

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 13th June 2017
at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 7 June 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 9th May 2017

RESOLVED (PC17/3) that Nick Owen was elected as Vice Chairman for 2017/18. The declaration of acceptance will be undertaken at 13 June 2017 meeting.

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 - 8 May 2017**
Planning Committee - 5 June 2017 (for noting only)
- 5.2 **Grounds & Environment – 30th May 2017 (for noting only)**

6. **Hassocks Twinning Celebrations – Carolyn Barton**

Parish Clerk Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH

Tel: 01273 842714, email: info@hassocks-pc.gov.uk

7. **FINANCE**

- 7.1 To approve the Financial Report and authorise the list of payments in the sum of £36744.74 for the period ending 30th April 2017 set out in (**Appendix 1.**)
- 7.2 To consider the Annual Governance Statement for 2016/17 (**Appendix 2**) This report sets out how the Council has met its governance responsibilities.
- 7.3 To consider, approve and sign the summary draft Internal Auditors report and completed action plan (**Appendix 3**) and to consider and approve the Accounting Statements for 2016/17 (**Appendix 4**) and the Annual Return (**Appendix 5**)
- 7.4 To consider the Council Risk Assessments in accordance with the Councils requirement to review annually. (**Appendix 6**)

8. **REPORTS**

- 8.1 Police Report
- 8.2 District Councillors' Report
- 8.3 County Councillor Report
- 8.4 Rail Matters (oral report, Leslie Campbell)
- 8.5 Youth Initiatives (oral report Justine Fisher)
- 8.6 Report from Councillors on meetings of outside bodies where the Council is represented.

9. **CHAIRMAN'S REPORT**

- 9.1 Current matters (oral report)

10. **CLERK'S REPORT**

- 10.1 Grounds & Environment Committee (30th May 2017) considered an item with regard to a request to divert a public footpath 46a at Lodge Lane. Grounds and Environment requested that the matter be referred to Council to consider the attached papers and determine whether the Council wishes to make a formal response in support or against this request. (**Appendix 7**)
- 10.2 **PENSION UPDATE (Verbal report)**
- 10.3 **REPLACEMENT GROUNDSMANS TRAILER (Verbal update)**
- 10.4 **LETTER FROM SOUTH EAST WATER** –re interrupted supply on 19th May 2017 – (**Appendix 8**) (for noting)
- 10.5 **LETTER FROM MID SUSSEX DISTRICT COUNCIL** -Chairman's Community Service Awards. Members are requested to consider the contents of the letter together with the selection criteria and determine whether they wish to nominate any individual for this award (**Appendix 9**)

Parish Clerk Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH

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10.6 HASSOCKS BURIAL GROUND

At its meeting on 30 May 2017 the Grounds & Environment Committee considered a report regarding the appointment of an Officer from the Institute of Cemeteries and Crematorium Management (ICCM) to provide a review and subsequent advice on the current HPC Burial Ground Procedures and Systems. G&E report and minutes attached as (**Appendix 10**)

Members were also invited to consider the purchase of a Cemeteries Management Software supplied by Rialtus Business Solutions (Provider of the Finance Package used by HPC). The software handles all requirements for the day-to-day management of burial sites. G&E report and minutes attached as (**Appendix 10**).

At the meeting it was:

RESOLVED TO RECOMMEND to Full Council the appointment of a representative from the ICCM to carry out a full review of the Burial Ground procedures over one day.

RESOLVED TO RECOMMEND to Full Council that the RBS Cemeteries Software Package is purchased and installed. Subject to the guidance of the ICCM consultant.

Full costings and details attached as (**Appendix 10**)

Members are requested to accept the recommendations and approve the release of funds from General Reserves.

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

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 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

Parish Clerk Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH

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<u>Hassocks Parish Council</u>				
<u>List of Payments made 1/4/17 to 31/4/17</u>				
Date Paid	Payee Name	Reference	Amt Paid	Transaction Detail
05/04/2017	Dowsettmayhew Planning	5356	1383.86	NP& Planning Consult Mar17
01/04/2017	Sovereign Alarms	5357	505.41	Fire Alarm/Lights 17/18 Maint
01/04/2017	AM Fire & Security	5359	185.40	Intruder Alarm Maint 17/18
01/04/2017	West SussexALC Ltd	5361	2083.21	WSALC/NALC Subs 17-18
05/04/2017	Viking	5366	121.87	Office/Pavilion Supplies
05/04/2017	Jane Barker	5367	20.96	Mileage - SSALC Course
05/04/2017	Barcombe Landscapes Ltd	5368	384.00	Grounds Maint
05/04/2017	Rialtus Business Support	5369	60.00	Year End Training
01/04/2017	Void Cheque	5370	0.00	Void Cheque
05/04/2017	Rooted Gdn Services	5371	375.00	BG Maint Jan-Mar17
05/04/2017	Institute of Cemetery & Crem	5372	90.00	ICCM Subs 17-18
05/04/2017	Judith Foot	5374	29.19	ED&T Traders Event Expenses
06/04/2017	Hassocks Twinning Association	5375	8000.00	Hassocks Twinning Event
				Minute ref: 16/474 Grant
20/04/2017	Total Salaries April 17	5373,76,77	8183.51	April 2017 Total Salaries
20/04/2017		5378,80		
20/04/2017		5381,82,		
01/04/2017	Void Cheque	5379	0.00	Void Cheque
18/04/2017	Trigger Solutions	5383	240.00	Website Hosting 17-18
18/04/2017	Shredded Neat	5384	12.00	Office Shredding 2 bags
18/04/2017	Quality Office Supplies Sussex	5385	18.72	Office stationery/Pav supplies
20/04/2017	G Jeffcott	5386	50.00	P/O repairs to vestibule
20/04/2017	DC Electrical Solutions	5387	30.00	Repairs to Pavilion BT box
20/04/2017	Viking	5388	284.36	Office Stationery
20/04/2017	Rooted Gdn Services	5389	1785.00	Infill planting B/G. March17
24/04/2017	Fast Key Services Ltd	5390	45.11	Pavilion key Cab keys
24/04/2017	Bee Cleen (Southern) Ltd	5391	108.00	Pavilion cleaning April 17
24/04/2017	HMRC/PAYE	5392	2524.84	PAYE/NI April17
27/04/2017	Hedges Direct Ltd	5393	439.57	Allotment Blackthorns
27/04/2017	Glen Sturges	5394	80.00	P/O Letter box replace
27/04/2017	Quality Office Supplies	5395	32.18	Office & Pavilion Supplies
27/04/2017	Computer Systems Engineers	5396	900.00	Block hours IT Support
27/04/2017	Biffa Waste Services Ltd	5397	373.58	Biffa Waste 23.3-21.04.17
28/04/2017	WSCC Pension Fund	5398	7318.90	Re-issue Pension Chq Mar 17
03/04/2017	Southeast water	D/D	32.00	Pavilion Water Supply
03/04/2017	Barclays Bank	D/D BARC	37.45	Bank charges 13.2-12.3.17
10/04/2017	British Gas	D/D BGAS	78.90	P/O Gas 8.2-22.2.17
19/04/2017	British Telecom	D/D BT	332.01	Telephone 12.12.16-10.3.17
03/04/2017	edf energy	D/D EDF	72.00	Parish Office Elec D/D
03/04/2017	edf energy	D/D EDF	228.00	D/D Pavilion electricity
03/04/2017	Mid Sussex District Council	D/D MSDC	259.71	P/O Business Rates D/D
03/04/2017	Southeast water	D/D SE WA	17.00	Parish Office Water Supply
03/04/2017	Southeast water	D/D SE WA	23.00	Allotment Water Supply
	Total		36744.74	

