HORSTED KEYNES PARISH COUNCIL

ACTION LIST – FULL COUNCIL & COMMITTEES From April 25

For Information only – No Resolutions can be made from the Action List

Meeting	Resolution No.	Details	Date	Action by	Comments	Status
TGRH	**TGR022**	Toilets - Maintenance Issues with auto san unit contractor. Contract to be cancelled and issues addressed	**07.25 - 15.09**	**clerk**	£1699 Refund backdated received to 18.11.24 when compliant was raised	**refund recieved 17.09.25**
F&G	**FG005**	Utility charges - water and electricity charges for Parish Council properties ongoing issues	**07.07.25**	**clerk**	Clerk chasing resolustion to clarify water supply & waste water bills charged, further electricirty readings enetred chasing refund.	**in progress to resolve ASAP aim to complete by 30th of November**
F&G	**FC006**	Phone Contracts to the Parish Council investigate current tarrif finshes Nov 25	**07.07.25**	**clerk**	Clerk contacted BT serveral ocassions to resolve faulty line & contract issues exixting contract expires 06.11.25	**in progress to complete by 6.11.25**
Planning	**other matters**	Lighting outside The Green Man & The Crown pubs	**10.05.25**	**clerk**	damage to dark skies HKPC NDP to contacting MSDC for further advice	**chasing MSDC**
FC	**FC064**	It was **resolved** that the benches must be removed from The Green in front on The Crown in line with the Council's decision of FC050 08.07.25.	**09.09.25**	**clerk**	The Clerk instructed to email the Crown Inn to request this is compiled with - benches removed	**completed 17.09.25**

Rear of the Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
clerk@horstedkeynes-pc.gov.uk

BECOME A LOCAL COUNCILLOR

MAKE A CHANGE

Horsted Keynes Council is calling on residents enthusiastic about their community to consider becoming a Parish Councillor, we currently have 1 vacancy to fill.

What do councillors do?

Councillors are the champions of their community and give residents a voice on the decisions the Council makes. Becoming a councillor allows you to make a real difference in your community engaging with residents, local groups and businesses finding out their needs; making decisions on which services and projects the council should take forward; and getting involved locally to ensure the services are meeting your community's needs.

The principal areas of focus for Horsted Keynes are:

- **Reviewing planning applications against the Neighbourhood and District Plan and making recommendations to MSDC.**
- **Focus on the immediate environment to ensure Horsted Keynes maintains its green spaces for the benefit of residents and visitors.**
- **Looking after the village assets like the public toilets, the village green & highways.**

How long does it take?

The National Association of Local Councils (NALC) Local Councillor Census Survey found councillors put aside, on average, three hours a week for council work. This often includes attending meetings, engaging with residents, and speaking on behalf of the council to other bodies. Obviously, there are some who spend more than this and some less, but in the main, being a parish councillor is an enjoyable way of contributing to your community and helping to make it a better place to live and work. Currently Horsted Keynes Parish Council meets each month, with additional committee meetings as required.

Can I stand?

You must be: A British citizen, or a citizen of the Commonwealth, or the European Union and 18 years of age or older & Live or work within Horsted Keynes

How can I get involved & find out more?

Contact: clerk@horstedkeynes-pc.gov.uk or www.horstedkeynes-pc.gov.uk

Horsted Keynes Winter Resilience Plan

Supporting Stronger, Safer, More Resilient Communities

"You Can Make a Difference"

VERSION HISTORY

Version Number	Date	Details of Changes included in Update	Author(s)
0.1	12-11-2024		David Colville
0.2	26-05-2025		Christopher Scott

Version Number	Date	Details of Changes included in Update	Author(s)
0.3	29-05-2025		David Colville
0.4	25-06-2025		David Colville

Acknowledgements

- Dee Thornton (Executive Summary; Community Resilience Plan for Parish and Town Councils; Volunteer Request Form; The Presentation; Emergency and Resilience Plan; Black out considerations for parishes; Village Major Emergency Plan; Water shortages for Parishes and Residents; Grant Money and Access to Different Funding) March 2023.
- The Snow Code was extracted by the author of this document from the Met Office which followed advice from the Department for Transport and published on the Parish Council website on 12th August 2023.
- WSCC document filename 'Winter Offer', title 'Improving Local Places and Spaces Supporting Local Community Winter Resilience 2023/24'.
- WSCC document filename 'Winter Maintenance FAQ 2023-24'.
- WSCC document titled "Guidance on preparing a Local Winter Management Plan'.
- Christopher Scott review of version 01 – saved as v2.
- Christopher Scott review of version 03 - saved as v4.
- WSCC document titled "Winter Service Plan 2024/2025"
- WSCC document titled "Highway Resilient Network Plan" April 2025.

Commented [CS1]: The WSCC Winter Service plan 2024/2025 has been published and can be found on this link Winter Service Plan 2024/2025

Table of Contents

1 Background

Previous experiences of the winter weather have highlighted the importance of co-operation between the various agencies and the value of the Parish Councils' roles within their communities. The Parish Council does not have a statutory duty to prepare for and deal with snow and ice, but we are in a good position to inform the principal authorities about local needs, and we want to do whatever else we can for our community.

The aim of the "**What If – You Can Make a Difference**" programme is to:

> *Empower local people and communities to help themselves and the vulnerable, prepare, respond, and recover from events that disrupt the community from life as normal, and to ensure that local communities are able to adapt to adversity, utilising local resources in an innovative way, to meet the challenges of a changing society.*

This local Winter Resilience Plan sets out to clarify what the community can expect from the Principal Authorities and what the Parish Council has put in place so that we can be better prepared to help ourselves.

2 Legal Advice & Insurance

2.1 Volunteering

All employees (Proper Officer and Responsible Financial Officer) are covered by the Council's insurance policy and public liability.

If we as the Parish Council request voluntary help, they in affect become our "employees" and we would be responsible for their Health, Safety, and Welfare, as well as Employer/Employee liabilities.

2.2 Snow Clearance

All employees (Proper Officer and Responsible Financial Officer) are covered by the Council's insurance policy and public liability.

If the Parish Council requests voluntary help, they in affect become their "employees" and would be responsible for their Health, Safety, and Welfare, as well as Employer/Employee liabilities.

Volunteers under the age of 16 must be accompanied by an adult.

An attendance List must be completed.

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

When clearing snow, it is important that Employees, Councillors, and Volunteers ensure that the following personal safety measures are adhered to:

a) Keep a log of all activity including, the time and date you have gone out, the amount of salt you have spread and the stretches of footway you have cleared.

b) Undertake a dynamic risk assessment[1] each time you spread salt.

c) If you are working alone, always contact someone when starting and finishing.

d) Be careful, use common sense and pay attention to who is nearby.

e) Choose suitable clothing (as outlined above).

f) It is easier to clear fresh snow, so make a start before it becomes compacted, if safe to do so.

g) Only clear the stretches of footway you have been designated to clear.

h) Don't attempt to clear snow from roads, only clear snow from pavements.

[1] A dynamic risk assessment is a real-time on-going process of identifying and assessing risks and hazards while a task is being performed. What are the risks, who could be harmed and what mitigation can be put in place to manage those risks. As detailed in the subsequent bullet points.

i) Always try to face oncoming traffic.

j) Use your snow shovel and salt as you have been trained to do.

k) Always bend your knees when lifting, not your back.

l) Do not try to move or lift anything that is too heavy.

m) Avoid undertaking this task during periods of poor visibility – e.g., during hours of darkness / fog / heavy snow etc.

n) Take regular breaks, and, if possible, take in plenty of hot drinks.

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small[2].

[2] **Sarah Act 2015. Social Action, Responsibility and Heroism Act 2015 (legislation.gov.uk) A very robust piece of law to protect those who undertake activities for the benefit of others**.

3 Role of the Principal Authorities 2023/2024

Commented [CS2]: I see that you have already highlighted this heading. I'm sure that the 25/26 Guidance will be provided later in the year. Will need to update once new version is available.

3.1 WSCC Highways undertakes to do the following:

a) Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision[3] to all interested parties[4] via **@WSHighways**.

b) Treat the Winter Service Network – 42% of the county's 4,000km road network.

c) Purchase and store at our five depots at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.

d) Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.

e) Maintain a fleet of 20 gritters (bulk spreaders) between October and April.

f) Issue a **pre-snow trigger email** in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

3.2 WSCC Highways does not undertake any of the following:

a) Treat any roads not identified as part of the Winter Service Network.

b) Hand treat footways / cycleways / precincts as a precautionary exercise.

c) Treat private, 3rd party or non-highway land.

d) Refill salt bins or replace Hippo Bags during the winter period free of charge.

e) Deliver salt bins or hippo bags once winter has started free of charge.

f) Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan, or clearance has been undertaken without consent to activate from WSCC.

3.3 Salt/Grit Replenishment

3.3.1 Bins

a) **Using salt/grit stored locally:** Parish & Town Councils who have local stores of Salt/Grit should use this to top up bins before requesting further salt/grit from WSCC.

[3] The Daily Decision is issued by email between 1st November and 31st March. Additional training can be given to individuals to assist with interpreting the information on the Daily Decision form.
[4] Parish Council Winter Resilient Coordinator(s)

b) Once Parish and Town Councils have topped up their bins WSCC Highways will replenish local stores and refill bins where they are less than 75% full as identified through the local audit.

c) WSCC will **NOT** refill bins during the winter period.

d) Parishes are expected to fill salt bins as required during the winter with salt from the bulk bags stored locally.

3.3.2 Bulk bags of Salt /Grit mix

a) **Storage:** To keep the salt/grit at its best bags should be stored on pallets, preferably indoors or in a covered location. Parishes may wish to purchase secure weatherproof storage containers to keep their supplies in good condition.

b) **Existing Stores:** Where the bags are beginning to deteriorate replacement, bags are available on request; Councils will need to decant their existing supplies into the new bags. Tarpaulins to cover stores are also available on request**.**

3.4 Local Farmers and Contractors Agreements

3.4.1 Pre-arranged financial contribution

In line with national standards, agreed with the NFU, WSCC will provide £35 per hour towards local farmers / contractors to:

a) Carry out precautionary salting to local roads identified in the Local Farmers and Contractors Agreement as a result of a WSCC notification in advance of a significant snow event.

b) Clear snow as a result of a significant snow event, from local roads identified in the Local Farmers and Contractors Agreement and whose activities have been activated through the agreed Trigger Mechanism.

c) WSCC will not pay for clearance of roads not identified in the relevant Winter Resilience Plan.

Please Note: In order to claim funding Farmers or Contractors must be covered by their own Public Liability Insurance at the date they carry out the work.

All Local Farmers and Contractors Agreements should be submitted by the latest

Friday 10th November 2023 and must be approved by WSCC Highways otherwise they will not be funded.

