

Lindfield Parish Council

Committee Meeting:	Finance & General Purpose
Item:	6
Report of:	Parish Clerk
Date:	2 July 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

July 2026	Bank mandates
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	500				£440 awarded in 24/25

Total agreed to date

£500.00 £0.00

As at 30.06.26

Balance in hand
Total Balance in hand

2,000.00
2,000.00

**Financial Reports – F&GP Items 8-9
RFO Summary to Month Ending April 2026**

I am attaching the financial reports for the month ending April 2026 for your information:

- 1) Detailed Income & Expenditure by Budget Heading.
- 2) Expenditure from Earmarked Reserves.
- 3) Unity Trust Current Account - Analysis of Payments made between 1 and 30 April 2026.
- 4) Barclays Bank Current Account - Analysis of Payments made between 1 and 30 April 2026.
- 5) Lloyds Bank Charge Card - Analysis of Payments made between 1 and 30 April 2026.
- 6) Bank – Cash and Investment Reconciliation to 30 April 2026.

Payments that were received in April 2026.

- 1) Barclays Business Current Account:
£20.00 Allotment Rent.

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

- 3) Unity Trust Current Account:
£808.00 CTH Rent for April 2026.
£889.90 Allotment Rent.
£152,500.00 Precept payment MSDC

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

- 4) Unity Trust Savings Account:
There were no transactions this month.

- 5) Nationwide Building Society:
£102.29 Interest for April 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.

Internal Transfer of Funds April 2026:

£5,000.00 was transferred from Unity Trust Bank savings account to the Unity Trust Bank current account to maintain a sufficient level of funds to meet the cost of direct debit, standing order and charge card committed payments.

£17,000.00 from Barclays Bank Business current account to Barclays Bank Business Premium account to assist with account closure.

Earmarked Reserves Expenditure April 2026 (Net of VAT)

£428.00 Wilderness Field S106 Maintenance – Greenspace Ecological Solutions Ltd (Tree Protection Plan & Arb Report).

General Reserves Expenditure April 2026 (Net of VAT)

£1,141.70 gross as VAT not recoverable – Glasdon UK Ltd (Memorial Bench)

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

There were no overspent budget headings.

