



F26P
Grants
ITEM
10.6.

19 June 2017

Dear Carol,

Last year, once again, the Parish Council were gracious enough to reimburse the hall costs for the Royal British Legion, Steyning Branch AGM and Poppy Appeal Festival lunch, due to be held, this year, on the 3rd October and 20th of November respectively.

This letter is to request a repeat of this generous grant to cover the hire cost for the same hall bookings.

I would like to express my appreciation, on behalf of the branch, for all your help.

I look forward to your positive response.

Yours sincerely,

Branch Chairman

Shoulder to shoulder with all who Serve

Registered Charity: The Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
Registered Charity Number: 219279

Legion Contact Centre: 0808 802 8080 (Calls are free from UK landlines and main mobile networks)

TELEPHONE SYSTEM PROPOSAL

QUOTE



MEETING OVERVIEW

1 x T41 Handsets

3 x W52P DECT



PRICING SUMMARY

Fixed rentals for telephone system over 60 months (1+19)

£93.51 per month (+VAT)

*leasing of capital goods is 100% tax deductible and an efficient way of cash-flow budgeting, this makes leasing the most effective and popular choice with our clients to finance new telephony technology.

EQUIPMENT/SERVICE

MONTHLY COST

New equipment rental	£93.51
Optional on-site maintenance charges	£31.25
Broadband charges (2 Fibre broadband at £37.00 each)	£74.00
Total line rental (3 lines at £10.99 each)	£32.97
Total	£231.73



READY TO MOVE FORWARD?

Date: 31/08/2017

Steyping Parish Council

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**Bank Reconciliation Statement as at 31/08/2017
for Cashbook 2 - Money Market Account**

User: SLB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Money Manager Account	31/08/2017	3	110,131.23
			<u>110,131.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/04/2017 CR hsbc		6.04	
13/04/2017 TRANS HSBC		-6.04	
24/08/2017 TFR Current Account		40,000.00	
			<u>40,000.00</u>
			70,131.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,131.23
		Balance per Cash Book is :-	70,131.23
		Difference is :-	0.00

Date: 31/08/2017

Steyping Parish Council

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Time: 17:13

**Bank Reconciliation Statement as at 31/08/2017
for Cashbook 1 - Current Account**

User: SLB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/08/2017	904	42,684.83
			<u>42,684.83</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
31/07/2017 310268	Supreme Hygiene	94.56	
01/08/2017 310270	Steyping Community Orchard	62.00	
21/08/2017 310288	Mr Lanning	13.75	
24/08/2017 310289	Capita Business Services	1,497.09	
24/08/2017 310290	West Sussex CC	1,200.14	
24/08/2017 310291	Smart wood flooring	1,320.00	
			<u>4,187.54</u>
			38,497.29
<u>Receipts not Banked/Cleared (Plus)</u>			
30/08/2017 17/51		323.45	
30/08/2017 17/52		66.00	
			<u>389.45</u>
			38,886.74
		Balance per Cash Book is :-	38,886.74
		Difference is :-	0.00

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Steyning Parish Council

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Detailed Income & Expenditure by Budget Heading 31/08/2017

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt							
101 Administration							
1000 Donations Received	0	0	500	500			0.0%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1010 Miscellaneous income	0	254	0	(254)			0.0%
1026 Showcase income	0	0	250	250			0.0%
1076 Precept Received	0	122,636	244,523	121,888			50.2%
1077 CTB Grant	0	0	748	748			0.0%
1090 Bank Interest Received	0	33	125	92			26.7%
Administration :- Income	0	122,923	246,346	123,424			49.9%
4000 Salaries	4,486	27,797	44,808	17,011		17,011	62.0%
4002 Printing, stationery, postage	140	751	3,250	2,499		2,499	23.1%
4003 Staff Ill Health Insurance	68	711	600	(111)		(111)	118.5%
4004 Telephones and Alarm	341	1,340	4,360	3,020		3,020	30.7%
4005 Insurance	0	7,819	8,100	281		281	96.5%
4006 Salaries Outsourcing	1,497	1,855	1,548	(307)		(307)	119.8%
4010 Audit Fees	0	(298)	1,340	1,638		1,638	(22.2%)
4016 Legal Fees/Elections	276	276	11,300	11,024		11,024	2.4%
4021 General Grants	0	650	1,000	350		350	65.0%
4025 CCTV Maintenance	0	479	1,000	521		521	47.9%
4030 Steyning in Bloom	0	0	1,000	1,000		1,000	0.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	0	0	1,000	1,000		1,000	0.0%
4036 SALC NALC Subs	0	1,759	1,750	(9)		(9)	100.5%
4040 Town Clock	0	0	350	350		350	0.0%
4045 Misc & Petty Cash	80,107	80,158	350	(79,808)		(79,808)	22902.2
4047 Training	0	270	1,500	1,230		1,230	18.0%
4049 Showcase	0	0	250	250		250	0.0%
4060 Chairman's Function	0	0	750	750		750	0.0%
4061 Councillors' Allowances	0	0	750	750		750	0.0%
4063 Legionnaires	133	339	1,600	1,261		1,261	21.2%
4070 Software Packages	474	1,639	1,500	(139)		(139)	109.3%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	0	128	750	622		622	17.1%
4100 Neighbourhood Wardens	(39,680)	0	0	0		0	0.0%
Administration :- Indirect Expenditure	47,841	125,675	90,231	(35,444)	0	(35,444)	139.3%
Movement to/(from) Gen Reserve	(47,841)	(2,752)					