If we have an existing arrangement in place, we should check that our local Farmer or Contractor is still happy to support your winter plan for 2023/24.

3.4.2 Trigger Mechanism activating farmers/contractors

The "Local Farmers and Contractors Agreement" is intended as a response to significant weather events **ONLY**. This may be directed to particular areas within the county warning of a significant weather event.

Should an event occur the trigger mechanism to activate the agreement will be via an advisory email to the key contacts identified in your plan. Your key contacts should ensure that they check the Daily Decision emails. The email from WSCC Highways will approve the use of farmers or contractors for:

a) **Precautionary Salting**: farmers and/or local contractors to move bulk bags, undertake precautionary salting; **and /or**

b) **Snow Clearance**: farmers and/or local contractor's snow clearance is 2" (50mm) of accumulated snow.

WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost **HOWEVER Activities undertaken without instruction from WSCC will not be funded**.

4 Role of Parish Council

The focus of the Horsted Keynes Winter Resilience Plan is on maintaining access to the Village (buses, deliveries such as heating oil, food, etc., and emergency vehicles) and ensuring that people can safely move about the main areas of the Village.

The Parish Council (as a corporate body) is unable to undertake snow / ice clearance as its only employees are the Clerk and RFO and it does not employ any maintenance staff. However, it acts as liaison between residents and WSCC when weather conditions are adverse.

4.1 Parish Council's commitment

a) Maintain a Winter Resilience Plan document which aims to help coordinate activities, identify local assets, and inform residents during periods of extreme weather.

b) Keep the Winter Resilience Plan updated and review annually.

- Changes in contact details.
- Changes to identified gritting and snow clearing routes.
- Locations of salt bins/bags.
- Confirmation that the local Farmer / Contractor is participating.
- Facilitate approval for the Local Farmer / Contractors Agreement from County Councils Highways.

c) To ensure effective communication between the Parish Council and WSCC (Highways Department), a single point of contact must be established. For WSCC (Highways Department), the single point of contact is the Winter Service Duty Manager[5]. The Parish Council must establish their own single point of contact[6] during the preparation of their Winter Resilience Plan.

Select a person to coordinate local resources during adverse weather. Their name and contact details must be listed in the Plan. Additional advice will be given to establish a suitable trigger for the Council to start implementing the Plan.

d) Once effective lines of communication have been established, understanding each party's capabilities and limitations is essential to ensure coordination of efforts. Advanced notice of these capabilities aids a realistic attitude to what

[5] **Phone: 01243 642105; Email: highways.southern@westsussex.gov.uk.**
[6] **Parish Council Winter Service Coordinator and the Contractor (local farmer)**.

can be achieved and will prevent disappointment and unrealistic expectations.

e) Share the Winter Resilience Plan with County Council via active.communities@westsussex.gov.uk.

f) Establish a Winter Resilience Plan Committee, which meets at least bi-annually in March and September.

g) Maintain an annual Ear Marked Reserve Winter Resilience budget.

h) Maintain a designated webpage with details/information on how to report problems and access information related to winter issues, such as:

- how to report a fallen tree.
- preparing for winter, including road gritting and County Councils and Community Diagnostic Centre's (CDC's) Winter Service Plans (not an exhaustive list).

i) Publish self-help information on its website and via social media and 'be prepared for winter' advice in the bi-annual E-Newsletters[7]. Note that not everyone has access to computers - perhaps some sort of leaflet could be delivered to all properties?

Commented [CS3]: Just thought if budgets are tight - perhaps displaying copies of this newsletter on Parish Notice Boards or on notice boards in buildings that the public have access to. Might also assist in the distribution of information/guidance?

j) Identify Parish Council representatives to receive County Council weather updates and coordinate activities should additional action / snow clearance be required.

k) Support the County Council and the local contractor to undertake limited snow clearance and gritting in key areas within the Parish.

l) Provide Salt Bins at key locations within the Parish and ensure that County Council Highways is notified of the locations and annual audit.

m) Provide guidance for residents when spreading salt/grit.

4.2 Parish Council's responsibilities

a) Whilst the Council would ideally like to grit the entire Parish area, it must be mindful of the potential financial impact. We live in a rural area, and it must be accepted that in adverse weather we sometimes must endure access difficulties.

b) The village of Horsted Keynes is the only settlement of any size within the parish.

c) Within the village there are several private roads, including:

[7] Email alerts and eNewsletters - West Sussex County Council

- Bonfire Lane, Wyatts Lane, Chapel Lane, the unnamed lane from The Green to the Village Hall (private unadopted road owned by the Diocese of Chichester), the two access ways between The Green and The Crown (which are within the designation of The Green), the two access ways to The Green Man (which are within the designation of The Green) – there may be others.

d) Other areas which may emerge as problematic will be dealt with from the Council's existing Salt Bins and/or Hippo Bag if that is possible, given the weather conditions and distances involved.

e) Two locations to be kept under review will be the exteriors of the Village Hall and Martindale Centre, both of which are designated as Places of Safety and could be brought into use in severe weather.

4.3 Maintaining a list of Volunteers within the Parish

There will be a need to draw upon various skills and resources before, during, and after any emergency and the success of this 'Plan' rests largely on the goodwill of volunteers. Potential volunteers have indicated what skills and resources they have and may be prepared to carry out if an emergency occurs. Other resources will also be required in an emergency, and it is important to be able to quickly locate them.

An online form - ***Volunteer Request Form*** - has been developed in the parish website (Volunteer Request Form | Horsted Keynes Parish Council (horstedkeynes-pc.gov.uk)) to capture skills that individuals/groups may wish to offer.

Mapping resources, key contacts and assets that exist locally, and a method for triggering their call out and managing their use.

There must be an up-to-date paper/digital list of residents who have volunteered and their corresponding offers of community assistance (e.g., checkup on vulnerable residents, assist with delivering items to residents, etc.) or Manual/Communications (e.g., have a tractor/trailer, 4x4vehicle, etc.) which will be in the Small Hall within the Emergency Assistance Centre (EAC, etc.).

4.4 Maintaining a list of Vulnerable Residents within the Parish

Many members of the community who run groups and activities in the village will know people who they think are vulnerable due to infirmity, age or other reasons.

It is also possible to register (free to join) with two priority services for electricity and water which will ensure that the utilities know of any assistance required.

Joining the **Priority Services Register** means you'll be able to get a range of extra help when you need it. This could be all the time, or for a short period due to something that's happened in your life.

There must be an up-to-date paper/digital list of vulnerable residents and their corresponding information (e.g., telephone number, mobile number, whether they participate in the Safe Key Service, etc.).

4.5 Preparing for Winter - Reminders

a) A reminder to ensure that residents are prepared for severe weather and potential power cuts will be included on our website and social media.

b) The Council will remind residents that in snow / ice conditions 'self-help' will be required and that there is no law stopping residents from clearing snow and ice on the pavement outside homes or from public spaces.

c) It is unlikely that residents would be sued or held legally responsible for any injuries caused if the area has been cleared carefully. The snow-clearer does have a duty to clear with reasonable care so as not to create a new and worse risk. – County Council has provided information from the Ministry of Justice that states that "The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small[8].".

d) The Parish Council will promote the use of the 'Snow Code' by residents, when clearing snow and ice from paths, roads, and cycleways.

4.6 Preparing for Winter - Personal Resilience Plan for Residents

Whilst the Parish Council will offer a wide range of assistance, you can self-help by preparing yourselves for known emergencies caused by extreme weather and winter storms.

Suggested steps you can take include:

- Stock up on batteries for torches.
- If you have an open fire or wood burner, make sure that you have a good supply of logs or coal and firelighters. Ensure your chimney is kept regularly swept and ready for use.

[8] **Sarah Act 2015. Social Action, Responsibility and Heroism Act 2015 (legislation.gov.uk) A very robust piece of law to protect those who undertake activities for the benefit of others**.

- If you still have a corded phone, it is worth keeping it handy, loss of power will of course affect both your cordless phones and mobiles[9].
- Flasks for hot water or drinks will be useful.
- Consider investing in a traditional hot water bottle, don't forget microwaveable ones or electric blankets will be render useless without power.
    - **N.B.** Hot water bottles do have expiration dates (typically 2 years depending on their make). Most hot water bottles will have a number embossed into them, which shows the year it was made.
- Check for a stock of tinned/packet soups and other non-perishable food stocks, particularly useful for the more vulnerable unable to leave their homes in treacherous conditions.
- Cash in the house as cards may not work for several days.
- Enough medicine to cover at least a week.
- Full tank of Petrol as all times.
- Petrol stations[10] without internet can only use cash.
- Bottled water.
- Laptop, Tablet, Mobile Phone fully charged.
- Water butt or containers for flushing toilets.

[9] Mobile phones should work for a period of time. They could fail if mobile phone masts lose their back-up power sources.
[10] Unless the Petrol Station has its own back up generator, they would be unable to pump fuel from the storage tanks into vehicles. It is highly likely filling stations will be unable to operate during a power outage.

5 Activation of Winter Resilience Plan

5.1 The Co-ordination Centre is in the Small Hall of the Emergency Assistance Centre (Martindale Centre).

5.1.1 All equipment (e.g., high viz vests, snow shovels, radios, etc. are stored in the secure cupboard).

5.1.2 Winter Resilience Coordinator(s) or Deputy Winter Resilience Coordinator(s) to follow the instructions (digital/paper) to open the building.

5.1.3 Winter Resilience Coordinator(s) to access the digital/paper list of vulnerable residents from the secure cupboard.

5.1.4 Winter Resilience Coordinators to determine how many volunteers are required, and whether any specific resources or skills are required.

5.1.5 Volunteers are phoned to determine if they are available until required numbers of volunteers are satisfied.

5.2 Support for Vulnerable Residents in the Community in the event of extreme weather.

Undertake a 'roll call' of all vulnerable residents by telephone, mobile, or knocking on their door. Keep a formal record of all contacts and requests for assistance and consider if any other way of contacting someone if no answer.

5.3 Support to keep bus stops clear in the event of extreme weather should buses continue to run.

5.4 Support to keep Martindale Centre (the Emergency Assistance Centre) driveway and car park clear of snow and ice to permit traffic and pedestrians' access.

5.5 Support to keep pedestrian access to the Post Office clear of snow and ice in the event of extreme weather.

6 Key Contacts

In the first instance you should contact the Parish Council Office, either by leaving a voicemail or sending an email. Both will be monitored during adverse events (even outside of office hours). If you can't get in touch with the Office or need to speak to someone urgently, please contact someone else on the list.