Tracy Ely
Responsible Financial Officer

Detailed Income & Expenditure by Budget Heading 30/04/2026

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	152,500	305,000	152,500			50.0%	
1090 Interest Received	(385)	3,000	3,385			(12.8%)	
1120 Clock Tower House Rental	808	9,696	8,888			8.3%	
1125 CTH Service Charge	(477)	1,500	1,977			(31.8%)	
1210 Licence Fee	0	160	160			0.0%	
1230 Christmas Festival Night	0	1,100	1,100			0.0%	
Finance & General Purposes :- Income	152,446	320,456	168,010			47.6%	0
4000 Salary	0	106,587	106,587		106,587	0.0%	
4010 Tax & NI	0	12,988	12,988		12,988	0.0%	
4020 Pension	0	19,399	19,399		19,399	0.0%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	(278)	600	878		878	(46.3%)	
4120 Training	0	2,000	2,000		2,000	0.0%	
4130 Bank Charges	(1)	100	101		101	(1.3%)	
4140 Audit Fees	(1,712)	2,750	4,462		4,462	(62.2%)	
4160 Insurance	0	4,500	4,500		4,500	0.0%	
4170 Postage & Stationery	0	200	200		200	0.0%	
4175 Annual Memberships/Subscriptio	0	3,000	3,000		3,000	0.0%	
4180 Photocopying	144	1,200	1,056		1,056	12.0%	
4190 Telephone & Broadband	148	2,800	2,652		2,652	5.3%	
4200 IT & Website	1,068	8,000	6,932		6,932	13.4%	
4210 Office Equipment	158	1,000	842		842	15.8%	
4221 Lindfield Enterprise Park	0	700	700		700	0.0%	
4230 Grants Paid	0	2,500	2,500		2,500	0.0%	
4240 Room Hire	0	1,200	1,200		1,200	0.0%	
4250 Cleaning/Catering	16	3,800	3,784		3,784	0.4%	
4260 Newsletter & Annual Report	0	2,500	2,500		2,500	0.0%	
4265 F&GP Professional Fees	0	3,000	3,000		3,000	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%	
4285 Toilets on Common Construction	(6,230)	0	6,230		6,230	0.0%	
4292 Community Engagement	338	1,500	1,162		1,162	22.6%	
4295 Waste Collection	0	1,500	1,500		1,500	0.0%	
4310 PWLB Repayment	10,484	20,847	10,363		10,363	50.3%	
4320 Electricity Supply	187	4,326	4,139		4,139	4.3%	
4330 Water Supply	27	206	179		179	13.3%	
4340 Security Alarm System	140	500	360		360	28.0%	
4350 Fire Safety System	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Health & Safety	0	100	100		100	0.0%	
4370 Publications	0	200	200		200	0.0%	
4375 F&GP Plan 23-27	1,498	0	(1,498)		(1,498)	0.0%	
4380 Data Protection	0	300	300		300	0.0%	
4385 Vehicle	265	4,000	3,735		3,735	6.6%	
4393 Maintenance/Improvements CTH	657	1,500	843		843	43.8%	
Finance & General Purposes :- Indirect Expenditure	6,911	221,403	214,492	0	214,492	3.1%	0
Net Income over Expenditure	145,535	99,053	(46,482)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	905	6,000	5,095		5,095	15.1%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	2,916	14,000	11,084		11,084	20.8%	
4471 Maintenance/Gardening	33	1,500	1,467		1,467	2.2%	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	0	550	550		550	0.0%	
4510 Grass Cutting	0	2,550	2,550		2,550	0.0%	
4521 Wilderness Field S106	0	0	0		0	0.0%	428
4530 Village Orderly Equip/Expenses	0	1,000	1,000		1,000	0.0%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	1,884	22,000	20,116		20,116	8.6%	
4650 Climate Change Projects	0	1,500	1,500		1,500	0.0%	
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	0	300	300		300	0.0%	
4900 Village Archives	480	800	320		320	60.0%	
Environment & Amenities :- Indirect Expenditure	6,219	61,000	54,781	0	54,781	10.2%	428
Net Expenditure	(6,219)	(61,000)	(54,781)				
6000 plus Transfer from EMR	428	0	(428)				
Movement to/(from) Gen Reserve	(5,791)	(61,000)	(55,209)				
120 Allotments							
1200 Allotment Income	850	1,657	807			51.3%	
Allotments :- Income	850	1,657	807			51.3%	0
4600 Allotment Expense	522	3,000	2,478		2,478	17.4%	
Allotments :- Indirect Expenditure	522	3,000	2,478	0	2,478	17.4%	0
Net Income over Expenditure	329	(1,343)	(1,672)				

Detailed Income & Expenditure by Budget Heading 30/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Planning & Traffic</u>							
4967 PT&T Admin	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(400)</u>	<u>(400)</u>				
<u>140 Non Budgeted Expenditure</u>							
4399 GR: KEH Clock	(731)	0	731		731	0.0%	
4855 GR: Memorial Bench	1,142	0	(1,142)		(1,142)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>411</u>	<u>0</u>	<u>(411)</u>	<u>0</u>	<u>(411)</u>		<u>0</u>
Net Expenditure	<u>(411)</u>	<u>0</u>	<u>411</u>				
Grand Totals:- Income	153,296	322,113	168,817			47.6%	
Expenditure	14,062	285,803	271,741	0	271,741	4.9%	
Net Income over Expenditure	<u>139,234</u>	<u>36,310</u>	<u>(102,924)</u>				
plus Transfer from EMR	428	0	(428)				
Movement to/(from) Gen Reserve	<u>139,662</u>	<u>36,310</u>	<u>(103,352)</u>				

