

Lindfield Parish Council

Applications for F&GP Chair & Vice Chair 2026/27

Chair

Name:

Amy Beecroft

Have you obtained a proposer and seconder?

Yes

Vice-Chair

Name:

Linda Grace

Have you obtained a proposer and seconder?

Yes

I would like to be Vice Chair of F&GP. I believe that F&GP is an important committee. I think that the experience gained from the 7 years I have already been on this Committee, including membership of various working groups, as well as having been Vice Chair for the past year, enables me to make a full contribution to ensuring that the roles and responsibilities of F&GP are carried out diligently and responsibly. I would like to continue to do this for a further year.

F&GP working groups

Administration & HR.

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

Grants Panel.

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

Toilets on the Common.

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

Clock Tower House Lease & Enterprise Park.

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

Policies.

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

Plan 23-27.

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

Working Group existing membership 2025-26	AB	WB	LG	DL	VU	TW	CW
Administration & HR.	X	X			X		X
Grants Panel.		X	X		X		
Toilets on the Common.	X	X		X	X	X	
Clock Tower House Lease & Enterprise Park.		X			X		
Policies.		X	X			X	
Plan 23-27.	X	X	X		X	X	

Action required: Members are asked to confirm the membership for 2026/27.

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	9
Report of:	Parish Clerk
Date:	28 May 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

May 2026	Several items were considered at the annual meeting which had originally been scheduled for F&GP in first instance.
July 2026	
September 2026	Budget 2027/28 schedule
November 2026	Budget 2026/27 – Committee budget (1st draft), scrutiny of other Committee budgets.
December 2026	Budget 2027/28 – Scrutiny & recommendations (If required).
January 2027	Budget 2027/28 – Final Scrutiny & recommendations.
March 2027	

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

LINDFIELD PARISH COUNCIL

GRANTS AND DONATIONS MADE DURING THE PERIOD 01.04.26. - 31.03.27

Per budget	date agreed	F&GP minute ref	Applicant	Purpose	Request	amount agreed	S.137 power	other powers	25/26	Comments
2,500.00			Air Ambulance Charity Kent Surrey Sussex	Our aim is an end to preventable loss of life from medical emergency. We fulfil this aim by provision of HEMS (Helicopter Emergency Medical Service). HEMS brings A&E resources, including doctors and paramedics, direct to the patient at the scene of emergency. Some surgical procedures may be undertaken there, including administration of anaesthetics and blood transfusions. Plus rapid transfer to the most appropriate hospital trauma centre. A grant is requested as a contribution to the operating costs of HEMS – helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews. In the event of a serious medical or trauma emergency in Lindfield, every resident of your parish could be a potential beneficiary of our life-saving emergency service.	£400.00					£440 awarded in 24/25

Total agreed to date						£0.00	£0.00			
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As at 28.05.26	Balance in hand	2,500.00
	Total Balance in hand	2,500.00



LINDFIELD PARISH COUNCIL

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

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

1	Name of organisation: Air Ambulance Charity Kent Surrey Sussex
2	Address of organisation: AAKSS, Rochester City Airport, Maidstone Road, Chatham, Kent ME5 9SD
3	Contact name: Nick Turrell Telephone number: [REDACTED] Email address: [REDACTED]
4	Position in organisation: Community Fundraising Manager
5	Is the organisation a registered charity? If yes, please confirm Charity Number. YES Registration Number: 1021367
6	What would the grant/donation be used for? Our aim is an end to preventable loss of life from medical emergency. We fulfil this aim by provision of HEMS (Helicopter Emergency Medical Service). HEMS brings A&E resources, including doctors and paramedics, direct to the patient at the scene of emergency. Some surgical procedures may be undertaken there, including administration of anaesthetics and blood transfusions. Plus rapid transfer to the most appropriate hospital trauma centre. A grant is requested as a contribution to the operating costs of HEMS – helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews.
7	How would it benefit the Parish? In the event of a serious medical or trauma emergency in Lindfield, every resident of your parish could be a potential beneficiary of our life-saving emergency service.
8	Total cost of project? £20.8 million annually.

9	Total amount requested? ££400 or any amount your Council may be able to give will make a difference.
10	Are you applying to other organisations for funding? Grant applications are being submitted to other parish councils and the response is very positive and supportive.
11	Successful applications will be settled by online bank transfer. Please provide: Account name: [REDACTED] Sort code: [REDACTED] Account number: [REDACTED]

Declaration	
Signed	[REDACTED]
Date	REDACTED
Name (In Capital)	NICK TURRELL

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

Applications may be made either by email or post.

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

Tel: 01444 484115

Email clerks@lindfieldparishcouncil.gov.uk

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

How the information you provide will be used.