Clerk	clerk@horstedkeynes-pc.gov.uk	01825 791919
Winter Resilience Coordinator(s)		
Deputy Winter Resilience Coordinator(s)		
Winter Resilience Volunteers		

7 Roles, Committee Membership, List of equipment to source, Volunteers we need to recruit, and Budgets we need to consider

7.1 Roles we need to appoint

a) Winter Service Coordinator is the single point of contact for the WSCC Winter Service Duty Manager

   i. Monitor the daily forecast provided by WSCC weather forecast provider between October and April and take appropriate actions.

7.2 Roles we need to appoint

a) Winter Resilience Coordinator(s) which should be fully conversant with the Winter Service Plan

b) Deputy Winter Resilience Coordinator(s)

7.3 Committee membership Winter Resilience Coordinator(s) need to establish

a) Winter Resilience Plan Committee.

   i. Establish a Winter Resilience Plan Committee, which meets at least bi-annually in March (consider after winter) and September (to prepare for winter).

7.4 List of Equipment to source

a) High viz vests, snow shovels, radios, etc.

7.5 Budgets we need to consider

a) Parish Council needs to create a Winter Resilience Ear Marked Reserve.

7.6 Winter Resilience Coordinator(s) need to recruit[11] volunteers

a) to capture skills that individuals/groups may wish to offer.

b) resources, key contacts and assets that exist locally.

[11] An online form - ***Volunteer Request Form*** - has been developed in the parish website (Volunteer Request Form | Horsted Keynes Parish Council (horstedkeynes-pc.gov.uk)) to capture skills and resources that individuals/groups may wish to offer.

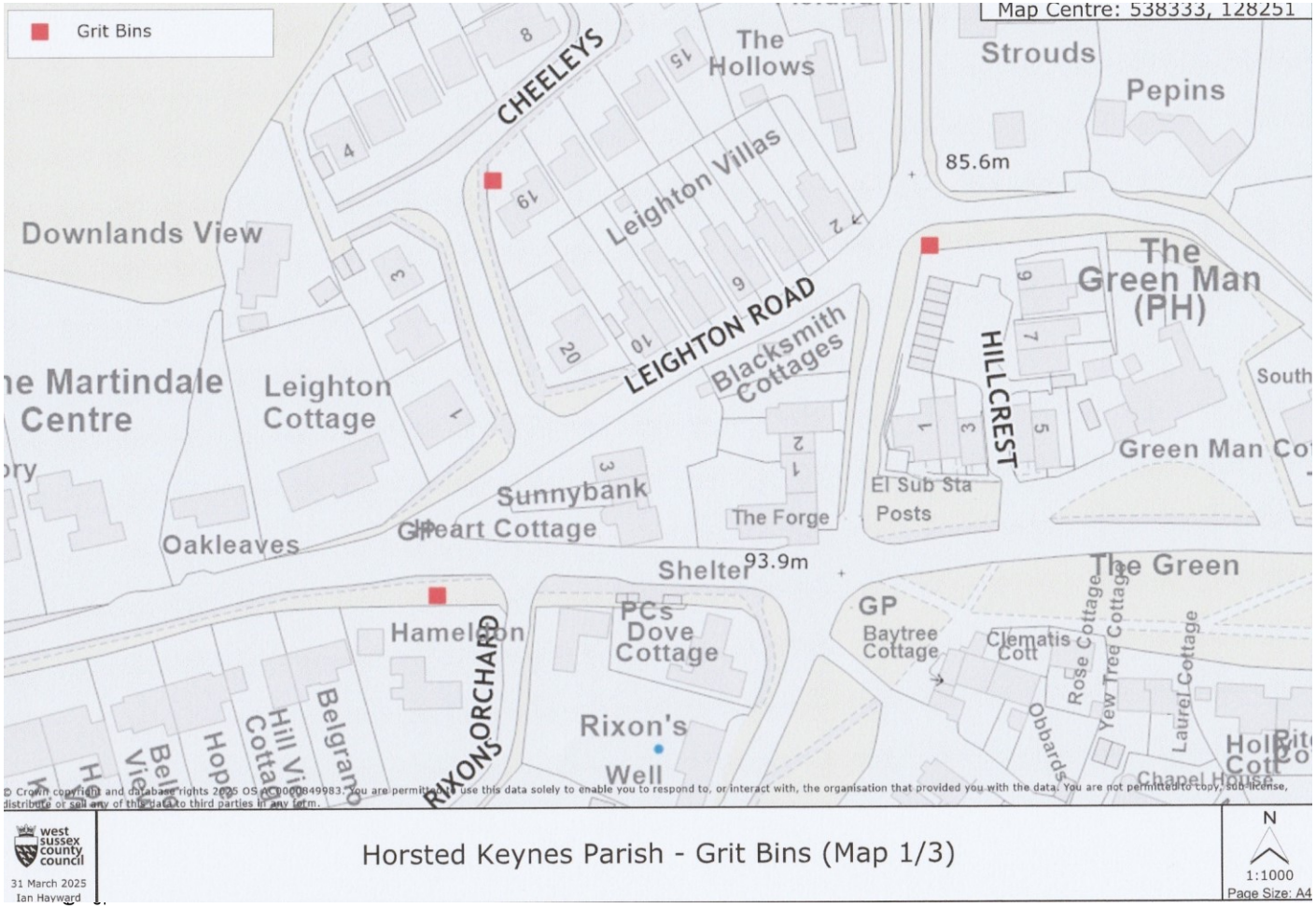
Photo	**Name**:
	Title: Winter Resilience Coordinator
	24hr telephone contact:
	Email
	Address:
Photo	**Name:**
	Title: Winter Resilience Coordinator
	24hr telephone contact:
	Email:
	Address:

8 Sites of Salt Bins

- Hamsland (junction Lewes Road).
- Boxes Lane.
- Burn Hill (junction Church Lane).
- Station Road (Near Toilets / Bus Stop Shelter).
- MSDC Car Park.
- Cheeleys.
- Station Approach.

8.1 Grit Bins 1 of 3

- Burn Hill (junction Church Lane).
- Cheeleys.


Grit Bins
Map Centre: 538333, 128251
CHEELEYS
The Hollows
Strouds
Pepins
85.6m
Leighton Villas
Downlands View
LEIGHTON ROAD
Blacksmith Cottages
The Green Man (PH)
HILLCREST
Martindale Centre
Leighton Cottage
Sunnybank
The Forge
El Sub Sta
Posts
Oakleaves
Shelter
93.9m
The Green
GP
Baytree Cottage
Clematis Cott
Rose Cottage
Yew Tree Cottage
Laurel Cottage
Obbards
Chapel House
Hamelton
PCs Dove Cottage
RIXON'S ORCHARD
Rixon's Well
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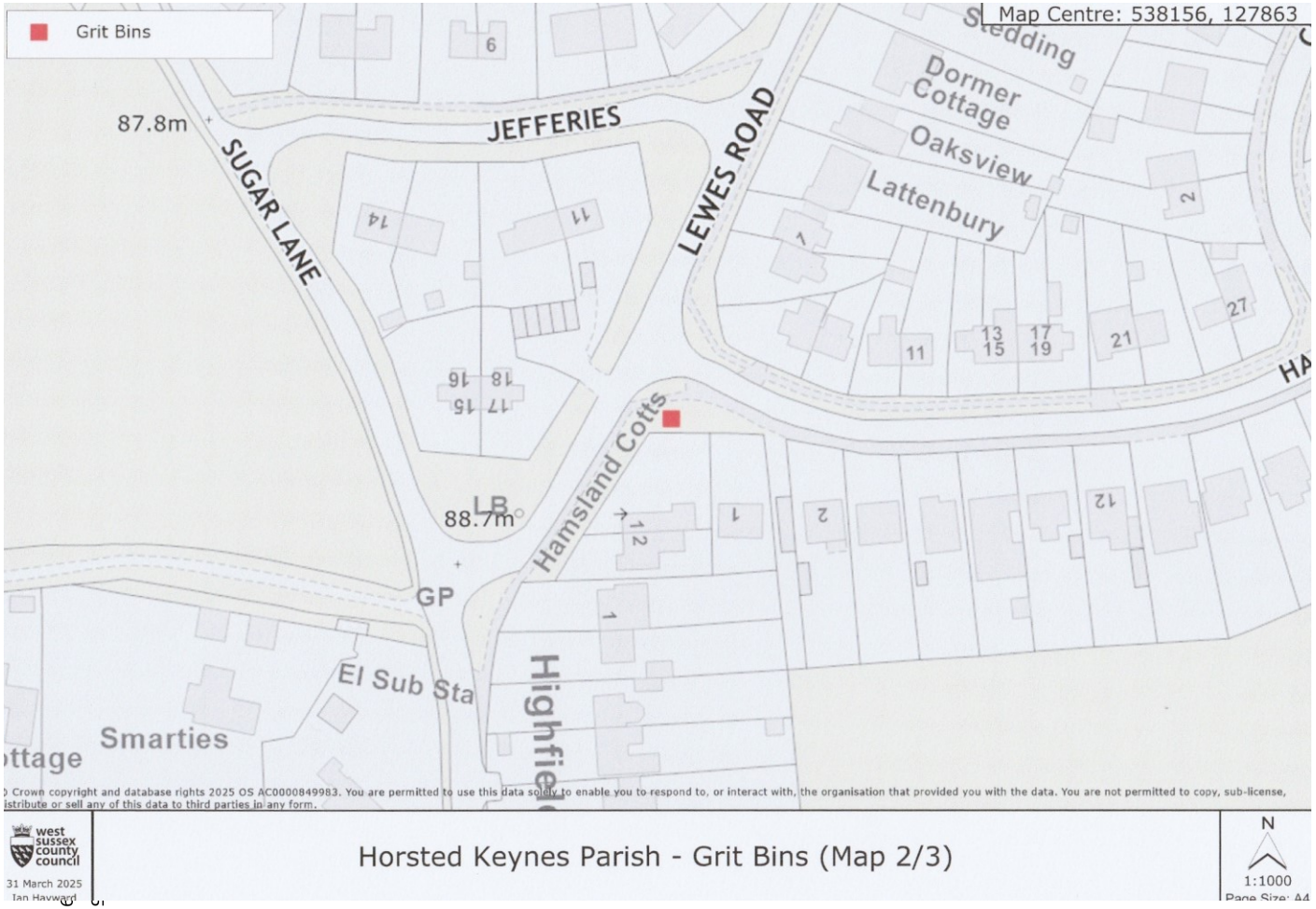
west sussex county council
31 March 2025
Ian Hayward
Horsted Keynes Parish - Grit Bins (Map 1/3)
N
1:1000
Page Size: A4

8.2 Grit Bins 2 of 3

- Hamsland (junction Lewes Road).


