100	5.53	Vehicle Charge 15 Jan 2026
16/01/2026	TSGN SN Haywards Heath	TSGN	17.60			4110	100	17.60	Travel SLCC BranchM'ting Clerk
20/01/2026	Connected Kerb Limited	CKERB	6.35		1.06	4385	100	5.29	Vehicle Charge 20 Jan 2026
22/01/2026	Connected Kerb Limited	CKERB	7.67		1.28	4385	100	6.39	Vehicle Charge 22 Jan 2026
26/01/2026	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Jan 2026
27/01/2026	Amazon EU S.a.r.L.	AMAZON	13.51		2.25	4210	100	11.26	Trodat Printy 4820 Date Stamp
27/01/2026	Amazon EU S.à r.l., UK Branch	AMAZON	26.05		4.34	4250	100	21.71	Singlefold Paper Hand Towels
27/01/2026	Amazon EU S.à r.l., UK Branch	AMAZON	9.64		1.61	4170	100	3.05	Trodat Replacement Ink Pads
						4170	100	4.98	Bic Fine Ballpoint Pens
27/01/2026	Matmos	MATMOS	170.98		28.50	4210	100	142.48	Memory PC4-25600 16 GB
29/01/2026	Connected Kerb Limited	CKERB	9.30		1.55	4385	100	7.75	Vehicle Charge 29 Jan 2026
Total Payments:			337.71	0.00	52.85			284.86	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2026

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/01/2026	Barclays Current Account	17,084.33
2	31/01/2026	Business Premium Account	14,603.07
3	31/01/2026	Nationwide Building Society	85,620.99
5	31/01/2026	Unity Trust Current Account	15,322.85
6	31/01/2026	Unity Trust Savings Account	85,031.96
7	31/01/2026	Hinckley&Rugby Building Soc.	85,811.21
8	26/01/2026	Lloyds Bank Charge Card	-108.23
			303,366.18
<u>Receipts not on Bank Statement</u>			
0	31/01/2026	All Receipts Cleared	0.00
			0.00
Closing Balance			303,366.18
<u>All Cash & Bank Accounts</u>			
1		Barclays Current Bank A/c	17,084.33
2		Barclays Business Premium A/c	14,603.07
3		Nationwide Building Society	85,620.99
5		Unity Trust Current Account	15,322.85
6		Unity Trust Savings Account	85,031.96
7		Hinckley&Rugby Building Soc.	85,811.21
8		Lloyds Bank Charge Card	-337.71
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	303,136.70

Lindfield Parish Council

Committee Meeting	F&GP
Item	10
Report of	Responsible Financial Officer
Date	5 th March 2026
Subject	Banking Arrangements

Purpose of report:

1. To consider various matter regarding the council's banking arrangements.

Recommendation(s)

It is proposed to recommend to Full Council the following:

- a) **To withdraw and cancel the use of Barclays Bank Debit Card, held in the name of the Clerk.**
- b) **To transfer the balance of funds held in the Barclays Bank Business Current account to the Unity Trust Bank Current account to assist with everyday banking arrangements (this will help to cover the cost of the PWLB direct debit payment of £10,726.00, which is due to be paid by DDM in April 2026).**
- c) **To close the Barclays Bank Business Current account.**
- d) **To agree to continue operating the Business Premium Savings account.**

Background

Debit Card

2. Transfer of all regular payments set up under the Barclays Bank Debit Card has now been completed. Regular payments have been transferred to the Lloyds Bank charge card. Use of this facility is no longer required.

Business Current Account

3. Everyday banking has now been fully transferred to the Unity Trust Bank Current account and Lloyds Bank charge card. There is no longer the need to continue operating the Barclays Bank Business current account.

Barclays Bank has confirmed that the Business Premium Savings account can be operated independently without the Barclays Business Current account having to be in place. To assist with the protection of funds held under the FSCS, it would be advantageous to continue operating the Business Premium Savings account. There are currently no fees or charges to operate this account.