General Data Protection Regulations:

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

Financial Reports – F&GP Items 11-12
RFO Summary to Month Ending March 2026 (Including Year-End Adjustments)

- 1) Detailed Income & Expenditure by Budget Heading.**
The RBS report shows the updated spend against each budget heading. Frustratingly, it continues to show expenditure from Earmarked Reserves prior to year-end adjustments having been made. When completing the closedown of accounts, appropriate adjustments were made which will be reflected in the LPC annual accounts, when presented (See 3 below).
- 2) RBS Summary of Year-end Adjustments Made – Creditors, Debtors, Accruals and Pre-payments.**
This provides details of the adjustments that have taken place reflecting Creditors, Debtors, Accruals and Pre-payments.
- 3) RBS Summary of Expenditure from Earmarked Reserves Report as of 31 March 2026.**
This report summarises the balance of Earmarked Reserves funding including year-end adjustments, as well as agreed top-ups to existing reserves and the creation of new reserves for 2026-2027. Members are being presented with a detailed summary of planned Earmarked Reserves Expenditure for 2026-2027 to note and approve at the Full Council meeting that is due to take place this evening.
- 4) Bank – Cash and Investment Reconciliation to 31 March 2026.**
You will note that an adjustment has taken place to remove the balance owing to Lloyds Bank totalling £860.20.

Detailed Income & Expenditure by Budget Heading 31/03/2026

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	4,461	1,500	(2,961)			297.4%	
1100 Grants & Donation Received	357	0	(357)			0.0%	
1120 Clock Tower House Rental	9,696	9,696	0			100.0%	
1125 CTH Service Charge	1,259	1,400	141			89.9%	
1210 Licence Fee	152	152	0			100.0%	
1230 Christmas Festival Night	1,430	900	(530)			158.9%	
Finance & General Purposes :- Income	308,023	304,316	(3,707)			101.2%	0
4000 Salary	96,213	93,160	(3,053)		(3,053)	103.3%	
4010 Tax & NI	11,501	11,000	(501)		(501)	104.6%	
4020 Pension	17,511	14,000	(3,511)		(3,511)	125.1%	
4110 Staff Expenses	78	200	122		122	39.2%	
4111 Payroll Administration	474	600	126		126	79.0%	
4120 Training	944	2,000	1,056		1,056	47.2%	
4130 Bank Charges	120	200	80		80	60.1%	
4140 Audit Fees	1,915	2,500	585		585	76.6%	
4150 Professional Fees	511	0	(511)		(511)	0.0%	
4160 Insurance	4,093	5,000	907		907	81.9%	
4170 Postage & Stationery	167	200	33		33	83.6%	
4175 Annual Memberships/Subscriptio	3,235	3,000	(235)		(235)	107.8%	
4180 Photocopying	1,930	1,500	(430)		(430)	128.6%	
4190 Telephone & Broadband	2,609	2,500	(109)		(109)	104.4%	
4200 IT & Website	6,222	5,000	(1,222)		(1,222)	124.4%	
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	639	1,000	361		361	63.9%	
4250 Cleaning/Catering	3,284	3,500	216		216	93.8%	
4260 Newsletter & Annual Report	1,570	2,500	930		930	62.8%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	75	250	175		175	30.0%	
4271 Members Allowances	4,644	6,450	1,806		1,806	72.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4285 Toilets on Common Construction	6,230	0	(6,230)		(6,230)	0.0%	
4292 Community Engagement	339	1,500	1,161		1,161	22.6%	
4295 Waste Collection	1,187	1,500	314		314	79.1%	
4300 Election Expenses	150	0	(150)		(150)	0.0%	150
4310 PWLB Repayment	21,331	21,331	0		0	100.0%	
4320 Electricity Supply	2,439	4,200	1,761		1,761	58.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 Water Supply	245	200	(45)		(45)	122.7%	
4340 Security Alarm System	1,080	500	(580)		(580)	216.0%	
4350 Fire Safety System	641	500	(141)		(141)	128.2%	
4360 Health & Safety	79	100	21		21	79.3%	
4370 Publications	0	200	200		200	0.0%	
4375 F&GP Plan 23-27	8,722	0	(8,722)		(8,722)	0.0%	10,220
4380 Data Protection	777	300	(477)		(477)	259.0%	
4385 Vehicle	3,713	4,000	287		287	92.8%	
4393 Maintenance/Improvements CTH	1,674	1,500	(174)		(174)	111.6%	
Finance & General Purposes :- Indirect Expenditure	210,194	199,791	(10,403)	0	(10,403)	105.2%	10,370
Net Income over Expenditure	97,829	104,525	6,696				
6000 plus Transfer from EMR	10,370	0	(10,370)				
Movement to/(from) Gen Reserve	108,199	104,525	(3,674)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	6,110	5,200	(910)		(910)	117.5%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	13,778	14,000	222		222	98.4%	
4471 Maintenance/Gardening	690	1,500	810		810	46.0%	
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	2,026	2,400	374		374	84.4%	
4521 Wilderness Field S106	2,187	0	(2,187)		(2,187)	0.0%	1,759
4530 Village Orderly Equip/Expenses	266	1,000	734		734	26.6%	
4560 Denmans Lane Toilets Repair	4,125	5,000	875		875	82.5%	
4561 Denmans Lane Toilets Utilities	20,709	20,230	(479)		(479)	102.4%	
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	591	1,500	909		909	39.4%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	11	300	289		289	3.7%	
4881 Plan 23-27	5,000	0	(5,000)		(5,000)	0.0%	5,000
4900 Village Archives	99	200	101		101	49.7%	
Environment & Amenities :- Indirect Expenditure	57,317	74,505	17,188	0	17,188	76.9%	6,759
Net Expenditure	(57,317)	(74,505)	(17,188)				
6000 plus Transfer from EMR	6,759	0	(6,759)				
Movement to/(from) Gen Reserve	(50,558)	(74,505)	(23,947)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