Lindfield Parish Council 2026/27

Expenditure from Earmarked Reserves as of 30 April 2026

Account	Opening Balance £	Net Transfers £	Closing Balance £
320 EMR - Toilets on the Common	61,577.50		61,577.50
329 EMR - Wilderness Field S106 Maintenance	6,278.72	- 428.00	5,850.72
332 EMR - Council Elections	6,550.00		6,550.00
335 EMR - Planning Reserve	4,000.00		4,000.00
336 EMR - SID Replacement	3,650.00		3,650.00
337 EMR - F&GP Plan 23-27	9,277.52		9,277.52
338 EMR - Rolling Asset Management	40,000.00		40,000.00
339 EMR - Village Clock	1,000.00		1,000.00
340 EMR - Wilderness Field Maintenance	4,000.00		4,000.00
	136,333.74	- 428.00	135,905.74

RFO

30 Apr 2026

Unity Trust Current Account

Payments made between 01/04/2026 and 30/04/2026

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>
07/04/2026	British Telecommunications Plc	DD	81.24		13.54	4190	100	67.70	Broadband Services Mar 2026
09/04/2026	Lloyds Bank Charge Card	DD Lloyds	860.20			270		860.20	Lloyds Bank Statement 26Mar26
13/04/2026	Pozitive Energy Ltd	DD	252.05		11.96	4450	110	240.09	Electricity Supply 1-31Mar2026
14/04/2026	Rialtas Business Solutions Ltd	ONLINE	1,171.20		195.20	4200	100	306.00	RBS Acc Software Suppt 2026/27
						4200	100	275.00	RBS Asset Inventory Suppt26/27
						4600	120	275.00	RBS Software Suppt 2026/27
						4600	120	120.00	RBS Software App Suppt 2026/27
14/04/2026	Aubergine 262 Ltd	ONLINE	120.00		20.00	4200	100	100.00	Ann ren .gov.uk Domain 2026
14/04/2026	F. Goddard & Sons Ltd	ONLINE	125.76		20.96	4600	120	104.80	Replacement Tap to Tank
14/04/2026	GES Ltd	ONLINE	513.60		85.60	4521	110	248.00	Tree Location Plan
						329		-248.00	Tree Location Plan
						6000	110	248.00	Tree Location Plan
						4521	110	180.00	Arb Report
						329		-180.00	Arb Report
						6000	110	180.00	Arb Report
14/04/2026	GES Ltd	ONLINE	513.60		85.60	4600	120	248.00	Tree Location Plan
						4600	120	180.00	Arb Report
15/04/2026	EE Limited	DD	53.14		8.86	4190	100	44.28	Mobile Charges Apr 2026
16/04/2026	EE Limited	DD	-30.00		-5.00	4190	100	-25.00	Business Renewal Credit
16/04/2026	E-on Next Ltd	DD	196.62		9.36	4320	100	187.26	Electricity Charges 1-31Mar26
17/04/2026	Mercedes-Benz Fin Services Ltd	DD	284.27		47.38	4385	100	236.89	Lease Instalment Apr 2026
17/04/2026	Bryan Cleaning Services	SO	-1,260.00			4561	110	-1,260.00	ConClean 12,19,26Apr;3May Corr
17/04/2026	Bryan Cleaning Services	SO	1,260.00			4561	110	1,260.00	ContractClean12,19,
21/04/2026	Castle Water Limited	DD	93.13			4561	110	93.13	Water Supply Mar 2026
22/04/2026	British Gas	DD	37.72		1.80	4561	110	35.92	Elec Supply 7Mar-6Apr 2026
22/04/2026	Castle Water Limited	DD	27.46			4330	100	27.46	Water Supply Mar 2026
23/04/2026	Castle Water Limited	DD	6.58			4600	120	6.58	Water Supply Mar
Subtotal Carried Forward:			4,306.57	0.00	495.26			3,804.73	