Total Funds held with Barclays Bank Plc

4. The balance of funds held with Barclays Bank Plc as of 19 February 2026 is as follows:
 - Business Current Account £17,098.33
 - Business Premium Account £14,603.07

Plan 23-27 Monitoring report 5th March 2026

Aim	Term	Objectives	RAG Status	Narrative	Responsible committee	Working Group	Comments
Village environment							
		Consider the recommendations of the Village Action Plan			F&GP		
	Medium term	Work with MSDC & WSCC to ensure services and assets are maintained and/or undertaken to a sufficient standard.		Regular meetings now happen with MSDC and WSCC where issued are raised.	F&GP	F&GP	
		Construct and operate a block of public toilets on Lindfield Common that includes a changing places facility		Project review required – working party met,	F&GP	Toilets	
Community engagement							
	Ongoing	Clrs to attend Village Day each year to enhance community engagement.		Enhanced presence on stall in 2025 – ongoing improvements planned	F&GP	N/A	
		Conduct Councillor engagement sessions		Needs better definition	F&GP		
	Short term	Launch updated Communications strategy		On track – session to be organised with Breakthrough	F&GP	Comms	
		Create a community webpage that promotes local groups, events, facilities, attractions, and includes a directory of local businesses		Quote accepted and new website launch before the end of this year	F&GP	Comms	Order placed and in progress
	Medium term	Undertake residents' satisfaction survey to understand community needs and enhance future plans		To be addressed post Breakthrough session	F&GP	Comms	Discussed at the communications meeting, update to yellow

Plan 23-27 Monitoring report 5th March 2026

		Encourage and assist the promotion of the village as an attractive place to visit		Needs better definition. Improved website part of plan to do this	F&GP	Comms	Possible tourist information boards in old phone box? Promotion of local shops through Christmas window displays as a good place to come for Christmas shopping. Promotion of the village in general through website and social media
		Create an online Village Welcome pack for new residents		Needs better definition. Improved website part of plan to do this	F&GP	Comms	Comms to consider what this covers
	Longer term	Consider whether there would be support for a Youth Council		AB and LG discussed. AB to reach out to local schools. HHTC have started similar but much larger youth population to draw from. Will liase with them about how and why they run theirs	F&GP		
		Review LPC's current assets and consider potential enhancements.		Reviewed annually -ongoing	F&GP		
Health and wellbeing							
	Ongoing	Promote awareness of campaigns linked to health and wellbeing		Needs better definition	F&GP		What was this designed to cover? Is this our own campaign or signposting to others? If signposting this can be done on new website and social media if relevant
		Ensure the council includes a grant budget each year to		Completed and on track	F&GP		
		support the work of charities and community interest companies within the village.					

Plan 23-27 Monitoring report 5th March 2026

	Short term	Support local charities and community interest companies by promoting the LPC grants scheme and other sources of funding.		Completed and on track	F&GP		
	Medium term	Investigate opportunities to support youth and elderly services in the village.		Needs better definition	F&GP		Changed to yellow. LPC has provided the following grants: <ul style="list-style-type: none"> • MSOPC • Friends of Lindfield Playgrounds
	Longer term	Review impact of existing schemes and investigate working with outside bodies to fill gaps		Not completed, needs better definition	F&GP		Which existing schemes did this refer to? If unsure, we should delete Does F&GP members agree?
Governance							
	Ongoing	Ensure continued staff and councillor training to ensure best practices are adopted		Courses available – some take up	F&GP		Continue to promote training opportunities to all members.
	Short term	Produce and implement an LPC Councillors manual, in time for the new council term, that sets out expected roles and responsibilities for elected members		Draft document in progress.	F&GP	Appointments Review group	
	Medium term	Implement rolling asset replacement programme and budget appropriately		On track	F&GP		
	Longer term	Promote the May 2027 elections and encourage individuals from all backgrounds to stand at the elections.		Planned for the appropriate time	F&GP		
		Apply for NALC good council accreditation.		Not completed	F&GP		It was decided not to pursue this so should be deleted.

Committee Meeting:	Finance & General Purpose
Item:	13
Report of:	Parish Clerk
Date:	5 March 2026
Subject:	Clerk & RFO report

Clerk's Report

1. Air Conditioning unit
A redundant air conditioning unit in the archive room has been removed.
2. Fire Extinguishers
The fire extinguisher service was carried out at the end of February. Two extinguishers were replaced as they had reached the end of their service life.
3. Website
The Deputy Clerk and I have a meeting with our website designer on Monday, 9th March. We have provided the designer with a sitemap layout, LPC logo, and colour scheme. The existing domain name has been transferred to our new supplier.
4. Solar Panels
The system has generated 585kWh as of 5th January 2026. We have successfully applied for an export tariff. This will allow us to sell back any excess electricity we generate to our supplier.