Grit Bins
Map Centre: 538156, 127863
87.8m
JEFFERIES
SUGAR LANE
LEWES ROAD
Stedding
Dormer Cottage
Oaksview
Lattenbury
Hamsland Cotts
88.7m
LB
GP
El Sub Sta
Smarties
Highfield
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west sussex county council
31 March 2025
Horsted Keynes Parish - Grit Bins (Map 2/3)
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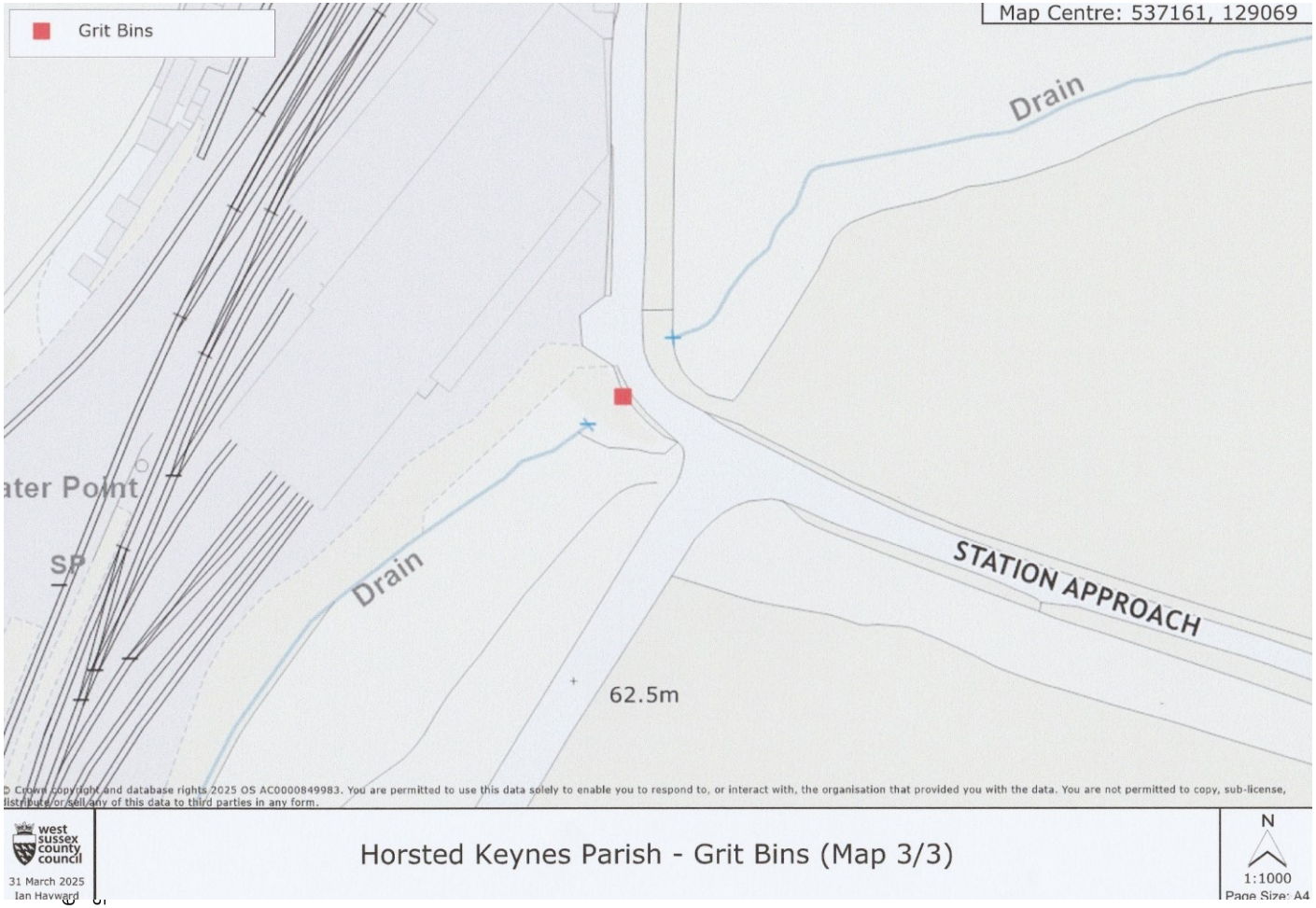
8.3 Grit Bins 3 of 3


Grit Bins
Map Centre: 537161, 129069
Drain
ater Point
SP
Drain
STATION APPROACH
62.5m
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west sussex county council
31 March 2025
Ian Hayward
Horsted Keynes Parish - Grit Bins (Map 3/3)
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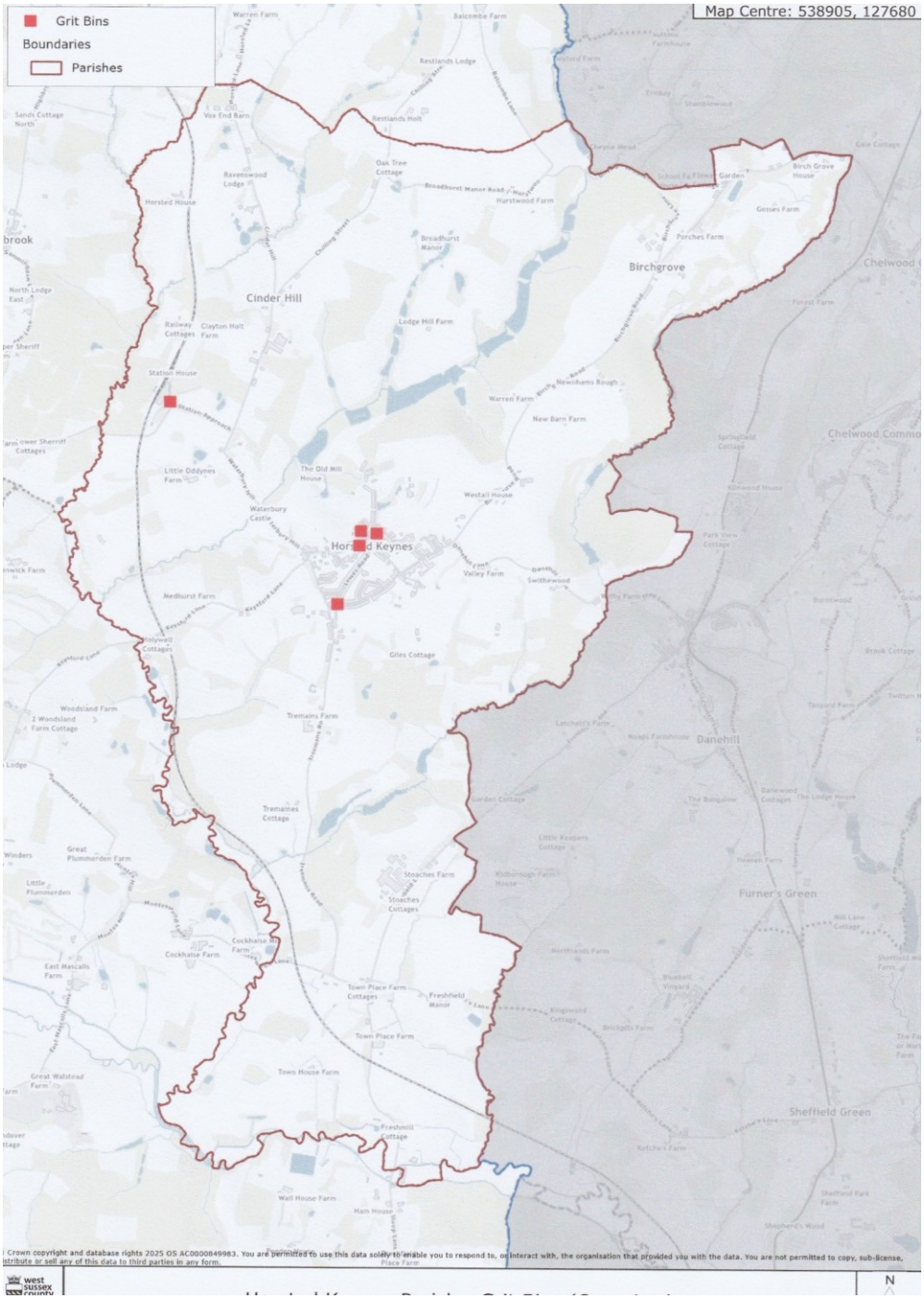
1:1000
Page Size: A4

8.4 Grit Bins Overview


Grit Bins
Boundaries
Parishes
Map Centre: 538905, 127680
Cinder Hill
Birchgrove
Horsted Keynes
Danehill
Furner's Green
Sheffield Green
Chelwood Common
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N

9 Guidance on Snow Clearing and Salt Spreading

A snow-clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

- Follow the Parish Council Snow Code.
- Move snow to a porous surface such as a grass verge or garden.
- Spread salt/grit evenly and at appropriate spread rates (approximately 20 grams of salt / grit per metres square when hand salting).
- Clear any excess salt or grit once the snow/ ice has melted.

Don'ts

- Use water to melt snow and ice, if there is a risk it will refreeze.
- Move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk.
- Use excessive salt, grit or other materials to create a new or worse risk once the snow/ ice has melted.

The amount of salt applied to the surface varies depending on the forecasted temperature and conditions. Typically:

- 10 grams of salt is applied to each metre square of road surface as a precautionary treatment when surfaces temperatures are forecast to fall below 0°C and -2°C ice or hoar frost is anticipated.
- 20 grams of salt is applied to each metre square of road surface as a precautionary treatment when surfaces temperatures are forecast to fall below -2°C and ice or hoar frost is anticipated.
- 40 grams of salt is applied to each metre square of road surface as a precautionary treatment when snow is anticipated.

10 Key Emergency Planning Contacts

WSCC Winter Services Duty Manager
Phone: 01243 642105 / 07623 512200; Email:
highways.southern@westsussex.gov.uk

Resilience & Emergencies Team in Chris Scott's absence, please contact:
emergency@westsussex.gov.uk

11 Appendix A – What information should be in a Winter Resilience Plan 2023/24?

The check list below provides a guide for Community Winter Resilience Plans from the most basic to a full plan.