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	1,450	1,352	(98)			107.3%	
Allotments :- Income	<u>1,450</u>	<u>1,352</u>	<u>(98)</u>			<u>107.3%</u>	<u>0</u>
4600 Allotment Expense	2,403	3,000	597		597	80.1%	
Allotments :- Indirect Expenditure	<u>2,403</u>	<u>3,000</u>	<u>597</u>	<u>0</u>	<u>597</u>	<u>80.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(952)</u>	<u>(1,648)</u>	<u>(696)</u>				
<u>130 Planning & Traffic</u>							
4973 RTP1	0	150	150		150	0.0%	
4977 Speed Calming	282	250	(32)		(32)	112.8%	
Planning & Traffic :- Indirect Expenditure	<u>282</u>	<u>400</u>	<u>118</u>	<u>0</u>	<u>118</u>	<u>70.5%</u>	<u>0</u>
Net Expenditure	<u>(282)</u>	<u>(400)</u>	<u>(118)</u>				
<u>140 Non Budgeted Expenditure</u>							
4176 GR: Council Hive Premium Yr 1	1,820	0	(1,820)		(1,820)	0.0%	
4399 GR: KEH Clock	731	0	(731)		(731)	0.0%	
4400 GR: VJ Public Exhibition	345	0	(345)		(345)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>2,896</u>	<u>0</u>	<u>(2,896)</u>	<u>0</u>	<u>(2,896)</u>		<u>0</u>
Net Expenditure	<u>(2,896)</u>	<u>0</u>	<u>2,896</u>				
Grand Totals:- Income	<u>309,474</u>	<u>305,668</u>	<u>(3,806)</u>			<u>101.2%</u>	
Expenditure	<u>273,092</u>	<u>277,696</u>	<u>4,604</u>	<u>0</u>	<u>4,604</u>	<u>98.3%</u>	
Net Income over Expenditure	<u>36,381</u>	<u>27,972</u>	<u>(8,409)</u>				
plus Transfer from EMR	<u>17,129</u>	<u>0</u>	<u>(17,129)</u>				
Movement to/(from) Gen Reserve	<u>53,511</u>	<u>27,972</u>	<u>(25,539)</u>				

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Barclays Current Account	17,098.33
31/03/2026	Business Premium Account	14,720.53
31/03/2026	Nationwide Building Society	85,821.78
31/03/2026	Unity Trust Current Account	15,785.37
31/03/2026	Unity Trust Savings Account	25,850.46
31/03/2026	Hinckley&Rugby Building Soc.	85,811.21
31/03/2026	Lloyds Bank Charge Card	0.00

245,087.68

Receipts not on Bank Statement

0.00

Closing Balance

245,087.68

All Cash & Bank Accounts

1	Barclays Current Bank A/c	17,098.33
2	Barclays Business Premium A/c	14,720.53
3	Nationwide Building Society	85,821.78
5	Unity Trust Current Account	15,785.37
6	Unity Trust Savings Account	25,850.46
7	Hinckley&Rugby Building Soc.	85,811.21
8	Lloyds Bank Charge Card	0.00
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>245,087.68</u>

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Toilets on the Common	67,807.50	-6,230.00	61,577.50
329 EMR - Wilderness Field S106 Ma	8,465.38	-2,186.66	6,278.72
332 EMR - Council Elections	2,700.00	3,850.00	6,550.00
334 EMR - Plan 23-27	5,000.00	-5,000.00	0.00
335 EMR - Planning Reserve	4,000.00		4,000.00
336 EMR - SID Replacement	3,500.00	150.00	3,650.00
337 EMR - F&GP Plan 23-27	15,000.00	-5,722.48	9,277.52
338 EMR - Rolling Asset Management	20,000.00	20,000.00	40,000.00
339 EMR - Village Clock	0.00	1,000.00	1,000.00
340 EMR - Wilderness Field Mainten	0.00	4,000.00	4,000.00
	<u>126,472.88</u>	<u>9,860.86</u>	<u>136,333.74</u>

Date		31/03/2026			Current Year	Reversing Journal Ref: 107 (awaiting reversal)	
<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
4295	Waste Collection	100	Finance & General Purposes	Waste Collection Mar 2026	104.77		
500	Creditors	0		Waste Collection Mar 2026			104.77
4111	Payroll Administration	100	Finance & General Purposes	PayrollAdmin charges Oct-Mar26	277.78		
500	Creditors	0		PayrollAdmin Charges Oct-Mar26			277.78
4130	Bank Charges	100	Finance & General Purposes	Barclays Fee 13Feb-12Mar26	8.50		
500	Creditors	0		Barclays Fee 13Feb-12Mar26			8.50
4130	Bank Charges	100	Finance & General Purposes	UT Account Fee 1-31 Mar 2026	7.00		
500	Creditors	0		UT Account Fee 1-31 Mar 2026			7.00
4190	Telephone & Broadband	100	Finance & General Purposes	Broadband Services Mar 2026	67.70		
500	Creditors	0		Broadband Services Mar 2026			67.70
Narrative: YE Creditors (TE/MT/RBS)					Journal Totals	<u>465.75</u>	<u>465.75</u>