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Steyping Parish Council

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Detailed Income & Expenditure by Budget Heading 31/08/2017

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	39,680	0	41,000	41,000		41,000	0.0%
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>39,680</u>	<u>0</u>	<u>55,500</u>	<u>55,500</u>	<u>0</u>	<u>55,500</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>(39,680)</u>	<u>0</u>					
<u>103 Youth Provision</u>							
4023 Youth Service	10,845	10,845	24,700	13,855		13,855	43.9%
Youth Provision :- Indirect Expenditure	<u>10,845</u>	<u>10,845</u>	<u>24,700</u>	<u>13,855</u>	<u>0</u>	<u>13,855</u>	<u>43.9%</u>
Movement to/(from) Gen Reserve	<u>(10,845)</u>	<u>(10,845)</u>					
Finance & General Purposes Ctt :- Income	0	122,923	246,346	123,424			49.9%
Expenditure	98,366	136,520	170,431	33,911	0	33,911	80.1%
Movement to/(from) Gen Reserve	<u>(98,366)</u>	<u>(13,598)</u>					

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Bank Reconciliation Statement as at 31/07/2017
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/07/2017	904	117,629.37
			<u>117,629.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/06/2017 310216 Steyning partnership		200.00	
17/07/2017 310250 Steyning bowling club		2.70	
17/07/2017 310252 SEBO		12.73	
24/07/2017 310257 Kestrel Alarms		87.60	
24/07/2017 310258 SEBO		19.46	
24/07/2017 310259 PiP Services		141.88	
24/07/2017 310260 British Telecom		389.00	
24/07/2017 310261 SSALC		90.00	
24/07/2017 310262 D J Flynn		2,152.37	
26/07/2017 310264 WSCC		1,587.78	
26/07/2017 310265 Capita Business Services		2,504.20	
26/07/2017 310266 Rainbow Window Cleaning		90.00	
26/07/2017 310263 Came and Co		7,819.36	
			<u>15,097.08</u>
			102,532.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			102,532.29
		Balance per Cash Book is :-	102,532.29
		Difference is :-	0.00

02/08/2017

Steyning Parish Council

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Detailed Income & Expenditure by Budget Heading 31/07/2017

Month No:4-

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	0	500	500			0.0%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1010 Miscellaneous income	254	254	0	(254)			0.0%
1026 Showcase income	0	0	250	250			0.0%
1076 Precept Received	122,636	122,636	244,523	121,888			50.2%
1077 CTB Grant	0	0	748	748			0.0%
1090 Bank Interest Received	33	33	125	92			26.7%
	122,923	122,923	246,346	123,424			49.9%
Administration :- Income							
4000 Salaries	23,311	23,311	44,808	21,497		21,497	52.0%
4002 Printing, stationery, postage	612	612	3,250	2,638		2,638	18.8%
4003 Staff Ill Health Insurance	643	643	600	(43)		(43)	107.2%
4004 Telephones and Alarm	999	999	4,360	3,361		3,361	22.9%
4005 Insurance	7,819	7,819	8,100	281		281	96.5%
4006 Salaries Outsourcing	358	358	1,548	1,190		1,190	23.1%
4010 Audit Fees	(298)	(298)	1,340	1,638		1,638	(22.2%)
4016 Legal Fees/Elections	0	0	11,300	11,300		11,300	0.0%
4021 General Grants	650	650	1,000	350		350	65.0%
4025 CCTV Maintenance	479	479	1,000	521		521	47.9%
4030 Steyning in Bloom	0	0	1,000	1,000		1,000	0.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	0	0	1,000	1,000		1,000	0.0%
4036 SALC NALC Subs	1,759	1,759	1,750	(9)		(9)	100.5%
4040 Town Clock	0	0	350	350		350	0.0%
4045 Misc & Petty Cash	51	51	350	299		299	14.5%
4047 Training	270	270	1,500	1,230		1,230	18.0%
4049 Showcase	0	0	250	250		250	0.0%
4060 Chairman's Function	0	0	750	750		750	0.0%
4061 Councillors' Allowances	0	0	750	750		750	0.0%
4063 Legionnaires	206	206	1,600	1,394		1,394	12.9%
4070 Software Packages	1,165	1,165	1,500	335		335	77.7%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	128	128	750	622		622	17.1%
4100 Neighbourhood Wardens	39,680	39,680	0	(39,680)		(39,680)	0.0%
	77,834	77,834	90,231	12,397	0	12,397	86.3%
Administration :- Indirect Expenditure							
Movement to/(from) Gen Reserve	45,089	45,089					