Standard	Information to include:	Check List
Basic	A plan showing West Sussex County Council Winter Service Network and Winter Resilient Network Salting Rout***es***	☐
	Advice for local residents on how to keep safe during winter	☐
	The WSCC contact centre details – to report fallen trees or damage to the public highway	☐
	Details of the location of grit bins (which should be audited annually)	☐
	A list of key holders if grit bins are usually locked	☐
	Guidance for local residents when spreading salt i.e. amount to use, wear sensible clothing and staying safe. This could include a copy of the Snow Code.	☐
Intermediate	Details of the location of local grit stores	☐
	A plan showing locations of equipment available for local use i.e. snow shovels, push along mini gritter/spreader, Hazard warning signs	☐
	A list of snow volunteers in the parish and an identified volunteer task leader	☐
	A Telephone tree for disseminating information to residents	☐
	A risk assessment for volunteer activities	☐
	A blank Activity Log for volunteers to complete when clearance has taken place	☐
Full	A plan showing areas for targeted support such as shops, doctors surgeries, school routes, nursing homes etc. or steep hills, wooded and shaded, frost pocket, water seepage etc.	☐
	A list of 4 x 4 owners who are willing to help	☐
	A list of Farmers/ Contractors with snow ploughs or other equipment who are willing to help	☐
	Details of an emergency reception centre	☐
	Information on how residents can sign up to British Red Cross app - http://www.redcross.org.uk/What-we-do/Emergencyresponse/Emergency-app-landing	☐

	Contact details of any local volunteer group supporting vulnerable residents e.g Good Neighbourhood or Locality Care	☐
	Emergency contact details of local utility suppliers i.e. power cuts or burst water pipes	☐
	Details of Winter warmth and flu campaigns	☐

For Parishes with a Farmer / Contractor wishing to claim a financial contribution from WSCC towards the cost of work **the following MUST be provided by Friday 10th November 2023**

Standard	Information to include:	Check List
Local Farmers / Contractors Agreement	A plan showing the roads that Farmer / Contractor will be covering which is agreed by the local Area Highway Manager	☐
	Farmer / Contractor details and contact information	☐
	Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.	☐
	A valid Public Liability Insurance (PLI) document for the Farmer / Contractor	☐
WSCC Agreement with the local Farmer / Contractor based on the information in your plan.		

12 Appendix B – Winter Service Network[12]

Bus route Metro 270 between East Grinstead (Station) and Brighton (Churchill Square) via Horsted Keynes.

Relevant carriageway: Danehill Lane ➔ Birch Grove Road ➔ Station Road ➔ Keysford Lane ➔ Stonecross Lane

[12] **Christopher Scott - Perhaps worth checking Horsted Keynes against the details published in this link Highway Resilient Network Plan If it is not covered, then probably not worth referencing, or just include routes specific to Horsted Keynes.**

13 Appendix C – Winter Resilient Network Salting Routes[13]

Bus route Metro 270 between East Grinstead (Station) and Brighton (Churchill Square) via Horsted Keynes.

Relevant carriageway: Danehill Lane ➔ Birch Grove Road ➔ Station Road ➔ Keysford Lane ➔ Stonecross Lane

[13] **Christopher Scott - Perhaps worth checking Horsted Keynes against the details published in this link Highway Resilient Network Plan If it is not covered, then probably not worth referencing, or just include routes specific to Horsted Keynes.**

14 Appendix D – Sample attendance list

Name of Coordinator	
Date(s)	
Short description of work to undertake	
Location(s)	
Name of Employee, Councillor, or Volunteer	
Conform guidelines of Winter Resilience Plan	
Signature	
Notify Coordinator of any medical conditions	

15 Appendix E – 12 tips to prepare for a power cut[14]

In the event of a power outage, you don't want to suddenly have to be scrambling around for supplies. So, while you do have power it's a good idea to assemble everything you might need in one, easily accessible place.

Also, think about what you can do now to prepare for a power outage, as well as things to do during one, to make things easier for you and your family.

Here are 12 tips to make sure you're prepared for a power cut.

1. Keep torches and batteries handy

Make sure you keep some torches and spare batteries to hand in case the power cut happens when it's dark outside (you probably won't want to use the torch on your mobile phone as this will drain its batteries more quickly). Make sure everyone in your home knows where these are kept, so the nearest person can retrieve them and then safely help others.

It's not advised to use candles or any other naked flames to provide light, as these could pose a fire hazard.

2. Make sure your mobile phone is charged (and any other equipment you rely on)

It's a good idea to make sure that you keep your mobile charged and ensure that some data is available in case Wi-Fi is down.

You might also want to have a fully-charged power bank available, in case you need to charge your phone, tablet or other devices.

Make sure you regularly charge any medical equipment that you rely on – you may also want to consider keeping a battery back-up available for these.

3. Protect the food in your fridge and freezer

Keep your fridge and freezer doors closed to protect the contents. According to the Food Standards Agency (FSA), your fridge will keep food safe for up to four hours during a power outage, provided you keep the door closed as much as possible. The FSA says a full freezer will hold a safe temperature for approximately 48 hours (24 hours if it's half full) if the door remains closed.

Visit the FSA website for more on food safety in a power cut.

[14] 12 tips to prepare for a power cut | National Grid

4. Have some food and drink available that doesn't require electricity to heat or prepare it

In a power cut you may not be able to use your kitchen appliances, so you might want to make sure there's something available to eat that doesn't require electricity or heat preparation.

5. Switch off electrical appliances

It's a good idea to switch off all electrical appliances that are not designed to run unattended – such as cookers, grills, chip pans, hair straighteners and electric fires – so that they don't come on without you realising once the power is back. It's also a good idea to unplug your TV and PC, to avoid damage to them in case of a surge when power returns.

Image

Mother and child on sofa reading by floor lamp

6. Leave a light switched on

Leave at least one light on in the house, so that you know when your electricity comes back on. If the power cut happens during daylight hours, it's a good idea to turn one light switch on in case the outage continues into the evening.

7. Hot water for drinks or heat

You might want to boil some water and keep it in a thermos flask, as you can use it to make hot drinks or fill a hot water bottle if it gets cold.

8. Keep warm and safe

Having some blankets and thick clothes ready and easily accessible, to keep everyone in your household warm, is a good idea. You can also reduce heat loss by closing doors on unused rooms and by closing curtains. Have a first aid kit handy too, in case of an emergency.

9. Regularly save your work

If you work from home, it's a good idea to make sure you regularly save your work to make sure you don't lose anything. If your computer has an auto-save function, make sure you enable this.

10. Fill your car with petrol/diesel. If you own an electric vehicle, keep its battery topped up.

Many service stations can't pump fuel during a power failure, so it's a good idea to keep your vehicles fuel tank at least half full and to fill up if you know a power cut is coming.

It's also useful to know how to manually open your garage door if you have an electric one, so you can get the car out if needed.

11. Make sure essential medical equipment has a battery back-up

Power cuts will affect equipment such as stair lifts, bath hoists and adjustable beds. Make sure that any essential medical equipment has a battery back-up. This means you can keep using it, even if the power is out. If you have a stair lift, check it has a manual release handle, you can use this to return the lift to the ground floor if you have a power cut.

Backup power supplies and associated equipment should be regularly checked and maintained by a competent person. If you're concerned, you should speak to your medical equipment or health care provider as soon as possible.

12. If you need extra support, sign up for priority services

If you or someone you know is likely to need extra support in a power cut, you can sign up for priority services. This means that welfare teams will keep you updated, often with an emergency number you can call, tailored support like hot meals and advice, and even home visits if needed.

Energy suppliers and network operators will keep a Priority Services Register. If you think you should be added, you need to contact your energy supplier or network operator.

Find out more about priority services

How do I report a power cut?

If you experience a power cut that you weren't expecting, you can report it by calling 105. This will connect you to your distribution network operator (DNO), who owns and maintains the power lines that connect to homes or businesses.

More power cut information

16 Appendix G – Glossary of Terms

- **Bulk Bags**: One ton of bags of salt / grit mix delivered to agreed locations during times of adverse weather for use on the public highway as a form of self-help.
- **Daily Decision**: The Daily Decision is made by WSCC's Winter Service Duty Manager each day between1st of November and 31st of March based on all available information and states which parts of the Precautionary network is to be treated and when.
- **De-icing Road Salt**: Salt is the preferred material for treating the Precautionary Salting Network. When the salt is spread on road surfaces it combines with moisture on the surface or air to form a brine solution, which freezes at a lower temperature than rainwater.
- **Grit**: Grit, sharp sand or marine washed aggregates are sometimes used as an alternative to salt. Although they can provide traction when spread on top of compacted snow and ice, they have no melting capabilities.
- **Precautionary / Reactive Treatments**: As the name suggests precautionary treatments take place before the predicted event to allow time for salt to turn into brine. Reactive treatments such as snow ploughing can only take place once snow has accumulated.
- **Precautionary Salting Network**: The Precautionary Salting Network is divided into Priority 1, 2, and 3 roads.
  - **Priority 1**. Primary Roads (as defined in the West Sussex Local Transport Plan, approaches to Hospitals, Ambulances and other Emergency Services.
  - **Priority 2**. Remainder of the A and B road network not treated as Priority 1.
  - **Priority 3**. All other roads that make up the Precautionary Salting Network that is not a Priority 1 or 2.
- **Salt Bins**: Permanent roadside receptacle for storage of salt or grit for use on the public highway as a form of self-help. Bins are provided by the Parish Council but will be filled with salt or grit when resources allow.
- **Spread Rates**: The amount of salt applied to a surface varies depending on the forecasted temperature and conditions. Typically:
  - 10 grams of salt is applied to each metre square of road surface as a precautionary treatment when surfaces temperatures are forecast to fall below 0°C and -2°C ice or hoar frost is anticipated.

    - 20 grams of salt is applied to each metre square of road surface as a precautionary treatment when surfaces temperatures are forecast to fall below -2° C and ice or hoar frost is anticipated.
    - 40 grams of salt is applied to each metre square of road surface as a precautionary treatment when snow is anticipated.
- **Weather Domains**: West Sussex is divided into three weather domains to reflect the topographical and meteorological differences across the county.
- **Weather Stations**: There are seven weather stations located around West Sussex and provide real time information about road surface temperatures across the county.

Smaller Authority Name: Horsted Keynes Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025
Accounts and Audit Regulations 2015

1 The audit of accounts for (Smaller Authority Name)
Horsted Keynes Parish Council
for the year ended 31 March 2025 has been completed and the accounts have been published.

2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Horsted Keynes Parish Council
on application to

(a) (Name of Clerk)
Anita Maxwell

(b) (Address of Clerk)
Rear of The Village Hall, The Green, Horsted Keynes, West Susses RH17 7AP.