Annual Review of the Effectiveness of the Overall Internal Audit 2025-2026 Lindfield Parish Council – Finance & General Purposes Committee

Background

The Accounts and Audit Regulations 2015 impose 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	Full Council Min Ref	Effectiveness (Yes or No)	Area for Development
Scope of Internal Audit	<p>Mulberry and Co were noted as being the appointed internal auditors for the current financial year by the F&GP committee at their meeting held on 6 November 2025, min ref 347.1 e) and by Full Council at their meeting held on 22 January 2026. A three-year contract had been agreed to by Full Council 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. 	306.6	Yes	None. See below.

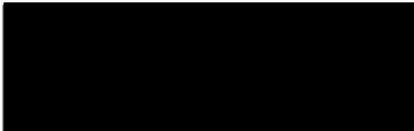
	<p>The internal audit considers both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud arrangements.</p> <p>The AGAR 2024/25 Internal Audit report was noted by FC at their meeting held on 26 June 2025. It had been agreed that no further action was required.</p> <p>An Interim Internal audit was carried out on 19 Nov 2025, and the Report was emailed to all members on 20 Nov 2025. The report was formerly noted by the F&GP Committee at their meeting held on the 8 November 2025. This was noted by Full Council at their meeting held on 22 January 2026.</p> <p>An appointment has been arranged to carry out the year end audit for 2025/26 on 3 June 2026.</p>	244.1	Yes	None. See below.
		306.6		
Independence	The Internal auditor 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 agreed as being appropriate. Access is provided to all books and records.		Yes	None. See below.
Competence	There is no evidence of a failure on the part of the auditors to carry out internal audit work ethically, with integrity and objectivity.		Yes	None. See below.

General Comments made by Cllr L Grace:

The auditors are thorough and their reporting is professional and constructive.

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 2025-2026 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:



Date: 25/2/26

Assessors' Name:

LINDA GRACE

Annual Review of the Effectiveness of the Internal Control System 2025-2026 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	Full Council Min Ref	Effective (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>Both the Council's Standing Orders and Financial Regulations were received & confirmed by Full Council at their annual meeting held on 22 May 2025.</p>	229.1 a)	Yes	None. See blow
Safe and Efficient Arrangements to Safeguard Public Money	<p>An internal control is carried out quarterly by the Chair and/or other members of the Finance & General Purposes Committee (F&GP). 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. General review of book-keeping. 4. Payment controls in place. 		Yes	None. See below

	<p>5. Payroll reports are reviewed to ensure that the correct payments have been made.</p> <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, Lloyds 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 the funds held with the Council's bank and savings accounts. The level of protection is currently £120,000 per authorised provider.</p> <p>The Council's insurance arrangements for 2025/26 were agreed to by FC at their annual meeting held on 22 May 2025. The level of cover was considered and approved as being sufficient to meet the needs of Lindfield Parish Council during the interim Internal Audit that took place on 19 Nov 2025. A copy of the report was presented to members at the F&GP Committee meeting that was held on 8 Jan 2026 min ref 372.1 and at Full Council on 22 Jan 2026.</p> <p>Ill Health Liability insurance cover was renewed commencing 1 Apr 2025.</p> <p>It was noted by the F&GP committee at their meeting held on 6 Nov 2025 that the following policies are being considered by the Working Group to assist with controlling expenditure and protecting funds held:</p>	<p>230.1</p> <p>306.6</p>	<p>Yes</p>	<p>None. See below</p>
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	<p>Investment Policy Reserves Policy Grants Policy</p> <p>Direct debits and regular variable payments were approved by Full Council at the annual meeting held on 22 May 2025.</p> <p>Changes to and the setting up new DDMs during the financial year were recommended by committee for approval by Full Council. On occasions authority has been delegated to the Clerk in conjunction with the Chair of Council and Chair and Vice Chair of committee to ratify the decision making, when there have been time constraints.</p> <p>The Council currently manages one standing order with payments being made monthly. This relates to an annual cleaning contract. Details of the payments made are reported to members and the standing order is reviewed in conjunction with the renewal date of the contract.</p>	233.1	Yes	None. See below
<p>The Authority needs to approve the setting up of, and any changes to, Accounts with Banks or other Financial Institutions</p>	<p>Review of Banking Arrangements: Members received a report from the RFO at the F&GP committee meeting held on 4 September 2025 min ref 324.3, providing an update on the review of banking arrangements that was carried out by F&GP at their committee meeting held on 7 Nov 2024, min ref 217. A recommendation had been made for full council to retain the Barclays Bank current and business Premium saving accounts. Full Council approved this recommendation at their meeting held on 25 September 2025.</p>	276.4 b)	Yes	None. See below