Date: 02/08/2017

Steyping Parish Council

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Time: 16:47

Current Account

List of Payments made between 24/06/2017 and 31/07/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/06/2017	Steyping Parish Council	310222	5.00		Test of New account
26/06/2017	C.Stephenson	310223	39.17		Web site security
26/06/2017	West Sussex County Council	310224	1,285.80		Pensions for June
26/06/2017	Capita Business Services	310225	968.53		NIC contributions
26/06/2017	Atheletes shop	310226	18.52		Cable lock
26/06/2017	BT Business bill	310227	398.59		Monthly charges-June
26/06/2017	W.I.	310228	30.00		Refund for cancelled session
26/06/2017	Laser	310229	190.00		Changing room - up to June
26/06/2017	various	BP	4,806.67		June salaries
27/06/2017	Southern Pest control	310230	55.00		Wasp infestation
27/06/2017	PiP Services	310231	116.07		Consumables
27/06/2017	Tim Lloyd	310232	23.16		Wine for Film night
04/07/2017	HDC	DD	961.00		rates
04/07/2017	Steyping Bowling Club	310233	23.06		CCTV Elec
04/07/2017	TSS facilities	310234	160.00		Annual water hygiene
04/07/2017	Capita Business Services	310235	429.66		EOY P14's and P60's
04/07/2017	Safety shop	310236	87.36		Adhesive safety signs
04/07/2017	EDF	310237	27.11		Electric for period to June 27
04/07/2017	Bunces	310238	36.28		Batteries,screws,drillbits,fan
04/07/2017	west sussex county council	310239	2,663.83		Street lighting maintenance
05/07/2017	360 web security service	VIS	37.95		web security
05/07/2017	HSBC Visa	DR	1.04		transaction cost
06/07/2017	SPC	VIS	25.00		petty cash top up
10/07/2017	Business stream	310244	508.82		Water-Club room
10/07/2017	Business stream	310245	305.55		Water -allotments
10/07/2017	ADT	310246	45.50		ADT alarms maintenance
10/07/2017	SALC	310247	216.00		Legal n finance training
11/07/2017	Legal and general	310240	643.06		ill health liability
11/07/2017	Southern Cinema Services	310241	332.45		Hire projector n film
11/07/2017	Clare Austin	310242	248.05		Gardening at Steyping C
11/07/2017	Green thumb	310243	22.00		Lawn treatment
11/07/2017	Mark Perry	310248	65.86		Room stat n cage at Pav.
17/07/2017	George Rose Office products	310249	67.19		Stationary for Steyping centre
17/07/2017	Steyping bowling club	310250	2.70		CCTV elec to 30June
17/07/2017	LASER	310251	302.91		Electric use to 30 June
17/07/2017	LASER	310251	1,022.23		Elec to 30june Steyping Centre
17/07/2017	SEBO	310252	12.73		Vacumn part
17/07/2017	Business Stream scottish water	310253	352.97		water Apr - Jul 17
17/07/2017	Catercraft	310254	243.60		service/maintenance visit
17/07/2017	Andrews Building Services	310255	120.00		floor heating changing rooms
17/07/2017	Coilwell	310256	70.00		tune upright piano
17/07/2017	Andrews Building Services	310255	268.00		various
21/07/2017	HSBC	DR	2.80		Bank Charges
24/07/2017	Kestrel Alarms	310257	87.60		ann maint CCTV comm 1.8.17
24/07/2017	SEBO	310258	19.46		repairs Hoover
24/07/2017	PIP Services	310259	141.88		consumables
24/07/2017	British Telecom	310260	389.00		phone broadband Jul 17