(c) (email, and hours and arrangements to view)
clerk@horstedkeynes-pc.gov.uk (to arrange time to view)

3 Copies will be provided to any person on payment of £0.00 for each copy of the Annual Return

Announcement made by (Name of Clerk)

Anita Maxwell

Date of Announcement

22.09.25

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Horsted Keynes Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the *information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper* Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name	External Auditor Signature	Date
MOORE	Moore	10/09/2025

Horsted Keynes Angling Club
Statement of Account for the year ending
31st March 2025

Income		Expenditure	
Membership Fees & Donations	£6,869.46	Lake rent	£2,950.00
OAP Match fees	£169.00	Angling Trust M/ship & Insurance	£463.00
Match Fees	£289.00	Printing costs	£0.00
Raffle Money	£241.00	machine parts & fuel	£149.71
Guest Tickets	£70.00	Ground works	£1,672.86
Website Sponsorship	£550.00	Maintenance	£644.57
Clothing Sales	£60.00	Postage & Stationary etc.	£47.60
Misc	£131.40	Equipment	£1,080.64
		RBL Wreath	£30.00
		Fish Feed	£77.99
		Fish Stocks	£0.00
		Web Domain	£0.00
		Trophy Engraving	£231.90
		AGM Costs	£0.00
		Bank Fees	£46.00
Total in	£8,379.86	Total out	£7,394.27

		A&L	£28.16
Balance B.F	£3,100.37	Abbey	£1.95
Income	£8,379.86	Barclays	£2,985.06
Expenditure	£7,394.27	Cash in Hand	£1,070.80
		Cheque in hand	£0.00
	£4,085.96		£4,085.97

Signed J Waite _____ Signed M.Simmons _____

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support

(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2024

4Sight Vision Support
(A Company Limited by Guarantee)

Contents

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Jan Penn, Elected Member Heather Bell DBO (D), Vice Chairman Julia Kirkham, Elected Member Robert Hayes (resigned 24 November 2023) Maureen Jenkins (resigned 24 November 2023)
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE PO21 2TE
Chief Executive Officer and Company Secretary	K Thomas
Accountants	Kreston Reeves LLP Chartered Accountants 9 Donnington Park Springfield Road 85 Birdham Road Chichester West Sussex PO20 7AJ
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patron	Major-General Tony Boam CB CBE (until 20/11/23) Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Masoud Teimory MD DO FRCOphth Dr Tim Fooks

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.
In particular, the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

ABOUT 4SIGHT VISION SUPPORT

For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

With our ongoing work, forward strategy, and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

Our Vision

At the heart of our holistic and person-centred approach is a commitment to ensure everyone can live a **LIFE WITHOUT LIMITS** following a sight loss diagnosis.

Our Mission

Helping people across West Sussex who are blind or partially sighted to live life without limits.

Our Values

- We are **Caring**
- For over 100 years, we are **Trusted**
- We are **Forward-Thinking**

Our Priorities

1. Increase the number of Blind and partially sighted people we support
2. Ensure our services are relevant and user-led through continuous engagement
3. Promote the importance of good eye health and sight loss prevention
4. Raise our profile across West Sussex
5. Ensure we are fit for purpose and sustainable

Structure, Governance, and Management

4Sight Vision Support Charity registration number is 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees. 3 out of 8 of our Trustees have lived experience of sight loss

In 2023/2024 we also started using the Charity Excellence Framework tool to ensure that we are up to date with governance, policy, and procedures and have met the quality mark standard.

Our Staff

The charity's operational affairs, including Chief Executive, service delivery, finance, admin, income generation, and communications were managed and delivered by 13 staff. 25% of our staff have experienced sight loss, including our Chief Executive Officer Kirstie Thomas .

Our Volunteers

Our dedicated, supported, kind, and incredible volunteers are of the utmost importance to the charity and the people we support. We acknowledge as always the importance of volunteering and that our support to our clients would be impossible with the incredible deviation from our extensive volunteer base. We have a strong commitment to volunteering countywide.

Active Volunteers.	222
Volunteers who have Sight Impairment	32
New Volunteers in 2023/2024	31
Volunteer interactions with clients	4,686
Volunteering hours	472h 35m

Volunteer Roles include.

- Sighted Guides
- Group and activity Helpers.
- Car drivers and Minibus drivers
- Centre admin volunteers
- Telephone Befrienders
- Fundraising, Events and Communications

"Can I just say that having done volunteer work for another organisation, 4Sight are second to none in their gratitude and appreciation. I'm coming up to my 2-year anniversary and have thoroughly enjoyed doing what I've been able to do for you all." Telephone Befriending = "It's great talking to [my befriender] she really gets what it's like to have to cope with life with a visual impairment. I don't have to explain myself to her and that feels really different to talking to somebody who hasn't had to manage how difficult life is."

2023-2024 – THE YEAR AT A GLANCE

With 5 main priorities in our Strategic Plan, here are some of our achievements during the year.

Total new clients	689
Total active service users	3,228

Referral pathways

Our referrals for support are received in a wide variety of ways including, our Sight Care Advisor services at University Hospitals Sussex (UHSX) NHS Trust, WSCC Rehabilitation Officers for the Visually Impaired (ROVI), our Sussex and Surrey Hospital (SASH) NHS and Queen Victoria (QVH) Hospital Trust Low vision clinics, opticians, social prescribers, self-referrals, GP's, care homes, school and emergency services.

Age breakdown

Age Band	No. of clients
0 To 4,	14
5 To 10	15
11 To 16,	34
17 To 18,	11
19 To 24,	18
25 To 39,	50
40 To 64,	371
65 To 74,	341
75 To 84,	784
85+,	1,527
Unknown,	63

Geographic Breakdown

District	No. of clients
Adur	297
Arun	814
Brighton & Hove	42
Chichester	492
Crawley	276
East Sussex	34
Hampshire	25
Horsham	426
Mid Sussex	389
Out of County	18
Surrey	63
Worthing	352

OUR SERVICE AND ACTIVITY – OUR MPACT

Information, Advice, and Guidance (IAG) Service

Our caring and trusted team is here to listen, identify areas of need and work with our clients to live their life without limits. Providing appropriate and up-to-date information, advice, and guidance in formats accessible to you.
Someone to talk to and help to connect with others, sharing experiences and supporting each other.

Total Interactions	210
Clients accessing	128
Total Hours	31h 46m
Initial and follow up and welfare calls	934
Total House	204h 59m

Based on user-led feedback, we introduced a new Telephone Befriending service to support people with having someone to talk to when they need it.

Total calls made	131
Total hours	35h 2m

Early Intervention Services

We provide emotional and practical support after diagnosis at the eye clinic, including helping to understand the diagnosis, the certification, and the registration process of having a sight impairment. We are the key link between patient and consultant and we offer support at this devastating time.

We help clients to understand their eye condition, and what support our clients can access. It is a vital part of the health and social care pathway, and we promote support and offer information on maintaining and ensuring good eye health.

Our Sight care Advisors Service is based at Southlands and St Richards eye units.

Total people registered with a Certificate of Visual Impairment (CVI)	308
Total Low Vision Aid HESP form issued for magnifiers	241
General Patient Contacts	945
Contact with carers.	59

Low Vision Magnification Service

We provide dedicated assessments to identify magnification, techniques, and products to help with everyday tasks such as reading, shopping, medication, and preparing meals.

We deliver an NHS low vision service alongside Sight for Surrey within the Sussex and Surrey NHS Trust (SASH), and a low vision service at Queen Victoria Hospital (QVH) in East Grinstead.

Low Vision Assessments carried out community based	142
Assessments using the Hospital Eye Scheme Prescription (HESP)	106
Unique patient's seen via the Sussex and Surrey NHS Trust contract (SASH) Crawley	191
Unique patients seen via Queen Victoria Hospital East Grinstead	47
Total community and hospital-based Low Vision Assessments	348
Electronic magnifications demonstration	15

"Thank you so much for the magnifier and the tv glasses these are making a world of difference, amazing thank you so so much"

Practical Aids and Equipment Service

We offer a large range of specialist low vision equipment and provide advice and demonstration to ensure our beneficiaries are choosing the most appropriate tools and solutions for their needs.

Equipment Advice and Demonstration Interaction	128
Total Hours	26h 18m
No. Of Items Sold	588
Total sales	£12,824.77

Benefits Service

In this year due to the impact of the cost-of-living crisis to people who are blind or partially sighted, we saw a 200% increase in demand for our benefits service. We know from national reports that people who are blind or partially sighted were more affected by the crisis than most due to the need for additional lighting, technology, and unemployment factor. Many people got in touch to find out what they may be eligible for financially to support them. We offer support to access benefits and concessions and help to complete forms, such as Personal Independence Payments (PIP), Attendance Allowance (AA), and Blue Badges. We also provide advice, including support with appeals, tribunals, and assessments.

Benefits Interactions	365
Direct beneficiaries	152
Total Hours of support	157h 37m

'Thank you so much for all your help! I don't think I would have ever filled in this form without your support, it is so daunting to look at!'

'I can't believe how much you put on the form that we didn't think of! We got so used to coping that we forgot he needs aids and help with things as it has just become normal for us.'

"Thank you for being there for me during the tribunal. It made me feel much more confident and I am so glad we did this now we are successful!'

Accessible Technology Service

We also saw a massive 200% increase in demand in the previous year for our ever-growing accessible technology service. With the help of our ever-growing and developing specialist accessible technology service, we can support our clients to develop new and existing skills, communicate effectively and remain independent. We provide clients with the support, information, and knowledge to make informed choices and learn to adapt to technology after sight loss.

Number of direct beneficiaries	156
Number of interventions	516
Total hours of support delivered	155h 21m

Education and Employment Service

For our younger and working age clients, we offer support with education, training, learning, and offering access to employment. This service also helps to provide support to educators and employers so that they are better informed of what support is available and how they can support people with sight loss.

Employment Support

Interactions	11
Direct beneficiaries	7
Total hours of support	2h 45m

'Thanks again! I wouldn't have gone through with the employment tribunal for discrimination if it wasn't for you.'

Education Support

Total Interactions	17
Direct beneficiaries	11
Total hours spent.	3h 45m

'Wow, this magnifier is really cool, and I can carry it in my bag! It kind of looks like an elephant toe!'

Health, Wellbeing, Events and Activities Service

We provide support, information, and advice to enable our clients to access leisure, social, and community activities within their community, combatting social isolation to improve the health and well-being of our clients.

Some examples are low-vision days, events, online activities, and walking groups.

We continue to offer in-person and online social activities, groups and events, Low vision and information days with our partners, and our ever-increasing regular walking groups supported by sighted guide volunteers.

Low-Vision Events and Attendees

Chichester Sight Awareness Day	38
Horsham Living Well with Sight Loss Course (LWSL) Course	25
Crawley LWSL	10
Professional Vision Services Dolphin ow Vision Event	44
Optelec Shoreham Low Vision Day	24
Optelec East Grinstead low vision Day	34
Optelec Bognor Low Vision Day	21
Horsham Open Day	31
October LWSL Course Shoreham	6
Total attendees	233

"I cannot praise you enough for the services and facilities that you provide"

"Such a lovely team that made me feel welcome."

"I thoroughly enjoyed the day and hope to do it again next year."