<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>Removal of Cllr R Pickett as Authorised Signatory: Following Cllr Pickett’s resignation, it was agreed to remove him as an authorised signatory from the Unity Trust Bank, Barclays Bank and Nationwide Building Society accounts by the F&GP committee meeting held on 24 July 2025.</p> <p>Bank Mandates Members of the F&GP committee noted and confirmed the bank mandates for all accounts held at their meeting held on 4 September 2025, min ref 324.1. Full Council approval was agreed and noted at their meeting held on 25 September 2025.</p> <p>Lloyds Bank Charge Card: It was recommended by F&GP at their committee meeting held on 6 November 2025, min ref 245.2, to increase the Council and individual cardholder monthly spending limit from £1,200 to £5,000 plus VAT. This was noted by and agreed to by Full Council at their meeting held on 13 Nov 2025.</p> <p>Lloyds Bank Charge Card: Members of the F&GP committee at their meeting held on 6 November 2025 approved a change of date on which bank statements are raised from 2 to 26 of each month, min ref 346.3, to tie in more closely with monthly reporting.</p> <p>Barclays Bank Plc Current and Savings Accounts: It was agreed by Full Council at their meeting held on 13 Nov 2025 to include Cllr Lowman in the bank mandate as an authorised signatory with online banking to assist in approving payments and the transfer of funds.</p>	<p>260.2</p> <p>276.4 a)</p> <p>290.3 b)</p> <p>290.4 b)</p>	<p>Yes</p>	<p>None. See below</p>
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VAT	<p>A VAT account is maintained to ensure that the correct amount of VAT can be reclaimed. The RBS software package assists with this.</p> <p>Claims for VAT refunds are submitted to HMRC on a quarterly basis and updates reported by the RFO at F&GP and Full Council meetings.</p>		Yes	None. See below
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>Deputy Parish Clerk: It was resolved to offer the post of a new Deputy Parish Clerk by Full Council at their meeting held on 13 November 2025.</p> <p>Invoices are 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 Full Council meetings for noting.</p>	296.2	Yes	None. See below
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, per the committee work schedules.</p> <p>Full Council are due to review our suite of risk assessments on 12 March 2026. This is a live document and risk assessments are added when appropriate.</p> <p>Items requiring a new risk assessment during the year are reviewed by the relevant committee at the next available meeting. By way of example, the risk assessment for the Council's stall on Lindfield Village Day 30 May 2026 will be presented to the F&GP Committee on 5 March 2025.</p>		Yes	None. See below

<p>Fixed Assets and Equipment</p>	<p>A full asset register is maintained by the Parish Clerk & RFO. This is recorded using the RBS Risk Asset Inventory software package.</p> <p>The adequacy of insurance of the Parish Council's assets is reviewed reflecting changes of assets and is considered annually, and as and when considered appropriate.</p> <p>A review of the inventory of land and assets including building and office equipment was carried out by Full Council at their annual meeting 22 May 2025.</p> <p>Working groups have been appointed to assist with managing assets during the year. They report to the relevant committee with their recommendations.</p> <p>Contracts are in place to assist with the maintenance of assets, which are reviewed as and when required.</p> <p>The parish council employs a village orderly who assists with helping to maintain assets held.</p>	<p>230.1</p> <p>231.1</p>	<p>Yes</p>	<p>None. See below</p>
<p>Loans and Long-Term Liabilities</p>	<p>Loan 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. Noted by Full Council at their meeting held on 22 May 2025.</p> <p>Potential Long-Term Liabilities Toilets on Lindfield Common Project: Progress is currently under review due to drainage problems; An Earmarked Reserve is in place. It is hoped that expenditure will in addition be funded by S106 monies from MSDC.</p> <p>Post and Rails (Rolling Assets EMR): Progress is currently under way; LPC has not yet taken over ownership.</p>	<p>233.1</p>	<p>Yes</p>	<p>None. See below</p>

General Comments made by Cllr L Grace:

I am more than satisfied that there are appropriate systems in place to ensure adequate and effective financial management. There is a sound system in place, including working groups, committees and full council to regularly scrutinise the council's finances and internal control systems.