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List of Payments made between 24/06/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/07/2017	SSALC	310261	90.00		Clerks training day
24/07/2017	D J Flynn	310262	2,152.37		various
26/07/2017	WSCC	310264	1,587.78		salaries Jul 17
26/07/2017	Capita Business Services	310265	2,504.20		salaries Jul 17
26/07/2017	Rainbow Window Cleaning	310266	90.00		windows Jul 17
26/07/2017	Came and Co	310263	7,819.36		annual insurance 17/18
31/07/2017	various	BP	8,095.00		salaries July 2017
Total Payments			<u>40,217.87</u>		

Date: 31/08/2017

Steyning Parish Council

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Cashbook 1

User: SLB

Current Account

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/07/2017	Post Office	310267	112.00			4045	101	112.00	Stamps
31/07/2017	Supreme Hygiene	310268	94.56		15.76	4406	401	78.80	Dishwash
01/08/2017	Wellers Headley	310269	276.00		46.00	4016	101	230.00	Advice on Allotment tenancies
01/08/2017	Steyning Community Orchard	310270	62.00			4310	301	62.00	Steyning Community Orchard
01/08/2017	D Flynn	310271	2,134.37		355.73	4250	202	99.00	Opening n closing toilets
						4210	201	1,377.39	Road n Pavement cleaning
						4210	201	302.25	Bin emptying
01/08/2017	co op	310272	18.47		3.08	4408	401	15.39	Film night wines
01/08/2017	Wellers Headley	310269	55.20		9.20	4016	101	46.00	Advice on allotments
01/08/2017	Horsham District Council	DD	961.00			4254	202	54.00	rates Aug
						4254	401	907.00	rates Aug
02/08/2017	TSS	310273	160.00		26.67	4063	101	133.33	Monthly water hygiene
02/08/2017	Rialtas	310274	192.00		32.00	4070	101	160.00	Rialtas maintenance
02/08/2017	Catercraft	310275	81.00		13.50	4402	401	67.50	Engineer call out for Dishwash
02/08/2017	Rialtas	310274	330.00		55.00	4070	101	275.00	Rialtas maintenance
03/08/2017	Bunces	310276	116.82		19.47	4342	401	97.35	Various goods
04/08/2017	Legasl and general	310277	67.99			4003	101	67.99	Ill health liability insurance
04/08/2017	SCS	310278	339.46		56.58	4408	401	282.88	Film n projector hire
07/08/2017	Steyning Bowling club	310279	7.42		0.35	4252	301	7.07	Steyning Bowling club - CCTV
07/08/2017	Web security	VIS	38.66			4070	101	38.66	web security
09/08/2017	KCS	310281	167.75		27.96	4002	101	139.79	Paper
09/08/2017	Clare Austin	310282	229.50			4310	401	229.50	Gardening
09/08/2017	Horsham matters Ltd	310280	13,014.22		2,169.04	4023	103	10,845.18	employment costs
15/08/2017	Fire Protection Services	310283	339.75		56.62	4402	401	244.23	Fire Protection Servicing-Cent
						4402	401	38.90	Fire Protection Servicing - Ch
21/08/2017	BT	310285	408.66		68.11	4004	101	340.55	Phones - Steyning centre
21/08/2017	British gas	310286	748.06		35.62	4257	401	712.44	Gas supply
21/08/2017	PIP Services	310287	81.90		13.65	4406	401	68.25	Cleaning products
21/08/2017	Mr Lanning	310288	13.75			4409	401	13.75	Refund to Allotment cheque
22/08/2017	Barclays bank	310284	79,995.00			4045	101	79,995.00	Balance transfer
24/08/2017	Capita Business Services	310289	1,497.09			4006	101	1,497.09	Salaries - PAYE
24/08/2017	West Sussex CC	310290	1,200.14			4000	101	1,200.14	Pension contributions
24/08/2017	Smart wood flooring	310291	1,320.00		220.00	4342	401	1,100.00	Floor maintenance
29/08/2017	various	BP	5,944.01			4000	101	155.12	August salaries
						4000	401	728.44	August salaries
						4000	101	728.43	August salaries
						4000	401	187.58	August salaries
						4000	101	1,742.55	August salaries
						4000	101	659.32	August salaries
						4000	401	242.18	August salaries
						4000	401	268.50	August salaries
						4000	401	169.70	August salaries

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