Total client Interactions in accessible formats 2023/2024

Audio	3
Card	2,672
Disc	1
Discussion W Other Profess&03	4
Discussion With Relative	1
Email	241
Face To Face	811
Letter	45
No Contact - See Notes	1,198
Online Video Call	5
SMS Text	31
Special - See Notes	7
Standard Print	6

AWARDS & RECOGNITION

We continued to receive praise, support, and feedback from the High Sheriff of West Sussex who often referred to our organisation in his speech and presentations to colleagues and partners.

This year we are delighted to have recently achieved The Royal National Institute of Blind People (RNIB) Visibly Better Employer Certification and is encouraging other organisations across West Sussex to consider attaining this Quality Standard. It is designed to support employers in assessing their recruitment and retention practices and provide the practical tools required for an accessible environment for people with sight loss. As a result, organisations will widen the talent pool available, increasing their employee diversity by attracting and retaining more blind and partially sighted talent into their workforce.

OUR COMMUNICATIONS

Community talks	16
Press Releases	18
Radio Interviews	15

Our **social media** presence grew:

Facebook	
New	69
Total	1.3k
Instagram	
New	53
total	501
X	
Total	1,603

Newsletters sent to our clients with information, advice, and activities

In the following accessible formats

Large Printed	8,752
CD	594
USB	462
Braille	24
Email	2,987
Total	**12,819**

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We are a founder member of the 'Community Solutions Consortia' (CSC) with Age UK West Sussex, Brighton and Hove, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CSC is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

We remain on the collaboration board working in co-production for the new WSCC Adult Social Care Strategy titled "The Life you want to Lead", to ensure that sight loss was considered and prevalent in this piece of work, and sit on the Adult social care task and finish prevention framework group to support the importance of embedding early support and intervention.

We work closely with other sight loss partners and remain a member of Visionary which is the national body that links local and national sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight for Surrey, East Sussex Vision Support, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, My Sight Oxfordshire, Blatchington Court trust, e Vision and many others. We also work with national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

This year in partnership with East Sussex Vision Support we were awarded a Health Inequalities NHS Sussex grant. This purpose is to identify patients' needs and share their experiences within the NHS at a local level. Sight Loss has been identified as a Health inequality in Sussex, and the conclusion will be a prepared report for NHS Sussex making recommendations for change to support patients with sight loss and breakdown known barriers for access and communication.

Alongside this we were also successful in participating in a patient pathways project launched by RRNIB and Visionary to sit on a panel of Chief Executives to implement and influence local NHS Integrated Care boards, the nationally recognised and endorsed eye care support pathway with the intention to embed a holistic patient-led pathway within Ophthalmology departments.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £343,276 for the period (2023: £224,780), whilst income from Charitable Activities was £115,505 (2023: £103,811). Total income for the charity amounts to £488,349 (2023: £350,100).

Total expenditure for the year was £398,531 (2023: £386,772).

Fees and pricing policies have remained at 2021-22 levels, adjusted for inflation. There are currently no plans to introduce any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that any charges can be waived for those unable to afford it.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves was achieved at the year end. The total funds held at the balance sheet date were £760,435 (2023: £670,617) which includes £20,710 (2023: £35,870) held in restricted funds, £100,000 (2023:£nil) in Endowment funds and £455,484 (2023: £461,152) held as tangible fixed assets. This gives free reserves of £184,241 (2023: £173,595).

The view of the Trustees for the 2023/24 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

The senior member of our fundraising team is a member of the Chartered Institute of Fundraising and our organisation is registered with the Fundraising Regulator; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle. Our fundraising strategy is provided and delivered by our in-house team.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

Funders

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts and Foundations, statutory funders such as County, District, Borough, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support, and we thank them for enabling us to fulfil our mission to support and improve the lives of blind or partially sighted people in West Sussex. Equally, the Trustees would like to note their sincere thanks to local businesses, schools, universities, colleges and the many individuals who donate, choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

The Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

- The Bassil Shippam and Alsford Trust
- The Kathleen and Sidney Linkins Memorial Trust
- The Souter Charitable Trust
- Sussex Community Foundation
- The Munro Charitable Trust
- West Sussex Travel Society Charity
- The Patricia Routledge Foundation
- Windruff Charitable Trust
- Co-op Local Community Fund
- Worshipful Company of Spectacle Makers
- Gatwick Airport Community Trust
- Longley Trust
- Woodroffe Benton
- Ulverscroft Foundation
- The David Hunt Trust
- Simpson Charitable Trust
- Stagecoach – Giving for Good
- Vision Foundation
- The Grocers' Charity
- Bentley's Advancing Life Chances Small Grants Programme
- Boots Charitable Trust
- East Grinstead Memorial Estate Limited

During the year we were delighted to be approached by The Edward Gostling Foundation, inviting us to be part of their legacy partner opportunity. This resulted in us being chosen to receive a 'Deed of Gift' from the Foundation in the form of a £100,000 endowment fund. The Foundation recognised our ongoing work and awarded us the endowment to help provide us with greater certainty and flexibility in relation to our income. We are extremely grateful for the Foundation's recognition of our vital work and their ongoing support.

Many other donors and benefactors have also supported us throughout the year including Parish, Town, Borough and District Councils, local Community groups and organisations, as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

Trustees' Report
For the year end 31 March 2024

IMPACT OF THE COST-OF-LIVING and Cost of Giving CRISIS

As with many voluntary sector organisations, the 'cost of living' followed by the 'cost of giving' crises that we faced in 2023/24 meant that securing funding for our services became even more of a challenge than the year before. The Trustees and Senior Management Team have continued to meet regularly during the year to discuss the challenges and explore ways to develop new income streams and continue diversifying our existing income streams. This also had a significant impact on our expenditure with salary increases, inflating energy and supply prices, all leading to difficult budget constraints. This had a huge impact on the clients we support financially and emotionally as demonstrated by our increase in support for our benefits service.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% are visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's situation at the end of the year and of the incoming and outgoing resources for the year end.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Acts. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees have any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible, at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

Trustees' Report
For the year end 31 March 2024

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on ..... and signed on their behalf by:

.....
Kirstie Thomas
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the year ended 31 March 2024

Independent Examiner's Report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: Dated:

Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex PO20 7AJ

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:						
Donations and legacies	3	**182,972**	**60,304**	**100,000**	**343,276**	224,780
Charitable activities	4	**115,505**	**-**	**-**	**115,505**	103,811
Other trading activities		**22,413**	**-**	**-**	**22,413**	17,231
Investments	6	**3,328**	**-**	**-**	**3,328**	971
Other income		**3,827**	**-**	**-**	**3,827**	3,307
Total income and endowments		**328,045**	**60,304**	**100,000**	**488,349**	350,100
Expenditure on:						
Raising funds	7	**58,713**	**-**	**-**	**58,713**	64,984
Charitable activities	8	**264,354**	**75,464**	**-**	**339,818**	321,788
Total expenditure		**323,067**	**75,464**	**-**	**398,531**	386,772
Net movement in funds		**4,978**	**(15,160)**	**100,000**	**89,818**	(36,672)
Reconciliation of funds:						
Total funds brought forward		**634,747**	**35,870**	**-**	**670,617**	707,289
Net movement in funds		**4,978**	**(15,160)**	**100,000**	**89,818**	(36,672)
Total funds carried forward		**639,725**	**20,710**	**100,000**	**760,435**	670,617

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 34 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2024

	Note		2024 £		2023 £
Fixed assets					
Tangible assets	13		**455,484**		461,152
Investments	14		**100**		100
			455,584		461,252
Current assets					
Stocks	15	**12,331**		11,446	
Debtors	16	**6,115**		4,374	
Cash at bank and in hand		**303,461**		217,749	
		321,907		233,569	
Creditors: amounts falling due within one year	17	**(17,056)**		(24,204)	
Net current assets			**304,851**		209,365
Total net assets			**760,435**		670,617
Charity funds					
Endowment funds	18		**100,000**		-
Restricted funds	18		**20,710**		35,870
Unrestricted funds	18		**639,725**		634,747
Total funds			**760,435**		670,617

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....
Dr Norman Boyland DL FRSC

.....
Arthur Mayson ACIB TEP

Date 3/11/24

The notes on pages 16 to 34 form part of these financial statements.

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

1.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.13 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.15 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds are funds which are to be used in accordance with the restrictions as laid out in the the deed of gift

Investment income, gains and losses are allocated to the appropriate fund.

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

Notes to the Financial Statements
For the year ended 31 March 2024

3. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Donations	47,982	-	100,000	**147,982**
Legacies	98,816	-	-	**98,816**
Grants	36,174	60,304	-	**96,478**
	182,972	60,304	100,000	**343,276**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	49,479	-	49,479
Legacies	15,008	-	15,008
Grants	84,850	75,443	160,293
	149,337	75,443	224,780

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Clubs	9,837	**9,837**
Sight Care Advisor Service	45,522	**45,522**
Resource and transcriptions	32,332	**32,332**
Outreach	27,814	**27,814**
	115,505	**115,505**

4. Income from charitable activities (continued)

	Unrestricted funds 2023 £	Total funds 2023 £
Clubs	9,990	9,990
Sight Care Advisor Service	44,307	44,307
Resource and transcriptions	27,979	27,979
Outreach	21,535	21,535
	103,811	103,811

5. Income from other trading activities

	Unrestricted funds 2024 £	**Total funds 2024 £**
Income from fundraising events		
Fundraising events	7,802	**7,802**
Raffles & Lotteries	8,607	**8,607**
Other fundraising income	6,004	**6,004**
	22,413	**22,413**

	Unrestricted funds 2023 £	Total funds 2023 £
Income from fundraising events		
Fundraising events	5,101	5,101
Raffles & Lotteries	5,690	5,690
Other fundraising income	6,440	6,440
	17,231	17,231

Notes to the Financial Statements
For the year ended 31 March 2024

6. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Investment income	3,328	**3,328**

	Unrestricted funds 2023 £	Total funds 2023 £
Investment income	971	971

7. Expenditure on raising funds

	Unrestricted funds 2024 £	Total funds 2024 £
Other costs	3,789	**3,789**
Wages and salaries	54,924	**54,924**
	58,713	**58,713**

	Unrestricted funds 2023 £	Total funds 2023 £
Other costs	12,827	12,827
Wages and salaries	52,157	52,157
	64,984	64,984

Notes to the Financial Statements
For the year ended 31 March 2024

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Clubs	14,346	1,178	**15,524**
Sight Care Advisor Service	76,963	-	**76,963**
Resource and transcriptions	53,191	2,000	**55,191**
Outreach	119,854	72,286	**192,140**
	264,354	75,464	**339,818**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Clubs	14,431	2,720	17,151
Sight Care Advisor Service	82,731	-	82,731
Resource and transcriptions	10,252	22,370	32,622
Outreach	94,503	94,781	189,284
	201,917	119,871	321,788

Notes to the Financial Statements
For the year ended 31 March 2024

9. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Clubs	15,524	-	**15,524**
Sight Care Advisor Service	48,022	28,941	**76,963**
Resource and transcriptions	43,779	11,412	**55,191**
Outreach	117,716	74,424	**192,140**
	225,041	114,777	**339,818**

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Clubs	17,151	-	17,151
Sight Care Advisor Service	53,984	28,747	82,731
Resource and transcriptions	21,287	11,335	32,622
Outreach	122,568	66,716	189,284
	214,990	106,798	321,788

	2024 £	2023 £
Analysis of direct costs		
Other costs	**13,733**	15,477
Staff travel, training, & recruitment	**6,485**	4,991
Building and estates costs	**9,668**	6,083
Communications	**8,739**	9,502
Equipment costs	**25,262**	26,593
Volunteer expenses	**409**	358
Staff costs	**157,103**	147,172
Depreciation	**3,642**	4,814
	225,041	214,990

	2024 £	2023 £
Analysis of support costs		
Other costs	**1,101**	321
Staff travel, training & recruitment	**3,608**	2,711
Building and estate costs	**5,378**	3,304
Professional fees	**10,400**	12,743
Communications	**4,862**	5,161
Staff costs	**87,402**	79,943
Depreciation	**2,026**	2,615
	114,777	106,798
Total costs		
Direct costs	**225,041**	214,990
Support costs	**114,777**	106,798
	339,818	321,788

Governance costs of £20,546 (2023: £19,380) are included within support costs, see note 10 for analysis.