Date		31/03/2026			Current Year	Reversing Journal Ref: 108 (awaiting reversal)	
<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
1125	CTH Service Charge	100	Finance & General Purposes	Service Charge 26Dec-25Mar2026			477.32
100	Debtors	0		Service Charge 26Dec-25Mar2026	477.32		
1200	Allotment Income	120	Allotments	25/26 DL17B P Davis			17.50
100	Debtors	0		25/26 DL17B P Davis	17.50		
1200	Allotment Income	120	Allotments	25/26 DL33A Ms J Fagan			17.50
100	Debtors	0		25/26 DL33A Ms J Fagan	17.50		
1200	Allotment Income	120	Allotments	25/26 DL24 Mrs Weston			24.50
100	Debtors	0		25/26 DL24 Mrs Weston	24.50		
1090	Interest Received	100	Finance & General Purposes	H&R BS Interest Nov25-Mar26			487.00
100	Debtors	0		H&R BS Interest Nov25-Mar26	487.00		
Narrative: YE Debtors (TE/MT/RBS)					Journal Totals	<u>1,023.82</u>	<u>1,023.82</u>

Date		31/03/2026			Current Year	Reversing Journal Ref: 109 (awaiting reversal)	
<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
4140	Audit Fees	100	Finance & General Purposes	YE Closedown 2025/26	938.00		
510	Accruals	0		YE Closedown 2025/26			938.00
4140	Audit Fees	100	Finance & General Purposes	YE Internal Audit 2025/26	143.50		
510	Accruals	0		YE Internal Audit 2025/26			143.50
4140	Audit Fees	100	Finance & General Purposes	YE External Audit 2025/26	630.00		
510	Accruals	0		YE External Audit 2025/26			630.00
4380	Data Protection	100	Finance & General Purposes	FOI Requests 2025/26	550.00		
510	Accruals	0		FOI Requests 2025/26			550.00
4471	Maintenance/Gardening	110	Environment & Amenities	Dog Bin Management 2025/26	202.80		
510	Accruals	0		Dog Bin Management 2025/26			202.80

4521	Wilderness Field S106	110	Environment & Amenities	Tree Loc. Plan/Arb Report	428.00		
510	Accruals	0		Tree Loc. Plan/Arb Report		428.00	
4600	Allotment Expense	120	Allotments	Tree Loc. Plan/Arb Report	428.00		
510	Accruals	0		Tree Loc. Plan/Arb Report		428.00	
4399	GR: KEH Clock	140	Non Budgeted Expenditure	Repair Jan26 Smith of Derby	696.00		
510	Accruals	0		Repair Jan26 Smith of Derby		696.00	
4399	GR: KEH Clock	140	Non Budgeted Expenditure	Repair Jan26 Gasson&Green	34.80		
510	Accruals	0		Repair Jan26 Gasson&Green		34.80	
4190	Telephone & Broadband	100	Finance & General Purposes	EE Mobile Jan-Mar 2026	133.44		
510	Accruals	0		EE Mobile Jan-Mar 2026		133.44	
4130	Bank Charges	100	Finance & General Purposes	Barclays Fee 12Mar-31Mar26 Adj	4.25		
510	Accruals	0		Barclays Fee 12Mar-31Mar26 Adj		4.25	
4285	Toilets on Common Construction	100	Finance & General Purposes	Mech. Engineering: M Thom Ass	2,280.00		
510	Accruals	0		Mech. Engineering: M Thom Ass		2,280.00	
4285	Toilets on Common Construction	100	Finance & General Purposes	Dis Condns/PreContract Gould	3,950.00		
510	Accruals	0		Dis Condns/PreContract Gould		3,950.00	
Narrative: YE Accruals (TE/MT/RBS)					Journal Totals	10,418.79	10,418.79

