

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 10th October 2017
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 4th October 2017

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

AGENDA

1. **APOLOGIES**

1.1 To Accept Apologies for Absence.

2. **DECLARATIONS OF INTEREST**

2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. **MINUTES**

3.1 To accept the minutes of the:

Parish Council meeting 12 September 2017

4. **PUBLIC PARTICIPATION**

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

5. **MINUTES**

To accept the following Minutes

5.1 **Planning Committee** – 18th September 2017.

5.2 **Neighbourhood Plan Working Group** – 14th September 2017 (for noting only)

5.3 **Policy Resources & Communications** – 19th September 2017 (for noting only)

6. **FINANCE**

6.1 To approve the Financial Report and authorise the list of payments in the sum of £19,339.14 for the period ending 31/08/2017 set out in **(Appendix 1.)**

7. REPORTS

- 7.1 District Councillors' Report
- 7.2 County Councillor Report
- 7.3 Rail Matters (oral report, Leslie Campbell)
- 7.4 Youth Initiatives (oral report Kate Bailey)
- 7.5 Police matters
- 7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

8. CHAIRMAN'S REPORT

- 8.1 Verbal update

9. CLERK'S REPORT

- 9.1 **ANNUAL RETURN 2016/17** The purpose of this report is to advise Council that the External Auditor has signed off the Annual Return for the year ended 31 March 2017. I am pleased to inform members that the accounts have been agreed without amendment by the External Auditors (**Appendix 2**). The audit fee for the work undertaken for the financial year 2016/17 is £600 plus VAT.

The Notice of Conclusion of Audit has been duly published in accordance with the Local Audit & Accountability Act 2014 Section 20(2) & 25 and the Accounts and Audit Regulations 2015(SI 2015/234) Government and is available for inspection.

- 9.2 **GRANTS AWARDED BY HASSOCKS PARISH COUNCIL.** The purpose of this report is to inform Members that following the grants agreed at the Full Council meeting of 12 September 2017, letters of thanks have been received from St Peter & St James Hospice, Kent Surrey and Sussex Air Ambulance Trust and St Catherine's Hospice.

- 9.3 **SUSSEX ASSOCIATION OF LOCAL COUNCILS (SALC).** The purpose of this report is to inform Members that SALC will be holding their biannual meeting with Giles York, Chief Constable to Sussex Police on Friday 17 November 2017. Hassocks Parish Council is invited to advise SALC of any strategic or unresolved topics it would like raised at the meeting.

- 10. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

- 11. To note that the date of the next meeting which will be an **Extraordinary Council meeting** is **Tuesday 31st October 2017** to consider the Parish's response to the District Plan.

EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

12. FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

Hassocks Parish Council 2017/18				
List of Payments made between 01/08/2017 and 31/08/2017				
Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
12/07/2017	Invalid cheque	5483	0	
07/08/2017	Foster Landscapes Ltd	5484	42.00	Safety Inspections July 17
07/08/2017	Viking	5485	44.06	Office & Pav supplies
07/08/2017	Invalid cheque	5487	0.00	void cheque
18/08/2017	Salaries August 17	5486,88,89	6663.12	August 17 Salaries
		5490,91		
18/08/2017	WSCC Pension Fund	5492	3201.76	August 17 Pension contribution
18/08/2017	HMRC/PAYE	5493	2017.03	PAYE/NI Aug 17
14/08/2017	G A Hinde	5494	80.00	Window cleaning Parish Office
14/08/2017	Abell Plumbing & Heating Ltd	5495	180.00	Service Office Boiler
14/08/2017	AM Fire & Security	5496	15.14	Alarm - Replace Battery
14/08/2017	James Wilson Tree Care	5497	50.00	Tree Work. Orchard Lane
21/08/2017	MSDC	5498	480.00	Parking Discs x 500
21/08/2017	Close Invoice Finance/TSS	5499	114.66	Pav. Legionella Test July 17
21/08/2017	Barcombe Landscapes Ltd	5500	3818.40	Grounds Maint. Contract
21/08/2017	Sussex Sign Centre	5501	42.00	Cinder Track Signage
21/08/2017	Foster Landscapes Ltd	5502	423.60	Skatepark Repair
21/08/2017	Invalid Cheque	5503	0.00	Invalid Cheque
21/08/2017	Bee Clean (Southern) Ltd	5504	162.00	Pavilion Cleaning August 17
22/08/2017	Biffa Waste Services Ltd	5505	373.58	Biffa Waste 22.7.17-18.8.17
30/08/2017	Maxwell Amenity Ltd	5506	677.52	Top Dressing Bowls Green
02/08/2017	Scottish Water Business	D/D	44.17	P/O Waste Water
03/08/2017	Scottish Water Business	D/D	70.68	Pavilion waste water
04/08/2017	Barclays Bank	BACS	32.53	Bank Charges 13 June-12 July 17
07/08/2017	West Sussex Stairlifts	BACS	174.00	Stairlift service/repair
18/08/2017	British Gas	D/D	14.89	P/O Gas 27.6-31.7.17
01/08/2017	edf energy	D/D	72.00	P/O Electricity
01/08/2017	edf energy	D/D	228.00	Pavilion electricity
01/08/2017	MSDC	D/D	257.00	Business Rates Aug 17
01/08/2017	Southeast water	D/D	17.00	P/O Water Supply
01/08/2017	Southeast water	D/D	32.00	Pavilion Water Supply
01/08/2017	Southeast water	D/D	12.00	Allotment Water Supply
	Total Payments		19339.14	