Councillors are able to and welcomed to raise any suggestions for development should they wish to.

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 2025-2026 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:



Date:

25/2/26

Assessors' Name:

LINDA GRACE

Lindfield Parish Council

Committee Meeting	F&GP
Item	15
Report of	Deputy Clerk
Date	5 th March 2026
Subject	Lindfield Community Awards

Purpose of report:

1. To approve the plan for the Parish Awards and Annual Parish Meeting.

Recommendation(s)

Members are recommended to:

- a) **Approve the date and venue of 20th May at The King Edward Hall**
- b) **Approve the plan for the Parish Awards and the Annual Parish Meeting.**
- c) **Approve budget for the cost of the Award and refreshments (£300).**
- d) **Approve the Lindfield Parish Council Awards Policy (attached separately).**

Background

2. The Lindfield Parish Council Community Awards would recognise, celebrate and congratulate the unsung heroes of the village who work tirelessly to make a difference to our local community. These may be individual residents or businesses who have made a significant contribution to our local community, either from a specific action or event, or as a cumulative effect, over a longer period of time.
3. Nominees must be over 18 years of age the award must be for unpaid service. Nominations can be made by any person or business which has links to the Village of Lindfield providing they are not related to the nominee. No serving Lindfield Parish Councillor can be nominated.
4. Nominations could be split into categories or one overall winner. I would suggest one overall winner for the very first Lindfield Community Award to see how many nominations are received and then reassess for future awards. The Community Award is a nice way of bringing the community together and would make a good addition to the Annual Parish meeting to be held on 20th May 2026, it's a great way to encourage attendance.

Proposed Plan

- Hire the Newcombe Hall in the King Edward Hall to hold the awards ceremony and Parish meeting. Hire the library to serve the refreshments.
- Councillors and the community are invited to nominate residents or businesses in the community that have gone above and beyond for the Parish. This can be shared on the Councils Website, Face Book and Notice boards well in advance of May.
- Hold a closed vote between councillors to decide on the winner in advance of the ceremony (date to be advised).
- Start the event with a short Annual Meeting of the Parish, then move onto the Awards ceremony.
- Chair of Council announces the winner making a short speech and invites the winner to collect the award.
- Take photos to share on Council media channels.

Councillor/ Staff involvement

Help will be needed on the night for the following:

- to set up and tidy away

- greeting people on arrival
- staffing refreshments stall

Financial Implications

- Prize/Award
- Refreshments

Legal Implications

None as the Council holds the GPC

Risk management

A risk assessment will be completed should it be agreed to proceed with the event.

Lindfield Parish Council Community Awards Policy

1. Purpose

The purpose of the Lindfield Parish Council Community Awards is to recognise, celebrate and congratulate individuals or businesses within the village who make an outstanding contribution to the local community. The awards honour the “unsung heroes” whose voluntary efforts improve the lives of others and strengthen community spirit.

2. Objectives

- To acknowledge exceptional voluntary service to Lindfield.
- To encourage community participation and civic pride.
- To highlight positive contributions within the village.
- To support engagement with the Annual Parish Meeting.

3. Eligibility Criteria

3.1 Who Can Be Nominated

A nominee must:

- *Be over 18 years of age.*
- *Be an individual resident or business with a demonstrable positive impact on the Lindfield community.*
- *Have provided the service or achievement on an unpaid basis.*
- *Have undertaken either a specific action/event or a sustained contribution over a longer period.*

3.2 Who Cannot Be Nominated

- *Serving Lindfield Parish Councillors.*
- *Anyone related to the nominator.*

3.3 Who Can Nominate

- *Any resident, business, or organisation with links to Lindfield.*
- *Nominators must not be related to the nominee.*

4. Award Categories

For the inaugural (2026) awards, there will be one overall Community Award Winner. Future years may include additional categories depending on nomination levels.

5. Nomination Process

- Nominations will be invited from the community and councillors.
- Promotion will take place via the Council website, social media, and noticeboards.
- All nominees and their families/friends will be invited to attend the ceremony.

6. Selection Process

- All valid nominations will be reviewed by Council.
- A closed vote of councillors will select the winner.

7. Awards Ceremony

The Community Award will be presented during the Annual Parish Meeting and include a short meeting, announcement by the Chair, presentation of the award, photos, and refreshments.

8. Venue and Facilities

- The Newcombe Hall at King Edward Hall for the meeting and ceremony.
- Library for serving refreshments.