Date		Current Year			Reversing Journal Ref: 110 (awaiting reversal)		
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit	
4180	Photocopying	100	Finance & General Purposes	Rent 1Apr-7Jun 2026 Adj		144.23	
110	Prepayments	0		Rent 1Apr-7Jun 2026 Adj	144.23		
4200	IT & Website	100	Finance & General Purposes	Website Hosting Apr26-Mar27		287.08	
110	Prepayments	0		Website Hosting Apr26-Mar27	287.08		
4200	IT & Website	100	Finance & General Purposes	SSL Certificates Apr26-Mar27		50.00	
110	Prepayments	0		SSL Certificates Apr26-Mar27	50.00		
4200	IT & Website	100	Finance & General Purposes	gov.UK Domain May26-Apr27 Adj		32.50	
110	Prepayments	0		gov.UK Domain May26-Apr27 Adj	32.50		
4561	Denmans Lane Toilets Utilities	110	Environment & Amenities	Daily Cleaning 1-11 Apr 26 Adj		495.00	
110	Prepayments	0		Daily Cleaning 1-11 Apr 26 Adj	495.00		
4292	Community Engagement	100	Finance & General Purposes	LVD26 Medical Care Sponsorship		300.00	
110	Prepayments	0		LVD26 Medical Care Sponsorship	300.00		
4340	Security Alarm System	100	Finance & General Purposes	Intruder Alarm Service 26/27		140.00	
110	Prepayments	0		Intruder Alarm Service 26/27	140.00		
4375	F&GP Plan 23-27	100	Finance & General Purposes	WCAG Website Setup/Ann Sub		899.00	
110	Prepayments	0		WCAG Website Setup/Ann Sub	899.00		
4375	F&GP Plan 23-27	100	Finance & General Purposes	Website Qtrly Compliance Scan		299.00	
110	Prepayments	0		Website Qtrly Compliance Scan	299.00		
4375	F&GP Plan 23-27	100	Finance & General Purposes	Website Extended Support		300.00	
110	Prepayments	0		Website Extended Support	300.00		
Narrative: YE PrePayments (TE/MT/RBS)					Journal Totals	2,946.81	2,946.81

Lindfield Parish Council 2025-2026
Internal Control Check January to March 2026

		Comments
1	<p>Detailed Bank reconciliation. Eg Do bank reconciliations agree with bank statements?</p> <p>Barclays Business Current Account</p> <p>Barclays Business Premium Account</p> <p>Nationwide Building Society</p> <p>Unity Trust Current Account</p> <p>Unity Trust Savings Account</p> <p>Sign Bank reconciliations</p> <p>Sign Bank statements/Screenshots</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Signed</p> <p>Signed</p>
2	Spot checks on entries made in cash books supported by invoices.	Agreed
3	Payroll reports reviewed by the authorised signatories to ensure that the correct payments have been made (Reference Financial Regulation 11.6).	Agreed
4	General review of book-keeping.	All good
<p>Check undertaken by: <i>Duncan Lowman</i></p> <p>Date: <i>18/05/26</i></p>		

Consultation: Modified proposals for local government reorganisation in West Sussex
Type: National
Deadline: 23:59 on 15 June 2026

This consultation seeks views on a potential modification to the proposal for unitary local government that the Ministry of Housing Communities and Local Government (MHCLG) received from:

- Adur DC, Arun DC, Chichester DC, Crawley BC, Horsham DC, Mid-Sussex DC and Worthing BC

The relevant proposal for 2 unitary councils was made on 26-Sep-25, following the Secretary of State's invitation to councils in West Sussex to submit proposals for unitary local government for their areas.

This consultation asks questions about the potential modification to the proposal to help inform further assessment. This will be considered in addition to the statutory consultation already undertaken between 19-Nov-25 and 11-Jan-26 on all reorganisation proposals received from councils in West Sussex.

Background

Two proposals were received from councils across the West Sussex invitation area on 26-Sep-25. A statutory consultation on these proposals was undertaken between 19-Nov-25 and 11-Jan-26. 3828 responses (across both East Sussex and Brighton and Hove and West Sussex) were received and carefully considered alongside the proposals and all other information received.

Proposals from councils in the West Sussex Area

1. West Sussex CC have proposed 1 unitary council across the whole of the area of West Sussex. This would comprise the current district areas of:

- Adur, Arun, Chichester, Crawley, Horsham, Mid-Sussex and Worthing

2. Adur DC, Arun DC, Chichester DC, Crawley BC, Horsham DC, Mid-Sussex DC and Worthing BC have proposed 2 unitary councils across the whole of the area of West Sussex. These would comprise the current district areas of:

- Adur, Arun, Chichester and Worthing
- Crawley, Horsham, and Mid Sussex

Brighton's Proposal

In addition, Brighton and Hove CC proposed 5 unitary councils across the whole of the area of East Sussex, West Sussex, and Brighton and Hove. This proposal includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

Unitary A - Brighton and Hove plus 4 wards and 1 parish from Lewes

Unitary B - Eastbourne, Hastings, Rother plus 5 wards from Lewes and 9 wards from Wealden