Unity Trust Current Account

Payments made between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	Nominal Ledger Analysis		<u>£ Amount</u>	<u>Transaction Details</u>
						<u>A/c</u>	<u>Centre</u>		
									2026
24/04/2026	David Chaffe	ONLINE	550.00			4380	100	550.00	FOI Requests 2025/26
24/04/2026	F. Goddard & Sons Ltd	ONLINE	750.00		93.20	4393	100	307.00	Grd Floor Repl Water Heater
						4393	100	349.80	1st Floor Repl Water Heater
27/04/2026	Public Works Loan Board	DD	10,484.00			4310	100	10,484.00	Loan Repayment Apr 2026
29/04/2026	Mid Sussex District Council	ONLINE	243.36		40.56	4471	110	202.80	Dog Bin Management 2025/26
30/04/2026	British Telecommunications Plc	DD	154.02		25.67	4190	100	128.35	CloudVoice/Mobile 1-30Apr 2026
30/04/2026	SUEZ Recycling and Recovery	DD	125.72		20.95	4295	100	104.77	Waste Collection Mar 2026
30/04/2026	Unity Trust Bank Plc	FEE	7.00			4130	100	7.00	UT Account Fee 1- 31 Mar 2026
30/04/2026	Blachere Illumination UK Ltd	ONLINE	3,499.20		583.20	4465	110	2,916.00	Hire of Product Yr 2 25/26
30/04/2026	Streetlights	ONLINE	798.12		133.02	4450	110	665.10	Streetlights Mtn Contract
Total Payments:			20,917.99	0.00	1,391.86			19,526.13	

Barclays Current Bank A/c

Payments made between 01/04/2026 and 30/04/2026

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>
08/04/2026	Barclays Bank UK Plc	FEE	8.50			4130	100	8.50	Barclays Fee 13Feb-12Mar26
30/04/2026	Barclays Business Premium A/c	Transfer	17,000.00			210		17,000.00	Int Trans Barclays 3318 to1269
Total Payments:			17,008.50	0.00	0.00			17,008.50	

Lloyds Bank Charge Card

Payments made between 01/04/2026 and 30/04/2026

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>
01/04/2026	EE Limited	EE LTD	47.57		7.93	4190	100	39.64	Mobile Mnthly Charges Jan2026
01/04/2026	EE Limited	EE LTD	46.08		7.68	4190	100	38.40	Mobile Mnthly Charges Feb2026
01/04/2026	EE Limited	EE LTD	66.48		11.08	4190	100	55.40	Mobile Mthly Chgs/Equip Mar26
01/04/2026	YE Closedown	YE TOZEROR	860.20			517		860.20	YE Closedown
02/04/2026	Sebastian Lenski	AMAZON	18.49		3.08	4600	120	15.41	20 Pack Wooden Stakes Posts
02/04/2026	Amazon EU S.a.r.L.	AMAZON	18.98		3.16	4250	100	15.82	10-15L Bin Bags Liners
07/04/2026	Connected Kerb Limited	CKERB	11.78		1.97	4385	100	9.81	Vehicle Charge 7 Apr 2026
08/04/2026	Glasdon UK Limited	GLASDON	1,141.70			4855	140	1,141.70	Lowther Seat (Black)+Plaque
09/04/2026	Dell Corporation Ltd	DELL	576.00		96.00	4900	110	480.00	DellOutlet Dell Tower Desktop
09/04/2026	KPS Composting Services Ltd	KPS	40.00		6.67	4471	110	33.33	Disposal of Green Waste
10/04/2026	Wex Photo Video	WEX	158.00			4210	100	82.00	USEDNikon18-105mmAF-S DX Lens
						4210	100	76.00	Nikon D5000 Digi Camera Body
14/04/2026	Connected Kerb Limited	CKERB	11.15		1.86	4385	100	9.29	Vehicle Charge 14 Apr 2026
17/04/2026	Mailchimp	MAILCHIMP	17.85			4200	100	17.85	MailchimpComm Engagement Apr26
21/04/2026	Connected Kerb Limited	CKERB	11.27		1.88	4385	100	9.39	Vehicle Charge 21 Apr 2026
23/04/2026	Jaycee Trophies	JAYCEE	45.99		7.67	4292	100	32.50	Bamboo Rectangular Award 15mm
						4292	100	5.82	Bamboo Award 15mm Delivery
27/04/2026	Lloyds Bank	FEE	3.00			4130	100	3.00	Charge Card Fee Apr 2026
Total Payments:			3,074.54	0.00	148.98			2,925.56	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/04/2026	Barclays Current Account	109.83
30/04/2026	Business Premium Account	31,720.53
30/04/2026	Nationwide Building Society	85,924.07
30/04/2026	Unity Trust Current Account	161,090.12
30/04/2026	Unity Trust Savings Account	12,565.62
30/04/2026	Hinckley&Rugby Building Soc.	85,811.21
27/04/2026	Lloyds Bank Charge Card	-2,214.34
		375,007.04
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		<u>375,007.04</u>
<u>All Cash & Bank Accounts</u>		
1	Barclays Current Bank A/c	109.83
2	Barclays Business Premium A/c	31,720.53
3	Nationwide Building Society	85,924.07
5	Unity Trust Current Account	161,090.12
6	Unity Trust Savings Account	12,565.62
7	Hinckley&Rugby Building Soc.	85,811.21
8	Lloyds Bank Charge Card	-2,214.34
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>375,007.04</u>