Date:04/05/2017

Hassocks Parish Council New 2017/18

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Bank Reconciliation Statement as at 30/04/2017 for
Cashbook 1 - Current Bank A/C 2114

(2 of 4)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	28/04/2017	4	26,558.73
			<u>26,558.73</u>
Unpresented Cheques (Minus)		Amount	
		Total unpresented cheques	<u>14,367.54</u>
			12,191.19
Receipts not Banked/Cleared (Plus)			<u>0.00</u>
			12,191.19
		Balance per Cash Book is :-	12,191.19
		Difference is :-	0.00

Date: 08/05/2017

Hassocks Parish Council New 2017/18

Time: 15:16

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	42,768.14		
Total Year to Date		49,393.40	
Total Receipts / Payments	42,768.14	49,393.40	Closing Trial Balance
Opening Balance	18,816.45		
Closing Balance		12,191.19	12,191.19
	<u>61,584.59</u>	<u>61,584.59</u>	

Date: 09/05/2017

Hassocks Parish Council New 2017/18

(3 of 4)

Time: 11:33

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	114,380.00		
Total Year to Date		60,000.00	
Total Receipts / Payments	114,380.00	60,000.00	Closing Trial Balance
Opening Balance	359,460.88		
Closing Balance		413,840.88	413,840.88
	<u>473,840.88</u>	<u>473,840.88</u>	

Appendix 1

Date: 09/05/2017

Hassocks Parish Council New 2017/18

Time: 12:19

Receipts and Payments Summary - Cashbook 4

(4 of 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>	

Date: 09/05/2017

Hassocks Parish Council New 2017/18

Time: 12:19

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>	

HAS SOCKS PARISH COUNCIL

To: Council

Date: 13 June 2017

Contact for this report: Parish Clerk

Subject: **Item 7.2** Annual Governance Statement for year ended 31 March 2017

1. Hassocks Parish Council (HPC) is responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. It must demonstrate that the following accounting statements are in place for the year ended 31 March 2017.

<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>HPC has prepared its accounting statements in accordance with the Accounts and Audit Regulations.</p> <p>At each full Council meeting members consider and approve monthly expenditure:</p> <p>Under the transparency agenda all expenditure transactions are listed approved and signed by the Chairman.</p> <p>A monthly current account bank reconciliation is considered and approved by the Chairman at the monthly meeting.</p> <p>A quarterly bank reconciliation is carried out for each of the three savings accounts and signed by the Chairman at Council Meetings.</p>
<p>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>HPC has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p>
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual potential non-compliance with laws, regulations and proper practises</p>	<p>HPC has only done what it has the legal power to do so and has complied with the proper practises in doing so.</p>

that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Standing Orders and Financial Regulations are adhered to and are kept under review.
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.	<p>During the year, HPC has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.</p> <p>HPC displays relevant documents on the village notice boards and in the Parish Council's front window.</p>
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 when required.	<p>HPC has considered the financial and other risks it faces and has dealt with them properly.</p> <p>An annual risk assessment is written and reviewed.</p>
6. We maintained throughout the year an adequate effective system of internal audit of the accounting records and control systems.	<p>HPC has 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 the Council.</p> <p>An Internal Auditor was appointed and will undertake two visits a year to review accounts and procedures as a minimum.</p>
7. We took appropriate action on all matters raised in reports from internal and external audit.	HPC has responded to any 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	HPC disclosed everything it should have about its business activity during the year

after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	including events taking place after the year-end if relevant. There were none
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharge are accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examination or audit.	HPC has met all of its responsibilities where it is a sole managing trustee of a local trust.

2. **OFFICER RECOMMENDATION** Members are recommended to approve this Annual Governance Statement for year ended 31 March 2017.

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:

	Answers			Yes means that this smaller authority:
	Yes	No	NA	
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.	✓			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:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*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.

HASSOCKS PARISH COUNCIL

To: Council
Date: 13 June 2017

Contact for this report: Parish Clerk

Subject: **Item 7.3** Annual Return supporting documentation – Internal Auditors report for the year ended 31 March 2017 and Accounting statements for the year ending 31st March 2017.

1. The Internal Auditor's report has been received and a summary of his findings has been attached as (**Appendix 3**) for Members information. He reports that the overall systems and procedures that Hassocks Parish Council operates are fit for purpose and has signed the Annual Return.(**Appendix 4**)
2. The auditor has set out a number of recommendations which are detailed in the Points Forward table. The Clerk has completed an agreed action plan to address the issues being raised and members are requested to consider these responses.
3. Section 137 of the Local Government Act 1972 enabled Hassocks Parish Council to spend up to £7.42 per elector for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Hassocks Parish Council in the year of account expended a total of £4001.76.