Unitary C - Mid-Sussex plus 34 wards from Wealden and 10 wards from Lewes

Unitary D - Chichester, Crawley, Horsham

Unitary E - Adur, Arun, and Worthing

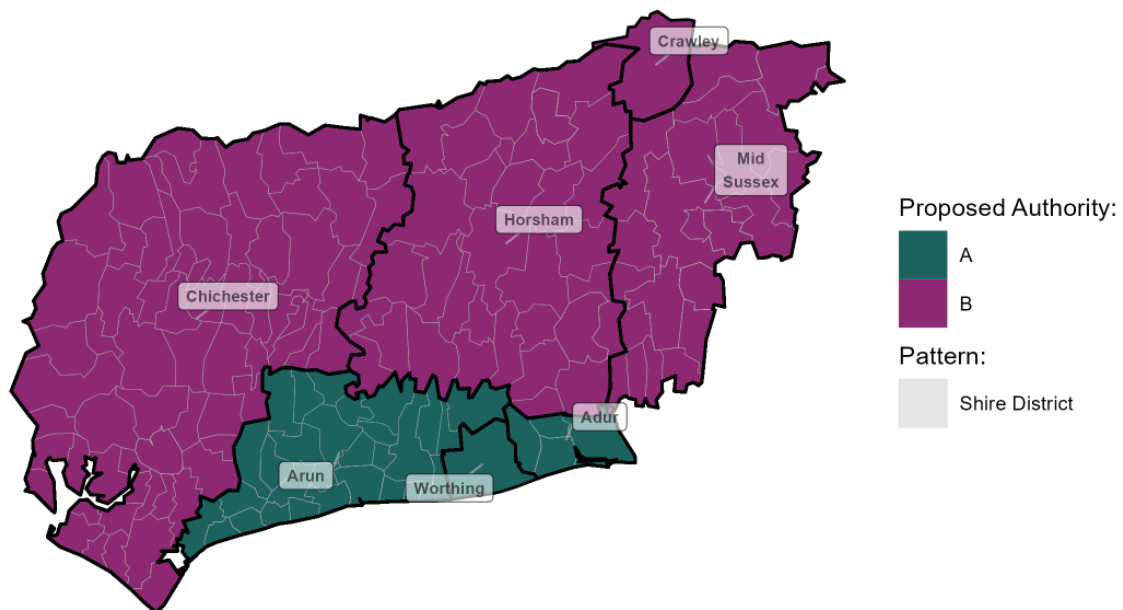
Secretary of State's Concerns and Potential Modification

The Secretary of State announced on 26-Mar-26 that, after carefully considering the two proposals received across the area, he had not yet made a decision, due to concerns regarding both of the proposals received from across West Sussex and East Sussex and Brighton and Hove. These included a concern about community and identity, while maintaining balance under the Mayoral Combined Authority in the West Sussex proposals, and a concern about the costs and risks of disaggregation in the 5 unitary pan-Sussex proposal from Brighton and Hove. These concerns are set out in detail in his update letter to council leaders.

For West Sussex, a potential modification to the two unitary proposal submitted by the West Sussex councils would see a coastal unitary comprising Adur, Arun and Worthing (as set out as part of the proposal from Brighton and Hove), and a second unitary covering Chichester, Crawley, Horsham and Mid Sussex. The Secretary of State wishes to explore whether this modification would ensure that new West Sussex councils reflect distinct communities and rural/coastal identities in the area while maintaining balance under the Mayoral Combined Authority.

Modification to West Sussex

Thick borders: District/Unitary; Thin borders: Parish (where applicable)



Consultation questions

1. To what extent do you agree or disagree that the potential modification to the two unitary proposal will deliver better unitary local government in West Sussex than the original proposal received as judged against the criteria?

Options (choose one)

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly Disagree
- Don't know

2 If you would like to, please use the free text box to tell us about whether the potential modification will deliver new councils that:

- are based on sensible geographies and economic areas;
- will be able to deliver the outcomes described in the original proposal;
- are the right size to be efficient, improve capacity and withstand financial shocks;
- will put local government in the area as a whole on a firmer footing;
- will deliver high quality, sustainable public services;
- will meet local needs;
- will support devolution arrangements;
- enable stronger community engagement and give the opportunity for neighbourhood empowerment;

You may also use the box to provide any other comments you have on this potential modification or any other matters.

Agenda Item 18 RFO Report.

1. Webinar Training Session Rialtas Business Solutions Ltd.
The RFO joined a Webinar training session offered by Rialtas Business Solutions Limited free of charge on 12 March 2026 to assist with year-end preparation of accounts. This had provided very helpful information and re-assurance that the Council's accounts were prepared ready to assist with the closedown of accounts.
2. Closedown of Accounts for 2025/2026.
The closedown of accounts was completed in conjunction with Rialtas Business Solutions Limited on 1 May 2026.
3. AGAR 2025/26 – Update.
The external auditor has now confirmed the additional financial information that will be required to complete section 2 of the AGAR.

Lindfield Parish Council has exceeded the £200,000 threshold for receipts and expenditure. Moore has therefore considered the additional information required to be submitted in relation to our intermediate review and has requested the following items:

- 1) Provide:
 - a. Details of the arrangements for monitoring actual performance against the budget for the period 1 April 2025 to 31 March 2026; and
 - b. Evidence of such monitoring.
- 2) Provide:
 - a. A copy of the terms and scope of engagement of the internal auditor. If none, provide details as to why such items are not in place; and
 - b. Dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place.
- 3) Provide:
 - a. A confirmation that all internal and external reports received during the year (1 April 2025 to 31 March 2026) have been placed before and considered by the Council; and
 - b. An extract of the minute(s) in the year in relation to this.
4. Lloyds Bank Charge Card.
We have received notification that Terms and conditions would be changing as follows.
 - a) Wef 28 Apr 2026 – a change of notice period Lloyds Bank gives if they are closing the account. Notice period increasing from two months to 90 days.
 - b) Wef 1 June 2026 – a change of general condition. Updating reasons why Lloyds Bank can suspend the card agreement, which may include lowering or removing our Scheme Limit.
5. Claim for VAT Refund – Invoice Period January to March 2026.
A claim for VAT refund totalling £3,509.56 had been submitted to HMRC and payment was received on 13 May 2026.