Date: 12/09/2017

Hassocks Parish Council New 2017/18

Time: 09:56

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	116,517.50		
Total Year to Date		135,000.00	
Total Receipts / Payments	116,517.50	135,000.00	Closing Trial Balance
Opening Balance	359,460.88		
Closing Balance		340,978.38	340,978.38
	<u>475,978.38</u>	<u>475,978.38</u>	

Date: 12/09/2017

Hassocks Parish Council New 2017/18

Time: 09:56

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	85.23		
Closing Balance		85.23	85.23
	<u> </u>	<u> </u>	

Date: 12/09/2017

Hassocks Parish Council New 2017/18

Time: 09:56

Receipts and Payments Summary - Cashbook 4

Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	0.05		
Closing Balance		0.05	0.05
	<u> </u>	<u> </u>	
	<u>0.05</u>	<u>0.05</u>	

Date:12/09/2017

Hassocks Parish Council New 2017/18

Page 1

**Summary Bank Reconciliation Statement as at
12/09/2017 for Current Bank A/C 2114**

Bank Statement Account Name	Statement Date	Page No	Balance
Current Bank A/C 2114	31/08/2017	3	<u>34,092.52</u>
			34,092.52
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>9,741.30</u>
			24,351.22
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
	Balance per Cash Book is :-		24,351.22
	Difference is :-		0.00

Date: 12/09/2017

Hassocks Parish Council New 2017/18

Time: 09:54

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	159,445.98		
Total Year to Date		153,911.21	
Total Receipts / Payments	159,445.98	153,911.21	Closing Trial Balance
Opening Balance	18,816.45		
Closing Balance		24,351.22	<u>24,351.22</u>
	<u>178,262.43</u>	<u>178,262.43</u>	

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HASSOCKS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	✓		

This annual governance statement is approved by this smaller authority on:

13/06/2017

and recorded as minute reference:

PC17/52

Signed by Chair at meeting where approval is given:

N

Clerk:

I

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

HASSOCKS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	482,638	428,845	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	166,276	181,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,312	28,918	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	89,513	120,967	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	7,950	7,702	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	165,918	142,219	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	428,845	368,375	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	442,780	378,463	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	941,787	941,787	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	54,100	48,800	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes YES	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

06/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

13/06/2017

and recorded as minute reference:

PC17/53.2

Signed by Chair at meeting where approval is given:

N

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HASSOCKS PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (WS 0065).

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

20/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

HASSOCKS PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

MARK MURPHY BA (Hons) FCCA CIA

Signature of person who carried out the internal audit

[Signature]

Date

13 JUNE 2017

*If the response is 'no' please state the implications and action (add separate sheets if needed).

to address any weakness in control identified

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

HASSOCKS PARISH COUNCIL**Notice of conclusion of audit
Annual return for the year ended 31 March 2017**

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Hassocks Parish Council** for the year ended 31 March 2017 has been completed and the accounts have been published.
2. The Annual Return is available for inspection by any local government elector of the area of **Hassocks Parish Council** on application:

Ian Cumberworth
CLERK TO THE COUNCIL
Parish Centre
Keymer Road
Hassocks
BN6 8QH

Between the hours of 10.00am and 2.00pm Monday to Thursday and
10.00am and 12 noon on Friday (excluding Public Holidays).

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Return.

Announcement made by: Ian Cumberworth – CLERK TO THE COUNCIL

Date of announcement: 26 September 2017