Members are advised that there were eight special refuse collections at £312.72 per visit totalling £2501.76 and £1500 was spent on the allocation of grants.

4. A copy of the accounting statements to support the Annual Return are attached and were reviewed as part of the Internal Auditors review and are set out as (**Appendix 5**)

RECOMMENDATION

5. Members are **RECOMMENDED** to note the contents of the Internal Auditors report and consider and approve the completed action plan to address the matters raised by the auditor.
6. Members are **RECOMMENDED** to approve that the Accounting statements for the year ended 31st March 2017, in this Annual return, present fairly the financial position of Hassocks Parish Council and its income and expenditure.

Hassocks Parish Council

Internal Audit

Year Ended 31st March 2017



Prepared by: Mulberry & Co
Date of Interim Visit: 16th January 2017
Date of Final Visit: 30th April 2017

Summary Findings

I enclose my interim report for your kind attention and presentation to the council. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate covered the entire year to date. Amongst others, the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the RBS package.

It is my conclusion that the council has robust policies and procedures in the making that will be fit for purpose. It is clear that the council has been in a state of change for a number of years the policies and procures that are being designed and implemented will enable the council to proceed on a firm footing and on a consistent basis.

Councillors are informed individuals and are provided opportunities for training and every effort is made by the council to ensure new members are given training and support. The council staff are trained and demonstrate a good working knowledge of the council and actively seek to make continuous improvements for the betterment of the council.

I conclude that at the interim stage there are no significant matters that require attention and whilst my report does recommend a couple of improvements these are only to improve upon an already well ordered system.

Final Stage

- Review of annual accounts & Annual return
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor.

The accounts have been correctly prepared on the income and expenditure basis using the RBS accounting package. The annual return contained the correct comparative figures and opening balances and cast correctly. The accounting entries were supported by underlying documentation and workings.

I am of the opinion that the annual accounts and annual return are a true and fair reflection of the financial activities of that of the council for the year ended 31st March 2017 and are ready to be signed off by council and the external auditor. Accordingly, I have signed off the annual return.

A. BOOKS OF ACCOUNT

The council continues to use RBS an industry specific accounting package. I have tested the brought forward balances against the prior year annual return and can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the council and a review of the cashbook shows that all data fields are being entered, the hard copy bank reconciliation reports are easy to read and logically filed. I therefore make no recommendation to change in this system.

My only suggestion is that the backup is tested to ensure it can be successfully restored on an annual basis.

B. FINANCIAL REGULATIONS, STANDING ORDERS, POLICIES

Standing Orders & Financial Regulations have been substantially re-written as one inclusive document, these are dated January 2017 and will be taken to council for approval and adoption by May 2017. These drafts are well written and would stand the council in good stead if adopted.

The Members Code of Conduct has also been substantially re-written and will be taken to council for approval and adoption in January 2017.

The council has an open-door policy and an ethos to providing training and support to members throughout their term as councillor's. The council has a training budget in place and all councillors are given a member's pack that contains policies and regulations.

The council is given authority to spend via the annual budget process, payments are made so long as there is available budget. It is clear council has good robust systems, policies and regulations in place and takes seriously its responsibility in this regard. I would however recommend the following amendments:

- 3.3 – “within the total net revenue budget” be amended to “within the total net cost center budget”, this will give the council opportunity to stop excessive expenditure at a cost center level rather than total council level.
- At 57 add the wording and “duly minuted” to ensure proper recording of the activity.
- 8.1 – does appear to restrict council in respect of introducing internet banking; I would recommend the wording be altered to allow for the introduction of other electronic means.
- Clauses need to be added to instruct council to prepare, on a regular basis, a bank reconciliation for all accounts and on conclusion this activity be reported to and noted by council.
- The council should check latest procurement regulations in respect of public notification of capital work to ensure it accords with these regulations.

In reviewing the procedures of the council, it was shown to me that 3 clear working days' notice of a meeting is given and that members declarations are signed within 28 days of appointment

Council has 15 member positions of which 1 is currently vacant. There are familiar relationships on the committees, but the risk of influence is low, and they are not cheque signatories.

Council meets regularly throughout the year as follows: -

- Full council - 11
- 3 committees – Policy Resources and Communication and Grounds and Environment and Planning

Payments are authorised in accordance with financial regulations and a dual signatory system is in place for all payments including BACs.

At the Final Stage it was noted the Council is planning to make increased use of online banking in the near future. It is recommended that a full review of Financial Regulations is carried out in advance of this.

C. RISK MANAGEMENT & INSURANCE

The council has a risk strategy in place and monitors and reviews risk on an ongoing basis. The council is aware of and has policies in place to mitigate financial risk.

At the final stage, it was noted the Council's Financial Regulations require that the risk assessment should be considered by Full Council on an annual basis. This did not occur in the course of the 2016-17 financial year, although the risk assessment is due to be considered at the June 2017 meeting of the Council.

The council has worked closely with Zurich and is insured on a standard local authority deal. Asset and Money cover appear adequate.

The council has a neighbourhood plan under review. There is no evidence of a forward looking business plan that links in with the earmarked reserves and budgets; however, there is a list of priorities that the council wants to achieve.

D. BUDGET & PRECEPT

The council has completed the process of preparing the budgets for 2017/18. There will be a deficit recorded for this year.

The council has circa £454k of bank balances and by the year end it is estimated this will reduce to £387k, due to a monthly expenditure of circa £20k. The reserves will further reduce to £197k by 31-03-18, this is on the basis that the council will earmark and or spend a further £140k for its priorities.

The council is moving to a position whereby circa 3 months general reserves cover will be maintained.

At the final stage we were able to confirm that the budget and precept were approved at the Council meeting of 13 December 2016, and that all statutory deadlines were met.