6. Internal Control Check of Accounts.
My thanks go to Cllr Lowman, who kindly carried out an internal control check of accounts for the invoice period January to March 2026 on 18 May 2026, which included verification of all bank reconciliations.
7. Year-end Internal Audit of Accounts for 2025/2026.
The year-end internal audit of accounts was due to take place on 3 June 2026. This would be the final year of a three-year long-term agreement.
8. Full Council Approved Transfer of Funds following Receipt of the Precept – Update.
Following receipt of Full Council approval to transfer funds between accounts on 14 May 2026, this had now taken place but with a small adjustment. On further review, it had been agreed to reduce the amount of transfer of funds from the Unity Trust Bank current account to the Unity Trust Bank savings account from £104,250 to £94,250. This had been approved in conjunction with the Chair and Vice Chair of Full Council. A larger than anticipated commitment had been made to make online payments from the current account.
9. Barclays Bank Current Account – Update.
On checking the Unity Trust Bank current account, a credit of £92.83 was received on 21 May 2026. Whilst LPC has not yet received written confirmation, I can confirm that the Barclays Bank Current account is no longer accessible online. The payment received corresponds with the balance shown on the last statement LPC received from Barclays minus 2 x monthly account fees totalling £17.00.

Current Interest Rates on 26 May 2026:

UT Sav 1.95 % Gross pa

Barclays BP 1.05 % AER

NBS 1.45 % AER/Gross pa

H&R BS 1.65% Gross

Current Bank/Savings Balances on 26 May 2026:

UT Curr a/c £154,115.85
UT Sav a/c £12,645.62
(Transfer of funds pending online authorisation)

Barclays Curr a/c £nil
Barclays BP a/c £31,720.53

NBS £85,924.07 @ 1 May 2026
(Transfer of funds pending online authorisation)

H&R BS £85,811.21
(Transfer of funds pending online authorisation)

FSCS limit £120,000 wef 1 Dec 2025

VAT threshold £90,000 wef 1 Apr 2024

Lindfield Parish Council
Pensions Discretion Policy

1 INTRODUCTION

- 1.1 Lindfield Parish Council (LPC) as an employer participating in the Local Government Pension Scheme (LGPS) in England and Wales has a legal duty to formulate, publish and keep under review a statement of policy on certain discretionary powers (which they have the power to exercise in relation to members of the CARE Scheme) under the Regulations plus a number of non-mandatory employer discretions.
- 1.2 The Local Government Pension Scheme (LGPS) in England and Wales was amended from 1st April 2014 so that benefits accruing for service after 31st March 2014 will accrue on a Career Average Re-valued Earnings (CARE) basis, rather than on the previous final salary basis. The provisions of the CARE scheme, together with the protections for members' accrued pre 1st April 2014 final salary rights, are contained in the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
- 1.3 Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. Discretions only apply at the time of application and are subject to change.
- 1.4 Under the LGPS both the employee and the employers make defined contributions to the fund for each participating employee at agreed rates

2 OBJECTIVES

- 2.1 When LPC sets and reviews these employer discretions, consideration is given to:
 - Cost – discretionary powers come with a cost attached - policies must not lead to a loss of confidence in public services, therefore have to be affordable
 - Basis on which decisions are made – policies should not be so rigid or restrictive as to prevent flexibility where a possibly unanticipated situation requires it
 - Equality – criteria that do not discriminate and where decisions are objectively justified
- 2.2 LPC has limited resources and needs to maintain a balanced budget. Any exercise of discretions must be contained within existing service budgets, therefore discretions are only exercised in exceptional circumstances.

3 DISCRETIONS

- 3.1 [Mandatory LGPS 2013 & 2014 discretions](#)
Discretionary policies from 1st April 2014 in relation to post 31st March 2014 active members and post 31st March 2014 leavers (excluding councillor members)

- 3.1.1 [Power of employing authority to grant additional pension¹](#)

An employer can choose to grant extra annual pension² (at full cost to themselves) to:

- an active member; or
- to a member, within 6 months of leaving, whose employment was terminated on the grounds of redundancy or business efficiency

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

¹ R31, *LGPS Regs 2013*

² Up to a stated limit (£8,344 as at 1st April 2024).

3.1.2 Shared Cost Additional Pension Contribution³

Where an active member wishes to purchase extra annual pension⁴ by making additional pension contributions (APCs) (subject to an annual limit), an employer can choose to voluntarily contribute towards the cost of purchasing that extra pension through a Shared Cost Additional Pension Contribution (SCAPC)

Note: this discretion does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work (or a longer period if the employer allows) to pay a SCAPC to cover the amount of pension 'lost' during that period of absence. In those cases, the employer must contribute 2/3rds of the cost to a SCAPC; there is no discretion.⁵

LPC policy decision: No additional pension will be awarded to active members and LPC will not fund the APC or SCAPC in whole or in part.