Committee Meeting:	Finance & General Purpose
Item:	9.iii. Financial Monitoring. To Approve Internal Transfers
Report of:	Responsible Financial Officer
Date:	2 July 2026
Subject:	Internal Transfer of Funds

Purpose of Report:

1. Members are asked to approve an internal transfer of funds.

Recommendation(s)

Members are recommended to:

- A) Instruct the RFO to transfer £31,000.00 from the Barclays Bank Business Premium savings account to the Unity Trust Bank savings account.**

Background:

2. The balance of funds held with Unity Trust Bank overall is gradually reducing, and as such, it would be prudent to consider transferring funds from another savings account to assist with maximising the level of interest earned. The balance of funds held as of 30 June 2026:

Current Account £16,484.81

Savings Account £72,622.94

Totalling £89,107.75 (rounded down to £89,000)

3. Funds held in the UnityTrust Bank current account are required to meet regular DDM and SO payments, and any future online payments that will be authorised. The level of funds held in the current account is kept to a minimum, given that this is a non-interest-bearing account.
4. Current interest rates on the savings accounts held by the Council are as follows:
 - Unity Trust Bank 1.95% gross - currently £89,000 (rounded) held on account 30 Jun 2026.
 - Barclays Bank Plc 1.05% gross - currently £31,781.55 held on account 30 June 2026.
 - Nationwide Building Society 1.45% - currently £106,283.90 held on account 1 June 2026.
 - Hinckley & Rugby Building Society 1.65% gross - currently £113,811.21 held on account 30 June 2026.

There is no minimum balance requirement by Barclays Bank in respect of their savings account.

Proposal

5. The RFO is seeking agreement to £31,000 being transferred from the Barclays Bank Business Premium savings account to the Unity Trust Bank savings account to assist with maximising the level of interest earned on the Council's total funds held. This sum would increase funds held with Unity Trust Bank to enjoy maximum FSCS protection of £120,000.00.

- Accounts
- Payments
- Authorisation 2
- Beneficiaries
- Account management
- Help and support

People connected to this account

Person	Status	Last log in	View	Submit	Authorise	Admin	Signatory
Lindfield Parish Council							
Mrs Amy Beecroft	Active	18/06/26 12:50	✓	✗	✓	✗	✓
Mr William Blunden	Active	08/06/26 11:03	✓	✗	✓	✗	✓
Mrs Tracy Ely	Active	29/06/26 12:20	✓	✓	✗	✓	✗
Mr Andrew Funnell	Active	12/06/26 09:14	✓	✓	✗	✗	✗
Mrs Valerie Upton	Active	02/06/26 18:31	✓	✗	✓	✗	✓
Mr Trevor Webster	Active	15/06/26 17:36	✓	✗	✓	✗	✓

Signing authority rules

Dual Authority: Any two of the signatories listed above must sign instructions. Instructions include signing cheques and making changes to your bank mandate.