9. Roles & Responsibilities

Councillors and staff will support setup, tidy away, greeting, refreshments, communication, and photography.

10. Financial Considerations

Costs to be approved: award/prize, refreshments, venue hire.

11. Legal Considerations

The Council holds the General Power of Competence; no specific legal issues arise.

12. Review of Policy

This policy will be reviewed annually and updated as required.

Local Parish Council Communication & Engagement Strategy

Strategic Goals

- **Inform:** Build awareness of Lindfield Parish Council identity, assets, services and priorities, as well as facilities and services provided by MSDC and WSCC.
- **Advise & Signpost:** Guide residents and businesses to Lindfield Parish Council services and other services provided by MSDC, WSCC, community and voluntary groups.
- **Update:** Provide timely, relevant information on community issues.
- **Listen, Engage & Respond:** Gather feedback, encourage dialogue, and respond appropriately.
- **Measure, Celebrate & Adapt:** Track engagement, celebrate successes, and refine approaches.

SMART Objectives

- **Inform:** Use multimedia content to introduce councilors and staff; update website by 1st March 2026.
- **Advise & Signpost:** Reduce service-related inquiries through proactive, accessible information.
- **Update:** Share updates regularly; amplify relevant third-party content.
- **Engage:** Conduct annual surveys; distribute newsletters; create subscription-based digital updates.
- **Measure & Adapt:** Analyse feedback, monitor trends, and adjust strategies accordingly.

Goal	Specific	Measurable	Achievable	Relevant	Time-bound
Inform	Introduce councilors and staff via multimedia content; update website.	Publish 5 multimedia posts; update profiles.	Use existing website and social media.	Builds awareness of council identity and services.	Complete by [specific date]
Advise & Signpost	Provide proactive, accessible info to reduce enquiries.	Reduce enquiries by 15% in 6 months.	Create FAQs and service guides online.	Improves resident access to services.	Within 6 months
Update	Share regular updates and amplify third-party content.	Post 1 update weekly; share 1 third-party post.	Use current channels and scheduling tools.	Keeps community informed on issues.	Start next month, ongoing
Engage	Conduct surveys, newsletters, and digital subscriptions.	500 survey responses; 4 newsletters per year; 200 subscribers in 3 months.	Use email, print, and website tools.	Encourages dialogue and feedback.	Survey in March/April, others ongoing
Measure & Adapt	Analyze feedback and adjust strategies quarterly.	Produce quarterly reports; implement 2 changes.	Use analytics and feedback tools.	Ensure continuous improvement.	End of each quarter

How? - A Digital Communications Strategy

- **Audience & Content:** Adopt a resident-first approach; use analytics for targeted messaging; ensure offline support.
- **Channels:** Combine digital platforms with traditional methods for inclusivity.
- **Internal Communication:** Modernise for two-way engagement.
- **Efficiency:** Leverage automation and data-driven tools to enhance service delivery.

Lindfield Parish Council

Committee Meeting	F&GP
Item	18
Report of	Deputy Clerk
Date	5 th March 2026
Subject	Policy Documents

Purpose of report:

1. To consider updates to the Council's Financial Regulations and to implement a replacement Document Retention policy.

Recommendation(s)

It is proposed to recommend to Full Council the following:

- a) **To adopt the changes to the Financial Regulations as shown in Appendix 1.**
- b) **To implement the proposed replacement Document Retention Policy (Appendix 2).**

Background

Financial Regulations

2. Our Internal Auditor has suggested that the council consider reviewing the payment limits in its Financial Regulations. They believe that the limits should be increased. The proposed changes are shown in Appendix 1. The rationale for making these changes is to support business continuity. The changes are considered appropriate for a council of our size, financial position and officer experience.

Document Retention Policy

3. The Council's existing Document Retention policy, whilst suitable at the time, needs reviewing. In looking at policies used by other authorities, the office believes that replacement would be most appropriate. The proposed replacement is attached as Appendix 2. The document provides greater detail for the council than the existing one. This new policy will be a live document, so officers can make amendments as appropriate. This enables the policy to adapt to any changes in type of documents that the council may hold.