3.1.3 'Switch on' the 85-year rule⁶

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members. Where the Scheme employer does not switch back on the 85-year rule, the member's benefits will be actuarially reduced. However, the Scheme employer can exercise a discretion to waive any actuarial reductions (at cost to the Scheme employer).

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.1.4 Flexible Retirement⁷

An employer can decide whether to permit flexible retirement for staff aged 55 or over who reduce their working hours and/or grade and wish to access their pension benefits.

In such cases, pension benefits may be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds.

The employee must reduce either their hours, and/or their grade and the employer must agree to the release of the pension.

You will need to consider:

- The minimum reduction in hours or grade required.
- Whether the employee should commit to a reduction in hours or grade for a minimum period.
- Whether the employee should commit to remaining in employment with the employer for a minimum period. You must also state whether, in addition to the benefits the member has accrued prior to 1st April 2008 (which the member must draw), you permit the member to choose to draw:
- All, part, or none of the benefits they accrued after 31st March 2008 and before 1st April 2014 and/or,
- All, part, or none of the benefits accrued after 31st March 2014, and,
- Whether to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits paid on the grounds of flexible retirement before normal retirement age.⁸

³ R16(2)(e) & R16(4)(d), *LGPS Regs 2013*

⁴ Up to a stated limit (£8,344 as at 1st April 2024).

⁵ R15(5), *LGPS Regs 2013*

⁶ TPSch 2, para 1(2) & 1(1)(C) *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*

⁷ R30(6) *LGPS Regs 2013*

TP11(2), *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*

⁸ R30(8), *LGPS Regs 2013*

Note: If flexible retirement is agreed for a member aged between 55 and 60, there could be a Strain cost to be paid to the Pension Fund by the employer in respect of the pension benefits paid. There would also be a Strain cost payable by the employer where you have waived any actuarial reduction, in whole or in part.

LPC policy decision: The council would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.1.5 Waive actuarial reductions to members benefits⁹

An employer can decide whether to waive in whole or in part any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement.

This applies to:

- active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and
- deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.2 Recommended LGPS 2013 & 2014 discretions (non mandatory)

There is no requirement to have a written policy in respect of non-mandatory discretions. However, there are some non-mandatory discretions where it is recommended for Scheme employers to have a written policy so that both members and the Pension Fund administering authority can be clear on the employer's policy on these matters.

3.2.1 'Switch on' the 85-year rule¹⁰

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members.

This also applies to members with deferred benefits or a suspended tier 3 ill health pension who choose to voluntarily draw their deferred benefits (on or after 14th May 2018) on or after age 55 and before age 60.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.2.2 Waive actuarial reductions to members benefits¹¹

An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

⁹ R3(1) & 3(5), Sch 2 (para 2(1), 3(1), 3(2) & 9) *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014* B30(5) & B30A(5), *LGPS (Benefits, Membership and Contributions) Regs 2007 (as amended)*

¹⁰ Sch 2, para 1(1)(c) & 1(2) *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*

¹¹ TPSch 2, para 2(1) *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014* B30(5), B30A(5), *LGPS (Benefits, Membership and Contributions) Regs 2007 (as amended)*

3.3 Discretions to be exercised on and after 1st April 2014 in relation to scheme members who ceased active membership between 1st April 1998 and 31st March 2008

3.3.1 Grant application for early payment of deferred benefits¹²

Employers can decide whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.3.2 'Switch on' the 85-year rule upon the voluntary early payment of deferred benefits¹³

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations. An employer can decide to "switch on" the 85-year rule in full for a member with deferred benefits voluntarily drawing benefits (on or after 14th May 2018) on or after age 55 and before age 60.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.3.3 Waive actuarial reductions to members benefits¹⁴

An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

3.4 Discretions to be exercised on and after 1st April 2014 in relation to members who ceased active membership before 1st April 1998

3.4.1 Grant application for early payment of deferred benefits¹⁵

Employers can decide whether to grant applications early payment of deferred pension benefits on or after age 50 and before normal retirement age on compassionate grounds.

LPC policy decision: LPC would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

4. REVIEW

4.1 This policy will be reviewed by Full Council at least every three years. Any variation to the policy will be submitted to Full Council for approval.

¹² R31(2), *LGPS Regs 1997*

¹³ Sch 2, para 1(2) & 1(1)(f), *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*
R60, *LGPS Regs 2013*

¹⁴ R31(5), *LGPS Regs 1997*
Sch 2, para 2(1), *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*

¹⁵ TP3(5A)(vi), *LGPS (Transitional Provisions, Savings and Amendment) Regs 2014*
TL4, *LGPS (Transitional Provisions) Regs 1997*
L106(1) *LGPS Regs 1997 (as amended)*
D11(2)(c) *LGPS Regs 1995*