Online Banking authority rules

Online Banking authority rules apply to internal transfers and external payments made via Online Banking.

	Single Authority Any one person with submit permissions can make payments and transfers.	Dual Authority One person must submit a payment or transfer, and another person must authorise it.	Triple Authority One person must submit a payment or transfer, and two other people must authorise it.
Internal transfers	Not applicable	£ 0.00 onwards	Not applicable
External payments	Not applicable	Not applicable	£ 0.00 onwards

To change your organisation's signing rules or online banking authority rules, please use our [Account Management form](#).

Help and support

- [What are access permissions?](#)

- ELYT**
- Mrs Tracy Ely
- My details
- My messages
- Log out

- Accounts
- Payments
- Authorisation 2
- Beneficiaries
- Account management
- Help and support

- ELYT**
Mrs Tracy Ely
- My details
 - My messages
 - Log out

People connected to this account

Person	Status	Last log in	View	Submit	Authorise	Admin	Signatory
Lindfield Parish Council							
Mrs Amy Beecroft	Active	18/06/26 12:50	✓	✗	✓	✗	✓
Mr William Blunden	Active	08/06/26 11:03	✓	✗	✓	✗	✓
Mrs Tracy Ely	Active	29/06/26 12:20	✓	✓	✗	✓	✗
Mr Andrew Funnell	Active	12/06/26 09:14	✓	✓	✗	✗	✗
Mrs Valerie Upton	Active	02/06/26 18:31	✓	✗	✓	✗	✓
Mr Trevor Webster	Active	15/06/26 17:36	✓	✗	✓	✗	✗

Signing authority rules

Dual Authority: Any two of the signatories listed above must sign instructions. Instructions include signing cheques and making changes to your bank mandate.

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Help and support

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Barclays Bank Mandate

Account Number: ending 1269

Account Name: Lindfield Parish Council

Type of Account: Business Premium Savings Account

Approving Person		Power/Authority	Cheque	Online Access*	Limit £	Debit Card
Officer						
Clerk	Mr A Funnell	Authorised Signatory	Yes	No	Unlimited	Yes
RFO	Mrs T Ely	Authorised Signatory as Scheme Administrator	Yes	Yes	Unlimited	No
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Yes	Yes	Unlimited	No
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Yes	Yes	Unlimited	No
Vice-Chair F&GP	Mrs L Grace	Authorised Signatory	Yes	No	Unlimited	No
Member F&GP	Mrs V Upton	Authorised Signatory	Yes	No	Unlimited	No
Member F&GP; Chair of PT&T	Mr D Lowman	Authorised Signatory	Yes	No	Unlimited	No
Council Chair; Member of F&GP	Trevor Webster	Authorised Person at request of Barclays Bank	-	-	-	-

Any two authorised signatories are required by LPC per transaction to approve a payment by online banking.

Any two authorised signatories are required to change the bank mandate.

*Maximum limit of £50,000 per single transaction; Maximum limit of £100,000 in total per day for online banking; No minimum balance required to be held in account.

Jun 2026

Hinckley & Rugby Building Society Bank Mandate

Account Number: ending 9522

Account Name: Lindfield Parish Council

Type of Account: Local Council Easy Access Deposit Account

Approving Person		Power/Authority	Description of Authority	Cheque n/a	Online Access n/a	Limit £
Officer						
RFO	Mrs T Ely	Scheme Administrator/Signatory	Administrator/ Authorisation of deposits & withdrawals		Yes, to assist with administration and access to deposit balance held for the purpose of bank reconciliations	Unlimited
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Member F&GP	Mrs V Upton	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited

A minimum balance of £500.00 must be held on account.