Appendices

- 1 **Proposed amendments to our existing Financial Regulations.**
- 2 **Proposed replacement Document Retention Policy.**

Appendix 1

Proposed Changes to Council Financial Regulations

Section	Text – Proposed replacement changes shown in yellow highlight
1.7.	In addition, the council shall: <ul style="list-style-type: none"><li data-bbox="248 416 1388 450">• authorise any grant or single commitment in excess of £5,000 £10,000.
5.15.	Individual purchases within an agreed budget for that type of expenditure may be authorised by: <ul style="list-style-type: none"><li data-bbox="248 595 1388 629">• the Clerk, under delegated authority, for any items below £1,000 £2,000 excluding VAT.<li data-bbox="248 636 1388 696">• the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 £4,000 excluding VAT.<li data-bbox="248 703 1388 763">• a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 £10,000 excluding VAT.<li data-bbox="248 770 1388 808">• the council for all items over £10,000 £10,000;
6.9.	The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances: <ul style="list-style-type: none"><li data-bbox="248 954 1388 987">i. any payments of up to £1,000 £2,000 excluding VAT, within an agreed budget.<li data-bbox="248 994 1388 1093">iv. Fund transfers within the councils banking arrangements up to the sum of £10,000 £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or F&GP.

Lindfield Parish Council
Data Retention and Disposal Policy

1. Introduction

- 1.1 The guidelines set out in this document support the Council's Data Protection Policy and assist us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation, & The Data Protection Act 2018 and other associated legislation.
- 1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.
- 1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

- 2.1 It is recognised that up-to-date, reliable and accurate information is vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-
- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
 - Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
 - Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
 - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations. Materials retained by our archive are covered by the Lindfield Archives Policy.

3. Scope

- 3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.
- 3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards

- 4.1 The Council will make every effort to ensure that it meets the following standards of good practice:
- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
 - Personal information will be retained in locked filing cabinets; access to these documents will only be by authorised personnel.
 - Disclosure information will be retained in a locked cabinet in the Clerk's Office.
 - Appropriately dispose of information that is no longer required.
 - Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.

Lindfield Parish Council
Data Retention and Disposal Policy

- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible, only one copy of any personal information will be retained, and that will be held within the Clerk's Office.

5. Breach of Policy and Standards

- 5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6. Roles and Responsibilities

- 6.1 The Clerk has overall responsibility for the policy.
- 6.2 The Clerk is responsible for the maintenance and operation of this policy, including ad-hoc checks to ensure compliance.
- 6.3 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.
- 6.4 The Clerk is responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste').

7 Confidential Waste

- 7.1 Fundamentally, any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations is available on the website or is open to public inspection and should NOT be treated as confidential waste.
- 7.2 However, any information that is protected by the Data Protection Act or is confidential under the Council's Constitution should be treated as confidential waste for disposal purposes.
- 7.3 Examples of what constitutes confidential waste:
- Exempt information contained within committee reports.
 - Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
 - Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.
- 7.4 Examples of what does not constitute confidential waste:
- Documents that are available to the public via our website or by submitting an appropriate search request to us for general information.
 - All reports and background papers of matters taken to the Committee in public session, unless specifically exempt

8. Disposal of Documentation

- 8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be

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- a) shredded within the council buildings, or
- b) shredded by a third party who complies with all the following:
 - The provider must be ICO registered
 - The provider must carry out the shredding to a minimum of BS15713:2009 standards
 - The provider must issue a Certificate of Destruction for destroyed materials.

8.2 Certificates of Destruction will be kept by the council indefinitely.

9. Retention

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information relating to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

10 Storage and Access

10.1 Disclosure information is kept separately from personnel files and in securely lockable, nonportable cabinet with access strictly controlled and limited to the Clerk, and/or the Senior Assistant.

11. Handling

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12 Usage

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

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- 12.2 Where Disclosure information is shared with anyone other than the Clerk, the Senior Assistant and the direct Manager the employee must be given a reason why this information is being shared.

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APPENDIX A - Recommended Document Retention Timescales

The retention period should be the specified number of years plus the current financial period (i.e., three years plus the current period); therefore, at least three years of documentation will always be retained at any given point in time.

This list is not exhaustive; if you are unsure about any document, contact the Parish Clerk or the Deputy Parish Clerk for clarification.