10. Governance costs

	Unrestricted funds 2024 £	Total funds 2024 £
Staff costs	13,110	**13,110**
Independent examination fee	4,470	**4,470**
Other costs	2,986	**2,986**
	20,566	**20,566**

	Unrestricted funds 2023 £	Total funds 2023 £
Staff costs	11,991	11,991
Independent examination fee	4,000	4,000
Other costs	3,389	3,389
	19,380	19,380

Notes to the Financial Statements
For the year ended 31 March 2024

11. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,470 (2023 - £4,000).

12. Staff costs

	2024 £	2023 £
Wages and salaries	**270,512**	255,171
Social security costs	**11,906**	13,005
Contribution to defined contribution pension schemes	**8,771**	11,094
	291,189	279,270

The average number of persons employed by the charity during the year was as follows:

	2024 No.	2023 No.
Average number of employees	**15**	16

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £42,000 (2023: £40,200) and total employer pension contributions of £2,520 (2023: £2,412).

Notes to the Financial Statements
For the year ended 31 March 2024

13. Tangible fixed assets

	Freehold property and land £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2023	523,422	16,276	14,000	8,894	5,159	567,751
At 31 March 2024	523,422	16,276	14,000	8,894	5,159	567,751
Depreciation						
At 1 April 2023	62,270	16,276	14,000	8,894	5,159	106,599
Charge for the year	5,668	-	-	-	-	5,668
At 31 March 2024	67,938	16,276	14,000	8,894	5,159	112,267
Net book value						
At 31 March 2024	455,484	-	-	-	-	455,484
At 31 March 2023	461,152	-	-	-	-	461,152

Notes to the Financial Statements
For the year ended 31 March 2024

14. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2023	**100**
At 31 March 2024	**100**
Net book value	
At 31 March 2024	**100**
At 31 March 2023	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Principal activity	Holding	Included in consolidation
4SIGHT Trading Limited	04654280	Dormant company	100%	Yes

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	**100**

15. Stocks

	2024 £	2023 £
Goods for resale	**12,331**	11,446

Notes to the Financial Statements
For the year ended 31 March 2024

16. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	**3,281**	374
Other debtors	**2,834**	4,000
	6,115	4,374

17. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	**3,229**	11,770
Other taxation and social security	**4,567**	3,442
Other creditors	**464**	669
Accruals and deferred income	**8,796**	8,323
	17,056	24,204

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Designated funds				
Clubs designated funds (see note 19)	20,069	9,837	(11,751)	18,155
General funds				
General Funds	614,678	318,208	(311,316)	621,570
Total Unrestricted funds	634,747	328,045	(323,067)	639,725
Endowment funds				
The Edward Gostling Fund	-	100,000	-	100,000
Restricted funds				
Outreach service	8,267	1,500	(8,851)	916
Clubs	2,117	-	(1,178)	939
Volunteering co-ordinator	1,792	1,000	(2,544)	248
Newsletter	2,241	2,668	(3,099)	1,810
NHS Charities Together	2,724	10,648	(13,372)	-
Accessible technology advice service	25	-	(25)	-
Low vision	200	2,815	(904)	2,111
Client Services	11,693	-	(11,693)	-
Vision Support	3,025	15,932	(12,059)	6,898
Improving Client Engagement	3,786	10,953	(14,739)	-
Equipment	-	4,288	(2,000)	2,288
Health Inequalities	-	7,500	(3,750)	3,750
Benefits Support	-	3,000	(1,250)	1,750
	35,870	60,304	(75,464)	20,710
Total of funds	670,617	488,349	(398,531)	760,435

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds (continued)

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The purpose of material individual funds are:

Outreach Service - Funds received to maintain our general services to members
Client Services - Funds received to sustain and expand capacity to meet rising demand
Client Engagement - Funds received for a client engagement officer

The purpose of other restricted funds is described above in the name of the fund.

During the year a transfer was posted between the designated clubs fund and general funds to represent funds held in respect of clubs which are now dormant or closed.

Endowment Fund
Endowment Fund income of £100,000 was received in 2024 to establish the Edward Gosling Fund. The fund is to be used to meet operating costs as set out in a deed of gift dated 16th February 2024. There are restrictions as to how much of this fund can be accessed until it can be fully released to unrestricted funds on 16th February 2029.

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	40,240	9,990	(14,431)	(15,730)	20,069
General funds					
General Funds	586,751	264,667	(252,470)	15,730	614,678
Total Unrestricted funds	626,991	274,657	(266,901)	-	634,747
Restricted funds					
Outreach service	8,814	13,000	(13,547)	-	8,267
Clubs	4,837	-	(2,720)	-	2,117
Equipment	205	2,000	(2,205)	-	-
Volunteering co-ordinator	9,292	-	(7,500)	-	1,792
Newsletter	1,493	1,453	(705)	-	2,241
Children and Young People	9,991	-	(9,991)	-	-
NHS Charities Together	4,178	22,196	(23,650)	-	2,724
Accessible technology advice service	16,990	3,200	(20,165)	-	25
Low vision	8,000	-	(7,800)	-	200
Client Services	2,500	9,920	(727)	-	11,693
Postcode Lottery	11,980	-	(11,980)	-	-
Health & wellbeing	2,018	-	(2,018)	-	-
Vision Support	-	11,423	(8,398)	-	3,025
Improving Client Engagement	-	12,251	(8,465)	-	3,786
	80,298	75,443	(119,871)	-	35,870
Total of funds	707,289	350,100	(386,772)	-	670,617

Notes to the Financial Statements
For the year ended 31 March 2024

19. Clubs designated funds

	2024 £	2023 £
Income		
Clubs income	**9,837**	9,990
	9,837	9,990
Expenditure		
Travel	**(320)**	(1,103)
Hall hire	**(3,204)**	(2,108)
Functions	**(6,955)**	(7,100)
Other expenses	**(1,273)**	(4,120)
Total Expenditure	**(11,752)**	(14,431)
Net movement in the year	**(1,914)**	(4,441)
Balance brought forward	**20,069**	40,240
Transfers (to)/from the general fund	**-**	(15,730)
Balance carried forward	**18,155**	20,069

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 16 (2023: 21).

20. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Tangible fixed assets	455,484	-	-	**455,484**
Fixed asset investments	100	-	-	**100**
Current assets	201,197	20,710	100,000	**321,907**
Creditors due within one year	(17,056)	-	-	**(17,056)**
Total	639,725	20,710	100,000	**760,435**

Notes to the Financial Statements
For the year ended 31 March 2024

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	461,152	-	461,152
Fixed asset investments	100	-	100
Current assets	197,699	35,870	233,569
Creditors due within one year	(24,204)	-	(24,204)
Total	634,747	35,870	670,617

21. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £10,910 (2023: £11,094).

22. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

23. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2023: Nil).

There are no other related party transactions which require disclosure.

Parish Council Asset Register

Clerk's Equipment	Purchase Cost	Reinstatement value Sept 25	Insured Value	Date purchased	Life expectancy	Location
Civic regalia			£668.00			Chairman's home
New Laptop	£1,359.66	£1,359.66	£5,000.00			Mobile
Old laptop	£342.00					Parish office
Filing cabinet	£681.00					Parish office
Chairs	£227.00					Parish office
Fire extinguisher	£114.00					Parish office
Desk & Pedestal	£330.00					Parish office
Table	£70.00					Parish office
Telephone	£20.00					Parish office
Mobile phone old						Mobile
Mobile phone new		TBP		2025		Mobile
Printer New	£253.00	£253.00		2024		Parish office
keyboard & Mouse	£15.00					Parish office
Printer old	£50.00					Parish office
Router & Hard drive	£134.00					Parish office
Laminator old	£9.00				Expired	Parish office
Laminator new						Parish office
Noticeboard	£20.00					Parish office
Safe	£36.00					Parish office
Buildings						
Toilets	£62,043.67	£27,930.00	£27,930.00			
Other Assets						
Hand Sanitizer	£1,000.00					
Telelphone Box	1					
SID	£2,745.00		£5,000.00			Mobile
Defib club	£1,320.00		£5,000.00			Horsted Club
SPORTS SURFACE			£5,000.00			
OTHER SURFACE			£2,000.00			
Street Furniture						

Bus shelter	£22,321.54	£10,340.00	£10,340.00			
Bus shelter gates	£550.00					
Notice Board Green	£880.00					
Notice Board Community	???					Toilets
Flag pole	???					The Green
Village Sign	2250		2000			
Stone Plaque Ludwell	140					
Fences			1000			
Bollards The Green	£280.00					
Litter Bin Green (3)	£348.00					
Litter Bin B Legion	£116.00					
Litter Bin bus stop	£181.79			23/07/2024		
Litter Bin church lane	£116.00					
Litter Bin (2) Green	£233.00					
Litter Bin (1) Green	£170.00					
Salt bin Hamsland	£263.00					
Salt bin Station rd	£232.00					
Salt bin Cheelys	£200.00					
Fido Bin Sataion rd	£125.00					
Fido Bin Church lane	£125.00					
Seats The Green	£606.00					
Seat around tree	£746.00					
Wooden Posts	£2,073.00					
Total Street Furniture	**£31,956.33**					

Total	**£102,726.66**	**£63,270.00**