Any one authorised signatory to withdraw funds or to change the bank mandate. Funds can only be transferred to nominated account held with Unity Trust bank.

Jun 2026

Lloyds Bank Charge Card Bank Mandate

Account Number: ending 1377

Account Name: Lindfield Parish Council

Type of Account: Charge Card

Approving Person		Power/Authority	Online Access	Limit £
Officer				
Clerk	Mr A Funnell	Programme Administrator & Card Holder	Yes	Credit Limit £6,000.00 per month; Single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
RFO	Mrs T Ely	Programme Administrator	Yes	N/a
Councillor				
No Councillor Activity				

Jun 2026

Nationwide Building Society Bank Mandate

Account Number: ending 6320

Account Name: Lindfield Parish Council

Type of Account: Business Instant Saver Issue 9 – Monthly (Standalone Product)

Approving Person		Power/Authority	Description of Authority	Cheque n/a	Online Access n/a	Limit £
Officer						
RFO	Mrs T Ely	Scheme Administrator	Administrator		No	Unlimited
Clerk	Mr A J Funnell	Controlling Person at request of NBS	n/a		No	n/a
Councillor						
Council Vice-Chair & Chair, F&GP	Mrs A Beecroft	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair of E&A; Member F&GP	Mr W Blunden	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited
Chair P,T&T; Member F&GP	Mrs V Upton	Authorised Signatory	Authorisation of deposits & withdrawals		No	Unlimited

A minimum balance of £5,000.00 must be held on account.

Any two authorised signatories are required to withdraw funds or to change the bank mandate. Funds can only be transferred to nominated account with Unity Trust bank.

Jun 2026

Committee Meeting:	Finance & General Purpose
Item:	13
Report of:	Parish Clerk & RFO
Date:	2 July 2026
Subject:	Clerk & RFO report

Clerk's Report

1. Intruder Alarm
The service was carried out this month with no issues. Contacts for the system have been updated.
2. Website
The Deputy Clerk and I have been provided with the website shell, which now needs to be populated. This will take some time as we will need to reuse or write new content for over 40 web pages.
3. Solar Panels
The system has generated 3870kWh as of 30th June 2026. A minor issue with the installation's fuse box has been fixed under warranty.
4. Clock Tower House
Plaster has come off between the ceiling and wall in the Clerk's office. This will require remedial work. There are also hairline cracks in the Deputy Clerk's office and on the wall near the RFO's desk.

RFO's Report

1. AGAR 2025/26 – Update
Following receipt of Full Council approval for the AGAR 2025/26 and supporting documentation at their meeting on 18 June 2026, the AGAR 2025/26 and supporting documentation were submitted to Moore on 30 June 2026.
2. British Gas Contract (DDM): Update
British Gas has announced that despite being on a Fixed Rate Plan, two new non-energy costs will be added to bills commencing 3 August 2026 as a result of Government policy and subsequent approval by Ofgem:
 - A levy – introduced to help fund future low-carbon electricity generation.
 - Additional network cost - the cost of using the electricity network increased significantly to support further investment in the electricity network.

Current Interest Rates on 30 Jun 2026:

UT Sav 1.95 % Gross pa

Barclays BP 1.05 % AER

Current Bank/Savings Balances on 30 June 2026:

UT Curr a/c £16,484.81

UT Sav a/c £72,622.94

(Transfer of funds pending online authorisation)

Barclays Curr a/c Closed

Barclays BP a/c £31,720.53

(Transfer of funds pending online authorisation)

Lindfield Parish Council

NBS 1.45 % AER/Gross pa

NBS £106,283.90 @ 1 June 2026

H&R BS 1.65% Gross

H&R BS £85,811.21

FSCS limit £120,000 wef 1 Dec 2025

VAT threshold £90,000 wef 1 Apr 2024