Document Retention Period

Finance

Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	1 year
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year-end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	IndefinitelyMedium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	1 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years

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Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan Tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies	indefinitely
Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of Contract
Final accounts of contracts executed under seal	12 years from completion of Contract
All Other reconciliations	3 years

Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs	Duration of employment +2 years
References received	Duration of employment +2 years
Statutory sick records, pay, calculations, certificates etc.	Duration of employment +2 years
Annual leave records	Duration of employment +2 years
Unpaid leave/special leave	Duration of employment +2 years
Annual appraisal/assessment records	Current year and previous 2Years
Time Control Records	2 years
Criminal Records Bureau Checks	6 months
Personnel files and training records	2 years after employment ceases
Disciplinary or grievance investigations – proved	
- Verbal	6 months
- Written	1 year
- Final warning	18 months
- Anything involving children	permanently
Disciplinary or grievance investigations – unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc.	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc.	6 years

Corporate

Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 1 years
Allotment agreements	Length of Tenancy + 1 years
Pre-tender qualification document Summary list of expression of interest received Company Contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year

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Successful tender documentation	Life of contract	6 years
Unsuccessful tender documentation		Until final payment is made
Deeds of land and property		Indefinitely
Land and property rental agreements		6 years after expiry of the agreement
Property evaluation lists		Indefinitely
Lease agreements, variation and valuation queries		6 years after the expiry of the agreement
Documentation referring to externally funded projects		6 years
Booking diaries		2 years
Electronic booking information	Is held in the system indefinitely due to the need to gather statistical information	Indefinitely
Premises License applications		Indefinitely

Health & Safety

Health and Safety Accident books (Blank)		3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within)
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999		40 years from the date of the last entry
Medical examination certificates		4 years from date of issue
Records relating to accidents person over 18 years		3 years from date of accident
Records relating to accidents person under 18 years		Until 21st birthday
Asbestos records for premises/property including survey and removal records		40 years
Parks and play area inspection reports		5 years
All inspection certificates (Gas Safe, FENSA etc.)		2 years
Repairs job sheets		2 years
Periodic machinery inspection tests (PAT, equipment calibration etc.)		2 years
Warranties		10 years
Documents relating to the process of collecting, transporting and disposal of general waste		3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste		10 years
Plant and equipment testing		2 years
Risk Assessment Forms		2 years
Unusual Incident Forms		3 years
Manual Handling Assessment Forms		3 years

Additional Items

Approved Minutes		Indefinite
Draft/Rough notes taken at meeting		Until draft minutes are produced
Correspondence (general letters & emails)		1 year

Note

- Speculative correspondence, unless deemed useful, will be deleted/disposed of immediately.

LINDFIELD PARISH COUNCIL					Date	Feb-26		
20 mph consultation stall					Review Date	Feb-27		
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Injury	Councillors, Staff, members of the public.	Trips, cuts, falls, and animal bites whilst on the stall			Secure equipment, check for hazards. Be aware of changes to local environment (situational awareness).			
Reputational Damage	Lindfield Parish Council	Loss of public confidence in authority.			Signs will explain the purpose of the stall. Signs will help mitigate against misinformation. Prior communication will also be undertaken using the LPC website and social media. LPC has insurance (including Public Liability). Councillors to wear name badges to distinguish them from third parties/members of the public. Remember, we are here to listen and discuss with members of the public. No final decision will be taken before considering feedback and debating at PT&T and Full Council. The council is a political. Members should avoid wearing any political badges etc (especially in the lead up and during the WSCC elections).			
Weather	Councillors & Staff	Exposure			If severe weather the stall will be cancelled/closed down. Appropriate footwear and clothing to be worn. Ensure gazebo is secure (risk of blowing away).			
Personal safety	Councillors & Staff	Conflict, violence, threat of violence, intimidation			Councillors & staff should take a charged mobile phone with them. Rota of attendance to be agreed before the event and reconfirmed on the day. Seek to de-escalate if the situation has the potential to escalate. Work away from danger if necessary. Report any emergency issues to the police. Report any other issues to the Parish Office. At all times two people should be on the stall. Breaks should be taken during the overlap of councillors so that two individuals remain on the stall at all times.			
Visibility	Highway users	Gazebo blocks field of view			Inspections should be undertaken to ensure the gazebo does not block traffic turning into or out of Lewes Road			
Assessors Signature					Clerk Signature			
Date					Date			

Risk Assessment

Lindfield Village Day, Lindfield Common, Sat 30th May 2026



Organisation/Business Name: _____

Type of Stall: _____ Signed _____

What hazards to health and safety exist?	What risks to these pose to organisers and public?	Precautions already taken?	Risk level achieved? (Low/Med/High)	Are additional measures necessary? Please specify:

