

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 12th December 2017
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 6 December 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 14 November 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** – 20 November 2017 (for noting only).
- 5.2 **Policy Resources & Communications** – 21 November 2017 (for noting only)
- 5.3 **Grounds & Environment** – 27 November 2017 (for noting only)

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £18,935.01 for the period ending 31/10/2017 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

- 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 Councillor Vacancy

Council is asked to note the resignation of Christopher Hobbs from Council. A Notice of Vacancy has been published inviting electors to request a poll, as required by law. If no such request is received within the prescribed time the Council may co-opt a Member (Local Government Act 1972 s87)

9.2 Business Plan

This report updates Members on the progress of the 'high level' Business Plan which was considered by Policy Resources & Communications Committee. **(PRC/17/38.2)** where they

RESOLVED to RECOMMEND that the High level Business Plan should be considered alongside the budget setting process

The Business Plan should inform the Councils priorities and be considered alongside the budget setting process. In determining the budget Members should have regard for the priorities identified as part of this process and consider the level and phasing of any funding to support this process. **(Appendix 2)**

Members are requested to approve this working draft and authorise the Business Plan working group to consult with key stakeholders and work towards finalisation of the Business Plan for distribution.

9.3 Draft Budget 2018/19

The attached report set out in **(Appendix 3)** details the draft budget proposal for 2018/19. Policy Resources & Communications Committee considered the original report in detail on 21st November 2017 **(PRC17/38.1)** and made the following recommendations

Members **RESOLVED to RECOMMEND** that the Clerk be requested to review the proposed budget to identify if any further potential savings could be identified in 2018/19 to assist in reducing the projected deficit for consideration at full Council.
&

RESOLVED to RECOMMEND to Council to consider increasing the precept for 2018/19 between the ranges of £70,000 to £90,000 to enable the Council to work towards a balanced budget.

The budget has been reviewed and adjusted in Appendix 3 to reflect further savings as requested by Policy Resources & Communications Committee. Members are therefore requested to consider the contents of the report and determine the level of budget/precept to be set for 2018/19.

9.4 Appointments to outside bodies.

At the Annual Statutory Meeting in May earlier this year the Council agreed to approve a number of nominations for representatives to Outside groups. Due to individuals changing circumstances some vacancies have now arisen Members are therefore requested to consider alternative nominations. The two outside bodies currently not represented on are:

1. **Downlands School Sports Representative**
2. **Adastra Hall Management Committee** – it is a requirement of the Halls Constitution that it has Parish Council representation on their Committee therefore nominations are sought to fulfil this role. The Council has been approached by a Committee representative of this group requesting that we nominate alternative representatives to enable them to discharge their constitutional responsibilities.

9.5 Standing Orders/Financial Regulations (amendment)

The revised Standing Orders/Financial Regulations (**PC/81.8**) were adopted on 12th September 2017 after consultation with Members. Since coming into force an omission has been identified which should be addressed to assist the operations of the Council.

Under the revised Financial Regulations the Clerk does not appear to have authorisation to incur expenditure on behalf of the Council in the event of an emergency. In the previous Financial Regulations that have been superseded by the September 2017 version

Financial Regulation 3.4 (pre September 17) stated '*The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £750. The Clerk shall report such action to the Chairman of the relevant committee as soon as possible and to the Council as soon as practicable thereafter.*'

It is understood that Members considered this specific regulation in September 2016 and agreed to raise the financial threshold from £200 to £750.

To facilitate the day to day running of the Council in the event of the above situation Members are requested to consider and agree to the insertion of the above regulation into the current regulations as **Financial Regulation 3.6**

9.6 Campaign to Protect Rural England

Hassocks Parish Council is currently a member of the above organisation and pay an annual subscription fee of £36.00 in July/August each year. Attached is a letter (**Appendix 4**) recently received from the organisation appealing for additional funds to help support their continued fight against inappropriate development across Sussex Members are requested to consider whether they wish to make an additional contribution to this Charity and if so to determine the value.

9.7 Appointment of External Auditor

During 2016 the Council were informed they were to be opted into the new central procurement regime to appoint external auditors managed by Smaller Authorities Audit Appointments Ltd (SAAA) unless the Council specifically chose to opt out of this arrangement.

Hassocks Parish Council opted into the central procurement process. The attached notification (**Appendix 5**) confirms that Moore Stephens have been appointed for the West Sussex area for the next 5 years. The Council's previous external auditor PKF Littlejohn LLP are no longer the designated auditor for the West Sussex area.

Members are requested to note the fee structure set out on page 5 of the notification

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 Council meeting is **Tuesday 9th January 2018**

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 New 2017/18

Summary Bank Reconciliation Statement as at 07/11/2017
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	31/10/2017	3	37353.95
			37353.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			4231.56
			33122.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		686.30	
			686.30
			33808.69
		Balance per Cash Book is :-	33808.69
		Difference is :-	0.00

Date: 07/11/2017

Hassocks Parish Council New 2017/18

Time: 09:19

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	224,461.36		
Total Year to Date		209,469.12	
Total Receipts / Payments	224,461.36	209,469.12	Closing Trial Balance
Opening Balance	18,816.45		
Closing Balance		33,808.69	33,808.69
	243,277.81	243,277.81	

1

Date: 07/11/2017

Hassocks Parish Council New 2017/18

Time: 09:20

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	230,897.50		
Total Year to Date		195,000.00	
Total Receipts / Payments	230,897.50	195,000.00	Closing Trial Balance
Opening Balance	359,460.88		
Closing Balance		395,358.38	395,358.38
	<u>590,358.38</u>	<u>590,358.38</u>	

2

Date: 07/11/2017

Hassocks Parish Council New 2017/18

Time: 09:22

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>85.23</u>	<u>85.23</u>	

3

Date: 07/11/2017

Hassocks Parish Council New 2017/18

Time: 09:23

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>0.05</u>	<u>0.05</u>	

Hassocks Parish Council 2017/18					
Current Bank A/C 2114					
List of Payments made between 01/10/2017 and 30/10/2017					
Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail	
05/10/2017	Rooted Gdn Services	5533	375.00	Burial Ground maint July-Sept	
05/10/2017	Bee Cleen (Southern) Ltd	5534	216.00	Pavilion cleaning Sept 17	
05/10/2017	Quality Office Supplies Sx	5535	6.36	Office Stationery	
05/10/2017	Viking	5536	280.23	Office Stationery	
05/10/2017	Close Invoice Finance/TSS	5537	114.66	Pavilion legionella testing Sept	
05/10/2017	Biffa Waste Services Ltd	5538	466.98	Biffa Waste 19.8-22.9.17	
05/10/2017	PKF Littlejohn LLP	5539	720.00	Annual Return Fees 16/17	
05/10/2017	Grimshaw Kinnear Ltd	5540	91.20	Moss Treatment Tennis Courts	
05/10/2017	Foster Landscapes Ltd	5541	42.00	Sept 17 Safety Inspections	
05/10/2017	SSALC Ltd	5543	72.00	Budget Workshop training	
05/10/2017	Greenscene Landscapes	5544	269.45	Floral Display Maint Sept	
10/10/2017	Trigger Solutions	5545	48.00	Website Support F/book	
10/10/2017	Hurstpierpoint & S C PC	5546	25.00	Councillor Training - Planning	
10/10/2017	Mark Mulberry	5547	126.00	Payroll Services	
20/10/2017	Total Salaries	5542, 5548, 5549, 5550, 5551, 552, 5564	7,112.16	October 2017 Salaries	
20/10/2017	WSCC Pension Fund	5553	2,458.14	Oct 2017 Pension cont	
20/10/2017	HMRC/PAYE	5554	2,094.80	PAYE/NI Oct 17	
10/10/2017	Grimshaw Kinnear Ltd	5555	91.20	Moss Treatment Tennis Courts	
11/10/2017	Clayton and Keymer RBL	5556	340.00	RBL Remembrance Parade	
17/10/2017	Parker Building Supplies	5557	43.20	MOT for North Field Carpark	
17/10/2017	Lawn Mower Services	5558	54.74	Tractor Repair	
17/10/2017	Burgess Hill Town Council	5559	1,800.00	MSDC/BHTC Reactive Wk 17/18	
17/10/2017	SSALC Ltd	5560	24.00	5 x Good Councillor Guide 2017	
17/10/2017	Close Invoice Finance/TSS	5561	114.66	Pavilion Legionella Test Oct.	
17/10/2017	Viking	5562	95.99	Replacement Vacuum Pavilion	
20/10/2017	Adastra Hall	5563	60.00	Adastra Hall - HPC Meeting	
20/10/2017	Avoncrop Amenity Products	5565	208.32	Bowling Green Lawn Dressing	
30/10/2017	Bee Cleen (Southern) Ltd	5566	216.00	Pavilion Cleaning Oct 2017	
30/10/2017	Biffa Waste Services Ltd	5567	408.94	Biffa Waste 23.9.17-20.10.17	
30/10/2017	Easy Space 5568	5568	195.96	HPC Website Domain 2018-20	
05/10/2017	Barclays Bank	BARCLAYS	29.16	Bank Fees 14 Aug-12 Sept 17	
23/10/2017	British Gas	BRITGASD/D	11.39	P/O Gas D/D	
16/10/2017	British Telecom	BT D/D	200.47	P/O Telephone D/D	
23/10/2017	CPRE	CPRE D/D	36.00	Annual Subscription 17/18	
02/10/2017	edf energy	EDF D/D	50.00	P/O Electricity D/D	
02/10/2017	edf energy	EDF D/D	150.00	Pavilion Electricity D/D	
02/10/2017	Mid Sussex District Council	MSDC D/D	257.00	Business Rates Oct 17	
02/10/2017	Southeast water	SE WAT D/D	6.00	P/Office Water Supply D/D	
02/10/2017	Southeast water	SE WAT D/D	12.00	Pavilion Water Supply D/D	
02/10/2017	Southeast water	SE WAT D/D	12.00	Allotment Water Supply D/D	
	Total Payments		18935.01		
Signed.....			Date.....		

APPENDIX 2

Hassocks Parish Council Draft Business Plan 2018-2023

About us and our community

Hassocks Parish Council is the organisation responsible for a number of the front line services in the villages of Hassocks, Keymer and the hamlet of Clayton. There are 15 volunteer Councillors who represent the residents, a full-time Clerk, a full-time Grounds-person, and 3 part-time office staff who keep the business of the Parish running on a day-to-day basis from the Parish Office in Adastra Park.

As well as taking responsibility to operate and fund activities itself, the Council acts with other organisations to deliver the best for our community – either through Councillor representation on other groups (such as Hassocks Community Organisation), through investment and funding from the Parish Council (such as Hassocks Twinning Association), or through influencing on behalf of the Parish (such as the planning process run by Mid Sussex District Council).

The Parish of Hassocks is a popular location to live and it is a growing and changing community. Over the past 10 or so years not only have we seen substantial new housing developments, but we've also seen a change in the age and make up of our village residents, too. These trends will only continue and it's our ambition through this business plan to reflect the needs of all residents in the community.

What are Hassocks Parish Councils' responsibilities?

Area of Responsibility	Hassocks Parish Council	Mid Sussex District Council	West Sussex County Council	Southdowns National Park
Parks & Recreation	Owens and operates Adastra Park and Talbot Field, Adastra Pavilion, Parklands Road Allotments and Parklands Copse	Owens and operates Clayton Recreation Ground, Parklands Road Recreation Ground, London Road Recreation Ground.	Owens public leisure facilities at Downlands School	
Burial Ground	Owens and operates Hassocks Burial Ground			
Street Scene	Owens Bus Shelters & Street Bins, funds emptying of street litterbins and dog waste bins.	Operates car parks at Orion Parade and Dale Avenue. Responsible for the enforcement	Operates highways, including on-street parking provision, repairs and	

	Funds village tree and flower planting initiatives. Manages notice boards. We have mobile waste collection. We sell parking permits through certain outlets	of on-street parking	maintenance. Manages all street lighting	
Planning and Development	Influences via Neighbourhood plan and comments on each planning application	Determines planning applications		Determines planning applications
Public communication	Provides an office for the community which is the first port of call for local services			

Parish Councillors, through a series of committees, direct the work of the Parish Clerk and his staff. Councillors are both elected, and co-opted volunteer representatives of our community and each one of us is keen to hear your views on the work that we do on behalf of the community. You can do this in a number of ways:

- In person – at the Parish Centre, Adastra Park (Keymer Road end) BN6 8QH– open Monday to Friday.
- By telephone – (01273) 842714
- By email – info@hassocks-pc.gov.uk
- Via our website-www.hassocks-pc.gov.uk

A full list of Parish Councillors and their contact details are available on the Parish Website, and via the Parish Office.

Funding the work of Hassocks Parish Council

The work of Hassocks Parish Council is funded from collection of the "Precept" via residents Council Tax and other revenues generated through hiring of sports facilities in Adastra Park, burial ground fees, and allotment rental.

The Purpose of our Business Plan

Our business plan sets out in detail the areas that your Council will concentrate its efforts, on behalf of the community over the coming 5 years, be it through investment or influence. We've broken the plan in to 6 key areas- Our Neighbourhood Plan, Engaging with the Community, A Parish for All, A Great Place to Live, Work and Enjoy, Connecting our Villages and Out Staff and Ourselves.

Our Neighbourhood Plan

The Neighbourhood Plan covers the entire Parish. That is to say the settlements of Keymer, Hassocks and Clayton plus the surrounding countryside including a large area within the South Downs National Park.

The Plan comes forward under the Localism Act 2011 which has given us the opportunity to shape our own future rather than have others determine it for us.

It is the result of significant input and work led by the Parish Council and co-opted community members. We embarked on the development of the Neighbourhood Plan in 2013 and consulted extensively with the community in 2014 and 2015 on the plan. The process of refining and consultation continued in to 2016 when the Plan was submitted to Mid Sussex District Council for adoption as part of the Development Plan.

The Aims of the Plan are:-

- To ensure Hassocks (Keymer and Clayton) continue to develop sustainably as a vibrant parish within a countryside setting.
- To provide access for the whole community to local social, cultural, sporting and environmental amenities.
- To ensure the Parish retains its rural feel and remains a desirable place to live, work and visit. It is recognised that changes will occur but those changes should protect and enhance the existing character of the Parish.

The Objectives of the Plan are:-

- To preserve and enhance the rural character and biodiversity of the Parish and its historic buildings, maintaining Gaps to neighbouring towns and villages and having regard to the proximity of the Parish to the South Downs National Park and its biodiversity.
- To ensure all sections of the community have access to key local services including education, health, community services, sporting, cultural, religious, performing and social clubs, groups and shops.
- To provide the opportunity for appropriately sized, affordable and sustainable housing, developed in sympathy with the village and its surroundings, built to very high standards of design, construction and energy and water efficiency.
- To encourage economic development and job creation within the built-up area of the village and to develop the centre of the village to form a distinctive social hub.
- To reduce the impact of traffic in terms of congestion, pollution and parking through the management of parking and speeds, accessibility of public transport and improvements in pedestrian and cycle safety; encouraging people to walk, cycle and ride in and around Hassocks.
- To ensure the village is safe, accessible and attractive to all, acting as a gateway to the South Downs National Park, encouraging tourism, and supporting healthy lifestyles and wellbeing.

Neighbourhood Plan – Action Plan

- **We will get our Neighbourhood Plan adopted and keep it up-to-date in line with statutory requirements.**
- **We are committed to maintaining and reviewing our Neighbourhood Plan to reflect the needs of the community and continuously engage with the residents in the community to keep the plan relevant.**
- **We will strive to maintain the visual gaps between Hassocks, Burgess Hill, Ditchling and Hurstpierpoint.**
- **We will continue to resist any development within the South Downs National Park other than in connection with agriculture or tourism and in line with SDNP policies.**
- **We will work on obtaining Section 106 agreements as a result of development to fund improvements to our infrastructure and the built environment.**
- **We will develop a process that ensures that agreements linked to new developments are enforced through the S106 agreements We will use the Community Infrastructure Levy (CIL) to fund improvements to our infrastructure and the built environment as soon as it is permitted to be used in Mid Sussex, in the meantime we will strive to exact the same benefits from Section 106 Agreements on new development.**
- **We will, in the long term, explore opportunities for acquisition of community assets and land for recreational purposes or allotment space if demand requires.**
- **We will encourage Mid Sussex District Council to adopt policies requiring energy saving and water recycling measures on all new development.**
- **We will request Mid Sussex to facilitate the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill**

Engaging with the Community

The Parish Council has completed many initiatives and projects to the benefit of the community. However many residents are unaware of what we have done, should do and will do. Too many people still say they do not know what the follow up actions have been to certain issues. So we need to do better at keeping everyone informed.

The Parish Council is represented on a number of voluntary organisations that make up the 'Community of Hassocks'. We recognise the value, commitment and achievements of local voluntary groups to get projects running and we have supported many of them through grants or use of Parish facilities.

Engaging with the Community – Action Plan

- **We will explore different and frequent methods of communicating with Hassocks, Keymer and Clayton residents and businesses**
- **We will encourage your feedback as well as researching your needs. We would also like you to get to know your Parish Councillors and feel you can engage with us whenever you meet us in everyday situations.**
- **We will seek to become more active, supportive and involved in their various initiatives and wish to work in collaboration with them to continue to build a strong sense of community and a culture of delivering services in partnership.**
- **We will use Grant Funding to provide Seed Money for new projects and to assist well-being organisations to provide services directly to Hassocks residents**

A Parish for All

The demographics of Hassocks have been changing. A predominantly older population requires different support, appropriate facilities and services. Young people who have grown up in the village now have young children of their own and new young families have come in to the village. Local schools have been expanded, and the nature of the village trading areas have changed with new businesses springing up and established businesses having to adapt. We also anticipate growth with sites having been identified for housing and outline planning permission already granted to some of those.

Greater expectations are being put on Parish Councils to provide support or help where there are gaps in services and it is important that all sections of the community are considered by the Parish Council when making financial decisions.

A Parish for ALL – Action Plan

- **We will continue the work we have started on engaging with the youth of our village around the provision of services for our younger residents.**
- **We will similarly research the needs of older residents by asking them - through outreach work, and working in collaboration with groups who represent them – about how services we can provide can assist in making our Community more inclusive**
- **Furthermore, we will ensure the needs of all residents with any disability are able to access our facilities and services.**
- **As a founding partner, we will continue to support and encourage the work of Hassocks Twinning Association as this promotes the local economy with tourism and through maintaining the links we have with our French and German Partners encouraging diversity and understanding within our community. We will encourage projects that bring local benefits from this unique three way international relationship.**
- **We will work with Mid Sussex District Council to support the growth of the wider economy**

A Great Place to Live, Work and Enjoy

With the South Downs as its southern backdrop, the area covered by Hassocks Parish is a very pleasant location in which to live. Hassocks is now a 'gateway' to the South Downs, with many potential economic, social and environmental benefits. It is incumbent upon the Parish Council to ensure this environment continues to be enhanced for the benefit of all residents.

Hassocks has a good mix of quality recreation grounds, parks and public gardens. Adastra Park, run by Hassocks Parish Council, is situated between Hassocks and Keymer and provides a mix of facilities, including play equipment, stool ball, a cricket pitch, football pitches, bowling green, skateboard park and tennis courts. Adastra Pavilion was rebuilt in 2010 and provides multi use space for the cricket club and other organisations.

Hassocks has a thriving allotments association and demand for our allotment spaces remains high.

It is imperative that the Parish Council takes a forward-looking view in encouraging "greener" solutions to encourage long term sustainability, be it in housebuilding, transport or in the everyday ways in which we operate.

Apart from our beautiful green surroundings, Hassocks traders act as a focal point for visitors. We have Keymer Road and adjoining streets, including on the west side of the railway, which provide a range of mainly independent shops and services. In addition there are other services in Keymer and Clayton. Some of these actively encourage tourism. The Parish Council encourages the growth of independent businesses as they contribute to the community feel of Hassocks and differentiate us from the larger towns. Traders in the villages of Keymer and Hassocks also have an interest in making the street scene as attractive as possible so as to draw in customers. Traders and small businesses are an essential part of the community and of the local economy.

A Great Place to Live, Work & Enjoy – Action Plan

- **We will research, develop and fund a master plan for Adastra Park and ensure that current and future needs of all residents are met. This will include undertaking a strategic review of public hire space and develop a plan for the next 5-10 years.**
- **We will ensure the efficient maintenance of the Adastra Park and Adastra Pavilion and maximise their appropriate use.**
- **We will continue to work with outside organisations, for example HKD Transition, to develop greener solutions for the assets that the council manages and collaborate with organisations that promote environmental initiatives within the community**
- **We will continue to invest in our tree planting scheme, floral and plant displays throughout the village**

- We will continue to manage and develop our Allotments in collaboration with the Allotment Holders Association.
- We will continually review the quality of service we provide at Hassocks Burial Ground.
- We will continue to press the appropriate authorities for improved and relevant infrastructure in the village.
- We will continue to work hard with MSDC to incorporate greener solutions in to all new planning applications through our planning committees to establish quality developments in the village
- The Parish Council will work with those community organisations who promote economic development and tourism. We will continue to encourage dialogue with traders to improve the High Street and to host networking events when appropriate.
- We will endeavour to improve the pedestrian environment in the village in association with West Sussex County Council, as the Highway Authority. We will continue to make representations to MSDC and WSCC regarding improving the visual image of the street scene in the village.
- We will update our previous review of signage in the parish, and encourage relevant parties to act on our recommendations.
- We will encourage a sense of community and wellbeing, by promoting with Mid Sussex District Council, when the opportunity arises, the redevelopment of the village centre to provide a sympathetic village square as a focal point to the village
- We will support initiatives and organisations that protect and improve local wildlife habitats, tree cover, hedgerows and other important landscape features.
- We will support crime prevention events with partner bodies such as Sussex Police to promote a safer Hassocks
- We will participate in community initiatives that address anti-social behaviour and continue to work with other authorities (Police, County and District Councils) in reducing crime and the perception of crime.

Connecting our Village – our transport infrastructure

To avoid congestion, to reduce pollution and yet to encourage visitors and residents to travel to places of work, study, shopping and leisure, there needs to be a reduction in, or alternative to, car usage. The Hassocks Amenity Association has achieved a remarkable feat in working with Network Rail to rebuild Hassocks railway station, however, the service remains unreliable. With cuts to bus services and full capacity on the railway at peak travel times, sustainable transport has been and will be a continuing challenge.

The Parish Council has little direct responsibility for transport and related matters. Thus, its role is principally one of advocacy in the interest of the village, or in collaborating with partners to promote improvements to the current systems.

The Parish Council's Parking Group has lobbied West Sussex County Council and we will see the development of parking initiatives throughout the village over the coming years.

Connecting our Village – Action Plan

- **We will make representations to support improvements to transport links between our villages**
- **We will engage with bus companies and all appropriate partners such as district and County Councils for improved services to Brighton, Haywards Heath and the hospitals. We will work with partners to identify opportunities to provide bus services where commercial operators have reduced services.**
- **The Parish Council will continue with our ongoing plan of bus shelter replacement, maintenance and cleaning**
- **We will continue to work with partners to lobby for improvements to Hassocks Station, and lobby for the provision of appropriate train services and time tabling.**
- **The Parish Council will lobby WSCC and the Police for appropriate traffic calming measures and other controls, and consider contributing to the costs of these.**
- **In association with the Police and WSCC, the Parish Council will seek improvements to the pedestrian environment, and will continue to monitor the condition of footways, street lighting and road surfaces and seek to ensure they are properly maintained.**
- **The Parish Council wishes to see an increase in walking and cycling, and will press for measures to improve the provision of, and environment for, these modes of transport. It will also promote a 'Hassocks Nature Trail' through community partnership.**
- **The Parish Council will work with partners to create safe cycling routes between Hassocks, Clayton, Hurstpierpoint and Clayton Hill. We will request**

Mid Sussex to facilitate the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill

- **We will seek to develop an interchange hub at Hassocks Station with Partners through the provision of off-street parking and an improved east west bus service linking nearby villages.**

Our Staff and ourselves

Much has changed in local government and we face many new challenges. In 2017 a new, full-time Clerk was appointed to the Parish Office to manage the Council and to take the business plan forward.

Our Staff and Ourselves – Action Plan

- **We will invest in continuous professional development for our staff and Councillors**
- **We will budget to provide the financial resources to enable us to implement the business plan.**
- **Where appropriate we will deliver larger projects through external support in order to enable staff to maintain existing services and activities to a good standard.**



HASSOCKS PARISH COUNCIL

Hassocks Parish Council

Draft Budget Proposal 2018/19

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1. Introduction

The following paper sets out the projected budget out turn for 2017/2018 and a draft budget for consideration for 2018/19.

The aim of this document is to create a budget that takes into account both revenue and capital expenditure. As part of the budget setting process a number of factors are required to be considered which include:

- Allowing for general (e.g. inflationary) changes to expenditure where necessary.
- Allowing for future staffing costs.
- Allowing for changes to the Councils operational priorities identified as part of the Business Planning process.
- Taking into consideration the potential possibility that Parish Council precepts may be capped in future years.
- Setting aside an amount to be transferred to reserves to contribute to the cost of longer term projects to support the Councils priorities.
- Being prudent in the Councils assessment of future income streams.
- The level of unallocated reserves should be set at a prudent level to allow for unforeseen but possibly costly expenditure.

At present the Council operates a deficit budget which utilises its general reserves to fund the shortfall in revenue and expenditure to finance the operating costs of the Council. In 2017/18 it is currently projected that the **deficit** will be in the region of £ 52,491. Based on the current budget projections if the Council chose not to increase its precept for 2018/19 the budget would run at a projected **deficit** of £86,249. Members will therefore have to consider raising the precept in the forthcoming year to address this shortfall.

At the time of the 2017/18 budget setting, a number of key changes for the Council were under provided for which has led to increased expenditure in those areas. The main one's being the introduction by Central Government of Automatic Pension enrolment, which the Council was legally required to introduce in April 2017. In addition PAYE/Nl contributions were under provided for.

The current approach of using General Reserves to subsidise the operating costs of the Council is clearly not sustainable indefinitely.

Members should consider moving towards a balanced budget and to provide an opportunity to utilise the reserves held to support the delivery of the key priorities set out in the Councils Business Plan and meet its operating costs without the reliance of using General Reserves.

Appendix A in this report sets out the impact on the Council Tax Bands for every £10,000 increase in precept the Council may wish to consider.

Timescale for setting the budget

Legally Hassocks Parish Council must set its precept no later than 1st March for the financial year that commences 1st April 2018. In practice the Council normally determines the precept requirement in December. We have not yet received confirmation of our tax base figures from Mid Sussex District Council which are normally provided in December. Therefore for the purposes of calculating the precept the Council Tax Base figure has been estimated to enable the draft precept to be calculated.

2. Summary of Budget Information

HPC Precept Year	Property Tax Base (Band D equivalent)	Total Precept	Precept per Band D equivalent Property	National Average Parish Band D precept
2013/14			£55.69 **	
2015/16	3296	£166,276	£50.44	
2016/17	3329	£181,500	£54.42	
2017/18	3348	£188,760	£56.38	£61.03
2018/19	3368 (Est)			

*** Mid Sussex District Council average parish precept 2017/18 £ 63.97

Note ** the overall net increase of HPC's precept for a band D has increased by only **£0.69 pence** since 2013/14

*** if the Council were to retain the (2017/18) precept level due to the increase in property base of Band D equivalent properties the Band D precept would reduce to £56.04 per annum.

3. Summary of projected Income & Expenditure 2017/18 and budgeted 2018/19

Receipts	2017/18 Yr. end predicted	Receipts	2018/19 Draft Budget
Precept	188,760	Precept (illustrative purposes only)	188,760
Bank Interest	60	Bank Interest	60
Miscellaneous Income	0	Miscellaneous Income	0
Allotment Income	1,450	Allotment Income	1,450
Burial Fees	3,000	Burial Fees	4,000
Adastra Park Pavilion	3,600	Adastra Park Pavilion	3,750
Adastra Park Grounds	7,250	Adastra Park Grounds	7,500
Adastra Park Tennis	1,900	Adastra Park Tennis	2,000
Adastra Park Bowling Green	4,300	Adastra Park Bowling Green	4,300
Parking Disc Income	750	Parking Disc Income	775
Total Receipts	211,070	Total Receipts	212,595
<u>Payments</u>		<u>Payments</u>	
Staff	141,342	Staff	148,699
Administration	26,158	Administration (see note 1)	34,970
Civic	1,775	Civic	2,650
Grants	2,120	Grants	2,950
Allotments	850	Allotments	1,350
Burial Grounds	3,850	Burial Grounds	4,000
Parish Centre/Garage	6,300	Parish Centre/Garage	8,150
Adastra Pavilion	9,360	Adastra Pavilion	11,700
Adastra Park Grounds	12,800	Adastra Park Grounds	14,500
Adastra Play Equipment	650	Adastra Play Equipment	1,500
Adastra Skate park	330	Adastra skate park	300
Adastra Tennis Courts	2,076	Adastra Tennis Courts	475
Bowling Green	2,250	Bowling Green	2,500
Parklands Copse	80	Parklands Copse	600
Talbot Field	750	Talbot Field	2,000
Street Scene	13,320	Street Scene (see note 2)	16,300
Street Lighting	15,000	Street Lighting	16,000
Environmental Improvements	6,450	Environmental Improvements	6,450
Neighbourhood Plan	18,500	Neighbourhood Plan	20,000
Parking Discs	450	Parking Discs	500
Christmas Lights	3,700	Christmas Lights	3,250
Total Payments	268,111	Total Payments	298,844

EFFECT ON RESERVES

RESERVES		RESERVES	
Opening Balance brought forward (a) ***	368,375	Total Consolidated Reserves Opening Balance b/fwd. (a)***	311,334
Less Total Earmarked Reserves	(147,860)		
General Reserves Balance (working capital)	220,515		
OPERATING COSTS		OPERATING COSTS	
Add total Receipts	211,070	Add total Receipts 2017/18 Precept for illustrative purposes only added assuming no increase	212,595
Less Total Payments	(268,111)	Less Total Payments	(298,844)
Budget Deficit (Funded by General Reserves) (a) ***	(57,041)	Budget Deficit – (based on no increase in precept) (a) ***	(86,249)
General Reserves Balance carried forward	163,474	This assumes all EMR expended in year (for illustrative purposes only) agreed	77,225
EMR carried forward	147,860	Balance carried forward	77,225
Projected Total Consolidated Reserves (a) ***	311,334	Projected Total Consolidated Reserves (for illustrative purposes only) (a) ***	77,225

(a) *** Opening Reserves Balance – Deficit = Consolidated Reserves c/fwd.

The current Reserve picture is based on existing allocations to Earmarked Reserves (EMR) and does not take into account at present all longer term projects currently under discussion as part of the Business Plan. The 2018/19 balance is based on all current allocated (EMR) being expended in year which is line with the current scheduling.

New Revenue funding requested as part of the Business Plan has been incorporated into 2018/19 budget projections

Notes *

1: Administration - Communications/promotion budget **£3,000** / Increase in Legal & Professional fees from **£2,100** to **£4,000**

2: Street Scene – Greener Funding Hassocks budget **£500**/Funding to assist TRO **£3,000** and Pedestrian Environment **£1,000**

4. NOTES TO THE BUDGET

The Council has a number of key Income Streams that it can utilise.

Precept

Other Income

Adastra Park – Community Pavilion – hire fees
Grounds (pitch hire fees etc.)
Tennis Courts (hire fees)
Bowling green (fees)

Burial Ground

Parklands Allotments

Miscellaneous Income

Sale of Parking Discs

Bank Interest.

5. EARMARKED RESERVES (PROJECTS)

Projected Cost	Value	How funded
Hassocks Trading Association	500	Reserves
Village sign	3,000	Reserves
Park Development scheme	112,010	Reserves/s 106
Tree Planting Initiative	4,350	Reserves
Youth Project	5,000	Reserves
Amphitheatre	10,000	Reserves
Burial Ground	3,000	Reserves
Bus Shelter Replacement	10,000	Reserves/s 106
Total	147,860	

All projects are scheduled to be actioned in 2018/19

HASSOCKS PARISH COUNCIL

6. Glossary of Terms

Financial Year: The financial year for a Parish Council runs from the 1st April to the 31st March each year, this is set in statute.

A revenue budget: Revenue is the running cost of the council and its services, and the income that meets those costs.

Capital Budget/Earmarked Reserves: A capital budget involves funding for capital projects - the acquisition or construction of long term assets e.g. the development of facilities within Adastra Park or creation of a cemetery or the purchase of a new council building.

The precept: The Parish Council is able to raise funds by levying a charge on residents. This is known as the precept. The precept is raised through an additional charge on resident's council tax. The billing authority pays, in this case Mid Sussex District Council, each precepting authority the amount they require and collects such sums from its residents through the council tax. Unlike other tiers of government the precept is not capped at present.

Council Tax Bands: The amount of Council tax that you pay varies depending on the "BAND" your property is in. Bands run from A-G, the banding is based on a valuation of a property as at 1 April 1991. Band A is the lowest valuation and Band G the highest. Council tax is usually expressed as the Band D equivalent (this being the mid-point).

Council Tax Base: The Council tax base is determined by expressing all domestic properties in an area as Band-D equivalents. The total amount required to be met from council tax is then divided by the tax-base to produce a Band D charge. From that amount so produced, each of the other seven band council tax charges are calculated.

Council Tax Support (CTRS) Grant: Council Tax Benefit was abolished from 1st April 2013 and each local billing authority was required to provide their own scheme of Council Tax Support to assist vulnerable and low paid residents in paying their council tax.

Support for low income individuals is now provided through a discount applied to their Council Tax Bill, meaning that the Council Tax Base (the number of Band D equivalent properties in a local authority's area that Council Tax is charged on) is reduced and as such, less Council Tax is collected. The net effect of this is that precepting authorities either need to increase their precepts to offset the cost of this or face a reduction in their funding.

Reserves: Part of budgetary control is to ensure adequate but not excessive reserves or balances are held.

It is rare for a local council to hold its reserves other than in the form of easily accessible bank deposit or other short-term savings accounts. Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or earmarked purposes. The value of all reserves should be approved by the Council and the amount of working capital to be held should also be approved by the Council.

SUMMARY ANALYSIS OF IMPACT ON PRECEPT INCREASES (Band Equivalent Band D – Estimated 3368)

Increase per annum	£0 Current level ***	£10,000	£20,000	£30,000	£40,000	£50,000	£60,000	£70,000	£80,000	£90,000	£100,000
PRECEPT	£188,760	£198,760	£208,760	£218,760	£228,760	£238,760	£248,760	£258,760	£268,760	£278,760	£288,760
BAND	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum	Cost per annum
A	£37.59	£39.34	£41.32	£43.30	£45.28	£47.26	£49.24	£51.22	£53.20	£55.18	£57.16
B	£43.85	£45.09	£48.21	£50.52	£52.83	£55.14	£57.45	£59.76	£62.07	£64.37	£66.68
C	£50.12	£52.46	£55.10	£57.74	£60.37	£63.01	£65.55	£68.29	£70.93	£73.57	£76.21
D	£56.38	£59.01	£61.98	£64.95	£67.92	£70.89	£73.86	£76.83	£79.80	£82.77	£85.74
E	£68.91	£72.13	£75.76	£79.39	£83.02	£86.64	£90.27	£93.90	£97.53	£101.18	£104.79
F	£81.44	£85.24	£89.53	£93.82	£98.11	£102.40	£106.69	£110.98	£115.26	£119.55	£123.84
G	£93.97	£98.36	£103.31	£108.25	£113.20	£118.15	£123.10	£128.05	£133.00	£137.95	£142.89
H	£112.76	£118.03	£123.97	£129.90	£135.84	£141.78	£147.72	£153.66	£159.60	£165.53	£171.47

Note *** Based on current property base of 3348 setting out the current position pre adjustment to increased property base.

Band D	£56.38	£59.01	£61.98	£64.95	£67.92	£70.89	£73.86	£76.83	£79.80	£82.77	£85.74
Precept % increase	0%	5.30%	10.60%	15.89%	21.19%	26.49%	31.79%	37.08%	42.38%	47.68%	52.985

Hassocks Parish Council**Cost Centres**

8

100 Staff

4000 Salaries - All Staff
4010 Salaries - Office Cleaning
4030 Salaries - Casual Staff
4035 Salaries - Extra Time
4040 PAYE/NI
4045 Pension Costs
4050 Staff Expenses
4055 Training Staff
4070 Payroll

110 Administration

1076 Precept
1090 Bank Interest
1900 Miscellaneous Income
4060 Subscriptions
4075 Hospitality
4100 Rates
4120 Web-site & IT Support
4130 Telephone
4135 Stationery & Office Supplies
4140 Insurance
4145 Audit Fees
4150 Professional Fees
4155 PWLB
4160 Bank Charges

120 Civic

4200 Chairman's Allowance
4205 Training - Councillors
4210 Members Allowances
4215 Elections

130 Grants

4250 Grants Made
4260 Pupil Voice&Charities Youth
4270 Youth Work
6000 plus Transfer From EMR

140 Allotments

1000 Allotment Income
4110 Repairs & Renewals
4300 Water
4305 HAAHA Funding
4420 Grounds Supplies
4710 Grounds Projects

150 Burial Grounds

1020 Burial Fees
4110 Repairs & Renewals
4300 Water
4415 Grounds Maintenance Contracts

160 Parish Centre/Garage

4105 Utilities
4110 Repairs & Renewals
4115 Fixtures & Fittings
4125 Equip incl. Computer/Photocopier
4300 Water
4410 Building Maintenance Contracts
4700 Grounds Machinery & Equipment

170 Adastra Pavilion

1040 Adastra Park Income
4105 Utilities
4110 Repairs & Renewals
4115 Fixtures & Fittings
4125 Equip incl Comp/Photocopier
4300 Water
4410 Building Maintenance Contracts
4420 Grounds Supplies

180 Adastra Park Grounds

1040 Adastra Park Income
4110 Repairs & Renewals
4415 Grounds Maintenance Contracts
4420 Grounds Supplies
4650 Biffa Waste
4655 Tree Maintenance

181 Adastra Play Equipment

4110 Repairs & Renewals
4415 Grounds Maintenance Contracts
4420 Grounds Supplies

182 Adastra Skate park

4110 Repairs & Renewals

4410 Building Maintenance Contracts

183 Adastra Tennis Courts

1040 Adastra Park Income

4110 Repairs & Renewals

4420 Grounds Supplies

190 Bowling Green

1040 Adastra Park Income

4110 Repairs & Renewals

4115 Fixtures & Fittings

4300 Water

4420 Grounds Supplies

200 Parklands Copse

4110 Repairs & Renewals

4420 Grounds Supplies

4655 Tree Maintenance

210 Talbot Field

4415 Grounds Maintenance Contracts

4655 Tree Maintenance

220 Street Scene

1900 Miscellaneous Income

4515 S137/Mobile Refuse Collection

4520 Floral Displays

4525 Finger Post Maintenance

4530 Bus Shelter Maintenance

4535 Seats

4545 Litter Bins

4655 Tree Maintenance

4665 Dog Bins & Maintenance Contract

230 Street Lighting

4110 Repairs & Renewals

4600 WSCC Energy

240 Environmental Improvements

1050 Street Tree Fund
1900 Miscellaneous Income
4500 Footpaths
4510 BHTC Reactive Work
4560 S137/The Monday group
4660 Tree Planting

250 General

4110 Repairs & Renewals
4705 Environment Projects
4710 Grounds Projects

260 Neighbourhood Plan

4800 Neighbourhood Plan

270 Parking Discs

1060 Parking Disc Income
4540 Parking Discs

280 Christmas Lights

4255 Christmas Lights

290 Economic Dev & Tourism

4715 Economic Dev & Tourism

Campaign to Protect
Rural England, Sussex Branch CIO
Brownings Farm, Blackboys,
East Sussex, TN22 5HG
Tel 01825 890975
e-mail info@cpresussex.org.uk
www.cpresussex.org.uk

Hassocks Parish Council
Parish Centre
Keymer Road
HASSOCKS BN6 8QH

16th November 2017

Dear The Parish Clerk & Parish Councillors

Going, going, gone Mid Sussex's vanishing countryside

We are appealing for **urgent funds** to continue the fight against the onslaught of inappropriate development across Sussex.

Why we need your help

This month the government committed to delivering not only one million new homes by 2020, but also a further half million by 2022. **Flaws in the current planning system** mean that councils can lose control of their local plans if housebuilders do not build enough homes to meet over-inflated housing targets.

This is having a devastating effect on the countryside and local communities throughout the county.

We are particularly exposed here in **Mid Sussex**. The new District Plan which is likely to be adopted by the District Council in 2018 will force the Council to set aside many more greenfield sites for development. This is to meet a grossly inflated housing target imposed on the Council by the Planning Inspector this year.

CPRE Sussex stood alone at the examination hearings arguing that the housing target would prove undeliverable and ignored the need to balance housing growth against the environment in a rural district like Mid Sussex.

Villages like **Hassocks** and **Lindfield** have been especially hard hit by disproportionate development threats. We have also seen the Council approve 600 homes within the **High Weald AONB** at Pease Pottage, and more is at risk. The role of CPRE in questioning

inappropriate development that would harm our countryside and environment is becoming more challenging - and more necessary - than ever.

What do we want?

CPRE Sussex believes in the **'right development in the right place.'** We support affordable housing which meets local needs and leads to net gains in biodiversity and a thriving rural economy.

It is absolutely vital that we continue to be part of discussions at all levels to get the right outcome for local communities.

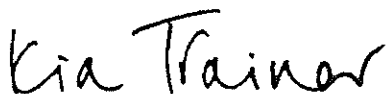
However in order to continue this work we need more vital donations to pay for invaluable technical advice, communications and other overheads to challenge unwanted development. With your help we are able to build on the considerable talent and expertise of our volunteers by providing training and support so that we can reach more of Sussex and attend more hearings and examinations where we are needed.

How can you help?

We are a small but effective charity. If you are able to help us with a donation, of any size, it will make a great difference to our work. Please complete the enclosed Donation and Gift Aid form and return it to us today or donate on-line at <https://cafdonate.cafonline.org/4826>.

Thank you for taking the time to read this urgent appeal.

Yours sincerely



Kia Trainor, Director CPRE Sussex

[To make the most of our resources, we will not acknowledge and respond to individual donations but thank you in advance for your contribution.]

Gift Aid Declaration – for past, present and future donations

(3 of 3)

CPRE Sussex Branch CIO – Registered Charity No. 1156568

This form helps CPRE Sussex by allowing us to reclaim tax on subscriptions and donations. Please complete as appropriate and return the form to **CPRE Sussex CIO, Brownings Farm, Blackboys, Uckfield, East Sussex TN22 5HG**. Completing the form does not mean that you are under any obligation to make a donation.

I enclose a donation of £50 ☐ £25 ☐ £15 ☐ £..... ☐ other (amount of your choice) – please tick appropriate box

Please treat as Gift Aid donations all qualifying gifts of money made:- (mark the applicable box)

- ☐ Today
- ☐ In the past 4 years and all donations I make from the date of this declaration
- ☐ I am not a UK taxpayer and therefore not eligible to make a Gift Aid donation



Title:First name or initial:Surname:

Full Home Address:.....

.....Postcode:-.....

Signature:-.....Date:

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donation in that tax year, it is my responsibility to pay any difference. Please notify the charity if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donation in that tax year, it is my responsibility to pay any difference. Please notify the charity if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Notification of external auditor appointments for the 2017/18 financial year**Hassocks Parish Council**

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

Audit appointments by area for 2017-2022

MAZARS LLP		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
MOORE STEPHENS		
Oxfordshire	West Sussex	
PKF LITTLEJOHN LLP		
Avon	Hampshire	Northamptonshire
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
Cambridgeshire	Humberside and East Riding of Yorkshire	Shropshire
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
Cumbria	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey
Devon	Leicestershire	Warwickshire and West Midlands
Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire
Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

APPOINTED AUDITORS CONTACT DETAILS		
Mazars LLP Salvus House, Aykley Heads, Durham DH1 5TS	Moore Stephens (East Midlands) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ	PKF Littlejohn LLP SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD
local.councils@mazars.co.uk	east.midlands@moorestephens.com	sba@pkf-littlejohn.com
0191 383 6348	01733 397300	020 7516 2200

Scales of Fees 2017-18 to 2021-22

The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (see note)
25,001 - 50,000	200
50,001 - 100,000	300
100,001 - 200,000	400
200,001 - 300,000	600
300,001 - 400,000	800
400,001 - 500,000	1,000
500,001 - 750,000	1,300
750,001 - 1,000,000	1,600
1,000,001 - 2,000,000	2,000
2,000,001 - 3,000,000	2,400
3,000,001 - 4,000,000	2,800
4,000,001 - 5,000,000	3,200
5,000,001 - 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £200.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;

- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA - Smaller Authorities' Audit Appointments Limited

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