The Council made a deficit of £60k in 2016-17, and a further deficit of £40K is planned for 2017-18. Whilst Council reserves stood at £368K at 31.3.17, £220K of this is held in earmarked reserves, leaving a general fund balance of £140K. This will be eliminated within 3-4 years if the structural deficit is not removed. It is recommended that the Council reviews future expenditure plans with the intention of eliminating the deficit on current expenditure in the next 12-18 months.

E. INCOME

We were able to agree the precept back to remittances from the district council. A sample of income transactions were sampled from the Council's accounting systems, and we confirmed that the amount invoiced could be agreed back to approved fees and charges or lease agreements. We also confirmed correct amounts were collected.

We noted that burial fees have not been subject to review by Councillors in the course of 2016-17. It is a requirement of Financial Regulations that all fees and charges should be reviewed annually by Council.

F. PETTY CASH

There is a £100 minimal float.

Points Forward – Action Plan

Points forward	Auditors notes	Council response
Update standing orders and financial regulations	Some additional points should be added as per report above	This point was raised at the interim audit and the comment incorporated into the proposed revised documents – Implemented.
Update fixed asset register to ensure compliance with Governance and Accountability.		The Fixed Asset register is currently being reviewed. The Council is exploring the feasibility to utilise Parish Online to map the location of individual assets. (GIS information system) which will supplement its primary records
Ensure fixed asset policy is drawn up and guidance note written for maintenance of asset register		Policy will be developed alongside the asset register review to provide consistency going forward in the treatment/assessment of assets. As part of the current review each assets physical condition will be assessed.
Ascertain true position re the Talbot Trust		Ongoing work will be required to determine the position regarding Talbot Field. This recommendation had previously been raised in 2015/16 and remains unresolved.
Improve wording of minutes vis bank reconciliations and payments made by council		This point was raised at the interim audit. Further work has been undertaken in this area and will continue to be developed further where required.
Populate budgets into RBS accounts package		Item raised at interim audit. 2017/18 budgets have been populated onto the RBS system.
The Council is planning to make increased use of online banking in the near future. It is recommended that a full review of Financial Regulations is carried out in advance of this		Financial Regulations are currently under review to facilitate this.
The Council's Financial Regulations require that the risk assessment should be considered by Full Council		Members will consider the risk assessment at Full Council June 13 th 2017

Points Forward – Action Plan

on an annual basis. This did not occur in the course of the 2016/17 financial year.		
It is recommended that the Council reviews future expenditure plans with the intention of eliminating the deficit on current expenditure in the next 12 - 18 months.		The Council is in the process of reviewing its Business Plan which will inform the Financial strategy of the Council. It is anticipated that the Council will work towards a balanced budget in the coming years.
We noted that burial fees have not been subject to review by Councillors in the course of 2016-17. It is a requirement of Financial Regulations that all fees and charges should be reviewed annually by Council.		The Council is about to undertake an independent review of the burial ground. It is anticipated that fees will be reviewed post this review.
The Council is currently holding virtually all of its cash (£380K at 31.3.17) in a single bank account. It would be prudent to spread these funds over a range of bank accounts over the course of next 6-12 months to reduce vulnerability of the Council to bank failure.		This issue will be addressed as part of the Councils forward financial plan to ensure that any potential risk is mitigated.

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*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	482,632	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	22,918	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	442,720	372,463	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	42,800	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:



and recorded as minute reference:



Signed by Chair at meeting where approval is given:



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

(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

External auditor name

Date

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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) FCA CTA

Signature of person who carried out the internal audit M. Murphy Date 13 JUNE 2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**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.

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2017
Hassocks Parish Council New 2016/17

(1 of 8)

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

IAN CUMBERNORTH

Date

I confirm that these accounts are
 approved by the Council and
 recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £This Year £General Notes for Guidance

1	Balances brought forward	482,638	428,845	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	166,276	181,500	Total amount of Precept income received in the year
3	Total other receipts	43,312	28,918	Total income or receipts as recorded in the cashbook minus the Precept
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 expenses
5	Loan interest/Capital repayments	7,950	7,702	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	165,918	142,219	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (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 Cash & Investments	442,780	378,463	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	941,787	941,787	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	54,100	48,800	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2017

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	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	0	251,361	310	0	General Reserves
1	0	26,000	320	0	EMR- Pension Provision
1	0	1,500	321	0	EMR- Salaries - Casual Staff
1	0	1,100	322	0	EMR- Training - Staff
1	0	500	323	0	EMR- Hassocks Traders Assoc
1	0	3,500	324	0	EMR- Equipment incl Computer
1	0	2,100	325	0	EMR- Professional Fees
1	0	1,000	326	0	EMR- Training - Councillors
1	0	2,000	327	0	EMR- Elections
1	0	7,000	328	0	EMR- Youth Work
1	0	5,000	329	0	EMR- Adastra Playgrounds
1	0	15,000	330	0	EMR- Adastra Sports Pavilion
1	0	17,775	331	0	EMR- Adastra Bowling Green
1	0	2,153	332	0	EMR- Adastra Tennis Courts
1	0	9,170	333	0	EMR- Adastra Skate Park
1	0	16,000	334	0	EMR- Adastra Toilets
1	0	3,500	335	0	EMR- Adastra Memorial Garden
1	0	12,200	336	0	EMR- Parkland Copse
1	0	700	337	0	EMR- Footpaths/Monday Group
1	0	3,000	338	0	EMR- Village Sign
1	0	1,500	339	0	EMR- Floral Displays
1	0	1,000	340	0	EMR- Finger Post Maintenance
1	0	2,000	341	0	EMR- Bus Shelter Maintenance
1	0	3,500	342	0	EMR- Bus Shelter New
1	0	1,000	343	0	EMR- Street Furniture
1	0	4,500	344	0	EMR- Litter Bins
1	0	2,600	345	0	EMR- Tree Maintenance
1	0	4,000	346	0	EMR- Tree Planting
1	0	3,000	347	0	EMR- Machinery
1	0	15,223	348	0	EMR- Neighbourhood Plan
1	0	9,963	349	0	EMR- Burial Ground
1	Balances brought forward	0	428,845	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2		0	181,500	1076 110	Precept
2	Annual Precept	0	181,500	Total amount of Precept income received in the year	
3		0	1,445	1000 140	Allotment Income
3		0	3,120	1020 150	Burial Fees
3		0	3,746	1040 170	Adastra Park Income
3		0	7,283	1040 180	Adastra Park Income
3		0	1,681	1040 183	Adastra Park Income
3		0	4,108	1040 190	Adastra Park Income
3		0	3,432	1050 240	Street Tree Fund
3		0	1,352	1060 270	Parking Disc Income
3		0	217	1090 110	Bank Interest

Working details for ANNUAL RETURN - Year ended 31 March 2017

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		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3		0	334	1900	110	Miscellaneous Income
3		0	700	1900	220	Miscellaneous Income
3		0	1,500	1900	240	Miscellaneous Income
3	Total other receipts	0	28,918	Total income or receipts as recorded in the cashbook minus the Precept		
4		0	74,971	4000	100	Salaries - All Staff
4		0	6,903	4030	100	Salaries - Casual Staff
4		0	6,231	4035	100	Salaries - Extra Time
4		0	25,473	4040	100	PAYE/NI
4		0	7,319	4045	100	Pension Costs
4		0	70	4050	100	Staff Expenses
4	Staff costs	0	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 expenses		
5		0	7,702	4155	110	PWLB
5	Loan interest/Capital repayments	0	7,702	Total expenditure or payments of capital and interest made during the year on borrowings		
6		0	827	4055	100	Training Staff
6		0	272	4060	110	Subscriptions
6		0	330	4070	100	Payroll
6		0	153	4075	110	Hospitality
6		0	7,260	4100	110	Rates
6		0	1,487	4105	160	Utilities
6		0	2,579	4105	170	Utilities
6		0	99	4110	140	Repairs & Renewals
6		0	1,284	4110	150	Repairs & Renewals
6		0	1,057	4110	160	Repairs & Renewals
6		0	6,509	4110	170	Repairs & Renewals
6		0	3,444	4110	180	Repairs & Renewals
6		0	2,043	4110	181	Repairs & Renewals
6		0	375	4110	182	Repairs & Renewals
6		0	950	4110	190	Repairs & Renewals
6		0	119	4110	200	Repairs & Renewals
6		0	10,368	4110	230	Repairs & Renewals
6		0	35	4110	250	Repairs & Renewals
6		0	100	4115	170	Fixtures & Fittings
6		0	224	4115	190	Fixtures & Fittings
6		0	3,326	4120	110	Web-site & IT Support
6		0	960	4125	160	Equip incl Comp/Photocopier
6		0	259	4125	170	Equip incl Comp/Photocopier
6		0	1,038	4130	110	Telephone
6		0	2,898	4135	110	Stationery & Office Supplies
6		0	4,402	4140	110	Insurance
6		0	928	4145	110	Audit Fees

Working details for ANNUAL RETURN - Year ended 31 March 2017

(4 of 8)

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	1,684	4150	110	Professional Fees
6	0	396	4160	110	Bank Charges
6	0	491	4200	120	Chairman's Allowance
6	0	425	4205	120	Training - Councillors
6	0	345	4210	120	Members Allowances
6	0	1,528	4250	130	Grants Made
6	0	3,258	4255	280	Christmas Lights
6	0	20	4260	130	Pupil Voice&Charities Youth
6	0	2,667	4270	130	Youth Work
6	0	118	4300	140	Water
6	0	144	4300	150	Water
6	0	242	4300	160	Water
6	0	458	4300	170	Water
6	0	144	4300	190	Water
6	0	200	4305	140	HAHA Funding
6	0	2,743	4410	160	Building Maintenance Contracts
6	0	5,253	4410	170	Building Maintenance Contracts
6	0	5,034	4415	150	Grounds Maintenance Contracts
6	0	5,699	4415	180	Grounds Maintenance Contracts
6	0	420	4415	181	Grounds Maintenance Contracts
6	0	120	4415	210	Grounds Maintenance Contracts
6	0	55	4420	140	Grounds Supplies
6	0	407	4420	170	Grounds Supplies
6	0	2,898	4420	180	Grounds Supplies
6	0	44	4420	181	Grounds Supplies
6	0	76	4420	183	Grounds Supplies
6	0	1,829	4420	190	Grounds Supplies
6	0	5	4420	200	Grounds Supplies
6	0	1,500	4510	240	BHTC/MSDC Reactive Work
6	0	2,518	4515	220	Mobile Refuse Collection
6	0	710	4520	220	Floral Displays
6	0	513	4530	220	Bus Shelter Maintenance
6	0	3,253	4535	220	Seats
6	0	800	4540	270	Parking Discs
6	0	148	4545	220	Litter Bins
6	0	750	4560	240	The Monday group
6	0	3,065	4600	230	WSCC Energy
6	0	1,863	4650	180	Biffa Waste
6	0	1,450	4655	180	Tree Maintenance
6	0	50	4655	200	Tree Maintenance
6	0	420	4655	210	Tree Maintenance
6	0	6,450	4660	240	Tree Planting
6	0	1,930	4665	220	Dog Bins & Maintnce Contract
6	0	1,461	4700	160	Grounds Machinery&Equip
6	0	239	4705	250	Environment Projects

Working details for ANNUAL RETURN - Year ended 31 March 2017

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		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6		0	1,379	4710	140	Grounds Projects
6		0	205	4715	290	Economic Dev & Tourism
6		0	23,490	4800	260	Neighbourhood Plan
6	Total other payments	0	142,219	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	0	368,375	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		0	18,816	200	0	Current Bank A/C 2114
8		0	359,461	205	0	Tracker A/C 3548
8		0	85	210	0	Business Saver 3
8		0	0	215	0	Business Saver 2
8		0	100	250	0	Petty Cash
8	Total Cash & Investments	0	378,463	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		941,787	941,787	9	0	Total Fixed Assets
9	Total Fixed Assets	941,787	941,787	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		54,100	48,800	10	0	Total Borrowings
10	Total Borrowings	54,100	48,800	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Hassocks Parish Council New 2016/17

Income and Expenditure Account for Year Ended 31st March 2017

(6 of 8)

31st March 2016		31st March 2017
	Operating Income	
0	Administration	182,052
0	Allotments	1,445
0	Burial Grounds	3,120
0	Adastra Pavilion	3,746
0	Adastra Park Grounds	7,283
0	Adastra Tennis Courts	1,681
0	Bowling Green	4,108
0	Street Scene	700
0	Environmental Improvements	4,932
0	Parking Discs	1,352
0	Total Income	210,418
	Running Costs	
0	Staff	122,123
0	Administration	30,059
0	Civic	1,260
0	Grants	4,215
0	Allotments	1,850
0	Burial Grounds	6,462
0	Parish Centre/Garage	7,950
0	Adastra Pavilion	15,564
0	Adastra Park Grounds	15,354
0	Adastra Play Equipment	2,507
0	Adastra Skatepark	375
0	Adastra Tennis Courts	76
0	Bowling Green	3,147
0	Parklands Copse	174
0	Talbot Field	540
0	Street Scene	9,073
0	Street Lighting	13,433
0	Environmental Improvements	8,700
0	General	274
0	Neighbourhood Plan	23,490
0	Parking Discs	800
0	Christmas Lights	3,258
0	Economic Dev & Tourism	205
0	Total Expenditure	270,888
	General Fund Analysis	
0	Opening Balance	251,361
0	Plus : Income for Year	210,418
0		461,779
0	Less : Expenditure for Year	270,888
0		190,891
0	Transfers TO / FROM Reserves	38,647
0	Closing Balance	152,245

Printed on : 11/05/2017

Hassocks Parish Council New 2016/17

At : 13:48

Balance Sheet as at 31.3.17

(7 of 8)

31st March 2016

31st March 2017

Current Assets

0	Debtors	2,786
0	VAT Control A/c	6,218
0	Current Bank A/C 2114	18,816
0	Tracker A/C 3548	359,461
0	Business Saver 3	85
0	Business Saver 2	0
0	Petty Cash	100

0

387,466

0 Total Assets

387,466

Current Liabilities

0	Creditors	4,068
0	Accruals	15,023

0

19,090

0 Total Assets Less Current Liabilities

368,375

Represented By

0	General Reserves	152,245
0	EMR- Pension Provision	23,100
0	EMR- Salaries - Casual Staff	1,500
0	EMR- Training - Staff	100
0	EMR- Hassocks Traders Assoc	500
0	EMR- Professional Fees	2,100
0	EMR- Training - Councillors	775
0	EMR- Elections	2,400
0	EMR- Youth Work	4,000
0	EMR- Adastra Playgrounds	5,000
0	EMR- Adastra Sports Pavilion	10,000
0	EMR- Adastra Bowling Green	17,775
0	EMR- Adastra Tennis Courts	1,653
0	EMR- Adastra Skate Park	69,700
0	EMR- Adastra Toilets	16,000
0	EMR- Adastra Memorial Garden	7,360
0	EMR- Footpaths/Monday Group	700
0	EMR- Village Sign	3,000
0	EMR- Finger Post Maintenance	800

Printed on : 11/05/2017

Hassocks Parish Council New 2016/17

(8 of 8)

At : 13:48

Balance Sheet as at 31.3.17

31st March 2016

31st March 2017

0 EMR- Bus Shelter Maintenance	1,000
0 EMR- Tree Maintenance	2,600
0 EMR- Tree Planting	8,605
0 EMR- Neighbourhood Plan	27,000
0 EMR- Burial Ground	9,963
0 EMR-Pupil Voice	500

0

368,375

The above statement represents fairly the financial position of the authority as at 31.3.17 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

HASSOCKS PARISH COUNCIL

To: Council
Date: 13 June 2017

Contact for this report: Parish Clerk

Subject: **Item 7.4** Annual Risk Report.

1. Hassocks Parish Council is required to monitor and review risks on an ongoing basis and to consider policies arrangements in place to mitigate these.
2. This report sets out the risk assessments for Hassocks Parish Council covering:
 - Financial and Management risks
 - Physical risks.
3. Members are requested to review and consider the attached risk assessments to determine they are satisfied with current management/controls of the risk in operation and that appropriate actions are being taken to reflect the changing risk environment.

RECOMMENDATION

- 4 Members are **RECOMMENDED** to consider the contents of the risk report and note the actions put in place to manage the risks to the Council and to approve the current approach to risk management.

HASSOCKS PARISH COUNCIL – RISK ASSESSMENT

" The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or mitigate the risks, insofar as is practically possible. Making sure that all employees and councilors are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to

In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT Key: High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	L/M	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.	Existing arrangement adequate however consideration will be needed to reflect the ongoing reliance on general reserves to support the operating costs.
	Requirements not submitted to District Council	L	With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the Clerk in writing to the District Council.	The Council is in the process of reviewing its business plan which will inform the Councils budget strategy going forward.
	Amount not received by District Council	L	The Clerk informs Council when the monies are received	Existing arrangement adequate
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations are being reviewed during 2017/18 to reflect the increasing size of the authority and to enable to authority to move towards automated banking arrangements.

FINANCIAL AND MANAGEMENT Key, High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Financial irregularities	L	The records are subject to both internal and external audit. Money can only be withdrawn from the bank account under signature of two councillors, who are independent of the financial record keeping. Segregation of duties are in place where feasible.	Current arrangements adequate.
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, Monitor the bank statements monthly.
	Bank mistakes Loss Charges	L	If the bank makes occasional errors in processing cheques this would be discovered when the Clerk/Deputy Clerk reconciles the bank accounts once a month when the statements arrive. Errors would be dealt with immediately by informing the bank and awaiting their correction.	
Cash	Loss through theft or dishonesty	L	Council has Financial Regulations which set out the requirements for handling transactions.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information Communication	L	A monitoring statement is produced regularly at each main Council meeting, discussed and approved at the meeting.	Existing communication procedures adequate. Further budget reports to be developed and introduced 2017/18

FINANCIAL AND MANAGEMENT				
Key: High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Direct costs Overhead expenses Debts	Compliance	L	This includes, bank reconciliation, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	Council appoints an appropriate Internal auditor to provide assurance on the control environment.
	Goods not supplied but Billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	At each Council meeting the list of invoices paid is distributed to Councillors, and considered	
	Cheque payable Incorrect	L	Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored periodically where necessary.	
	Unpaid invoices	L	Unpaid invoices to the Council for use of the playing field are pursued by the clerk/deputy clerk and reported to Council as appropriate.	
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minutes and listed accordingly.	Existing procedure adequate.

FINANCIAL AND MANAGEMENT				
Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Best value Accountability	Work awarded Incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought.	Existing procedure adequate. This area is to be refreshed as part of the ongoing Financial Regulation review.
	Overspend on services	L	If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to HMRC	L	The Parish Council authorises the appointment of all employees. All staff are paid on National Joint Council (NJC) rates. All salary calculations/Tax/NI and pension contributions are calculated by a payroll provider and paid over directly by the Council. All is subject to the internal audit.	Existing procedure adequate
Employees	Insufficient resources available to continue to operate effectively.	L/M	Vacant posts would be advertised and another appointment made. In the event of the Clerks role be vacant assistance of neighbouring parish clerks would be sought or utilise locum support.	Existing procedures adequate
	Fraud by staff	L	Segregation of duties are in place.	Existing procedures adequate

Appendix 6
(5 of 10)

FINANCIAL AND MANAGEMENT				
Key: High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Actions undertaken by staff	L	Financial Regulations in place. Segregation of duties in operation to reduce the risk of fraud The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Existing procedures adequate.
	Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Monitor working conditions, safety requirements and Insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are currently allocated to Parish Councillors with the exception of the Chairs allowance	Existing procedure adequate
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. However reserves are held to cover the likely cost based upon the estimated cost supplied by the district council from time to time.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate

FINANCIAL AND MANAGEMENT					
Key : High , Medium , Low					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Existing procedure adequate	
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).	
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct and Standing Orders.	
Members interests	Conflict of interest	L/M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate.	
	Register of Members interests	L	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.	
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate.	
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.	

FINANCIAL AND MANAGEMENT					
Key : High , Medium , Low					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
	Compliance Fidelity Guarantee	L	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.	
Data protection	Policy	L	The Council is registered with the Information Commissioner.	Ensure annual review of registration	
Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the Freedom of Information Act.	
	Provision	L	The Council is able to request a fee if the work will take more than 15 hours.		
Code of Conduct	Failure to comply with and thus be reported to the MSDC Monitoring Officer	L	The clerk is therefore able to offer suitable advice re compliance. Councillors are offered training. The clerk has access to NALC resources if further support is required.	Existing procedure adequate.	

PHYSICAL ASSET Key High, Medium, Low					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
Assets	Loss or Damage Risk/damage to third party(ies)/property	L/M	Annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate. Fundamental review of Assets being undertaken 2017/18.	
Maintenance	Poor performance of assets or amenities	L/M	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedure adequate. Ensure inspections carried out.	
	Loss of income or Performance	L	All assets are insured and reviewed annually.		
	Risk to third parties	L	All public amenity land is inspected regularly.		
Notice boards	Risk/damage/injury to third parties	L	Parish Council has a number of notice boards sited within the park and village.	Condition inspections carried out. Existing procedure adequate.	
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of streetlights, dog bins, litter bins, bus shelters around the village and covered by insurance. Periodic condition inspections are undertaken all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate	
Playing Fields – Adastra Park	Risk/damage/injury to third parties	L	There is a formal programme of inspections carried out, all reports of damage or faults are reviewed by the Clerk and appropriate action taken. Independent monthly play equipment inspections are undertaken which is supplemented by an annual condition	Existing procedure adequate	

PHYSICAL ASSET				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
			survey undertaken by the Councils insurers Appropriate insurance cover is obtained. A grounds man is responsible for ensuring the preparation of the playing fields in Adastra Park in conjunction with a contractor to ensure appropriate standards are maintained.	
Allotments	Risk/damage/injury to third parties	L	Documented arrangements in operation. Managed in partnership with Hassocks Allotment Association. Inspection regime in operation supported by a maintenance regime.	Existing arrangements adequate.
Burial Grounds	Risk/damage/injury to third parties	L	Documented arrangements in operation. Operated in conjunction with local undertaker(s)	Arrangements scheduled for independent review 2017/18 to provide assurance on frameworks in operation.
Council records – paper	Loss through: theft fire damage	L/M	The Parish Council records are stored at the Parish offices. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (filing cabinet) and older more historical records in cupboards	Document storage arrangements to be reviewed to ensure they meet the Councils standards. Deeds/leases security to be reviewed to reduce the risk of damage from fire
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	The Parish Council's electronic records are stored and backed up remotely via a third-party contractor.	Existing procedure adequate.

Proposed Diversion of Public Footpath Ditching 46a at Lodge Hill Lane

At its meeting on 30 May 2017, the Grounds and Environment Committee were informed of a proposed diversion to public footpath 46a at Lodge Hill Lane by Cllr Leslie Campbell. This proposed diversion has been opposed by several local residents and walking groups. Following a discussion Members felt that the proposed changes did not meet the criteria of the tests laid out within section 119 of the Highways Act 1980:

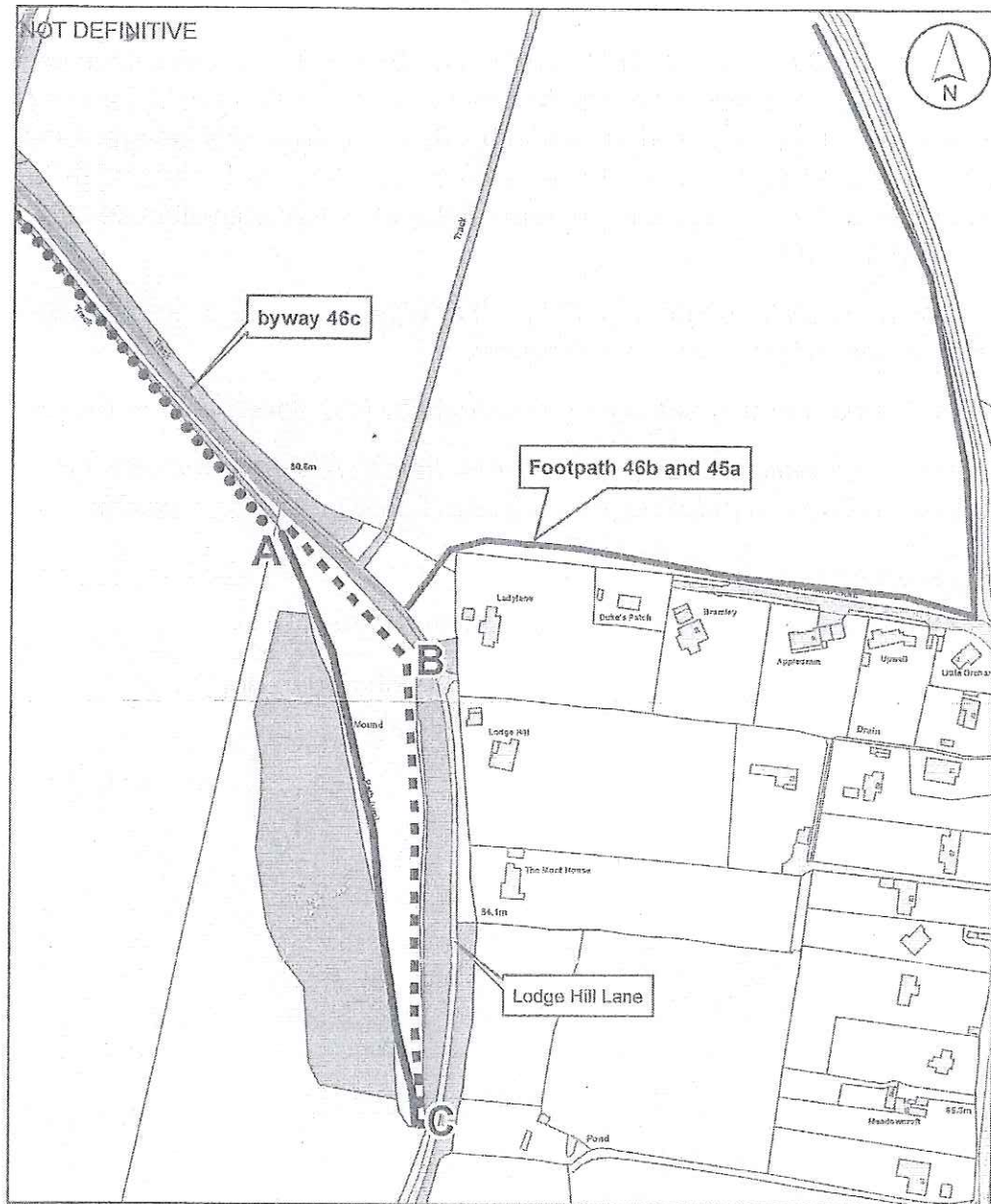
"That the termination point of the path or way should be as substantially as convenient to the public as the existing point.

That the path or way will not be substantially less convenient to the public.

That it is expedient to confirm the order having regard to the effect the diversion would have on public enjoyment of the path or way as a whole."

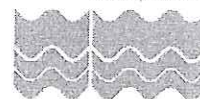
Details of the proposed diversion can be viewed below.

Council is invited to consider the proposed diversion and to agree any comments to be submitted on behalf of Hassocks Parish Council



Map Title: Public Footpath Ditchling 46a Proposed Diversion		East Sussex County Council County Hall St Annes Crescent Lewes	
Key: Proposed diversion		Continuation of footpath	
Existing route		Other public paths	
Date: 1/03/17	Map No: Dlt.46a.DiversionConsult	<small>© East Sussex County Council 2017. Aerial Photography © Ordnance Survey 2017. This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. 100014001/2017.</small>	
Scale: 1:2,500	Author: cr		

Communities, Economy & Transport

Rupert Clubb
BEng(Hons) CEng MICE
DirectorCounty Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UETel: 0345 6080190
Fax: 01273 479536
www.eastsussex.gov.ukEast Sussex
County Councildate
21st April 2017

please contact our ref
 Ms Chloë Rowling RoW/Ditchling/C
 01273 335229 or 0345 6080193 MH/CR
 E-mail: row.consultations@eastsussex.gov.uk

your ref

Proposed Diversion of Public Footpath Ditchling 46a at Lodge Hill Lane

The County Council has received an application to divert the above public footpath under section 119 of the Highways Act 1980*. The diversion is sought in the interests of the landowner who has agreed to defray the Council's costs in making an Order.

The proposed diversion would move the path from its current route (shown by a solid black line between points A and C on the plan) to the headland of the field (shown by a broken black line between points A, B and C).

The diversion is desired in order to facilitate grazing of the field by livestock, particularly sheep, which will prevent the scrub from encroaching further. The landowner is concerned that sheep may be vulnerable to attack by dogs and wishes to distance the footpath as much as possible.

The recommended width for diverted paths is 2.5 metres, and the applicant would provide this on the proposed route. Protruding roots and scrub would be removed in order to facilitate this.

Between points A and B on the plan the applicant has allowed a stile to be installed from byway 46c. This currently provides permissive access onto the diversion route. Should the application be successful the applicant would make this a permanent footpath link.

The applicant is happy to discuss the application and look at the route with any concerned parties. Please email tinagorringe@hotmail.co.uk to arrange this, or alternatively please use the contact details at the top of this Notice.

I would welcome your comments on the proposal by 16th June 2017, either by email or postal address as above.

If you require more time please let me know, otherwise if I do not hear from you by that date I will assume that no objection will be made to a properly made Order.

Rights of Way Access Officer



INVESTOR IN PEOPLE

eastsussex.gov.uk

*The tests laid out within section 119 of the Highways Act 1980 are:

"That the termination point of the path or way should be as substantially as convenient to the public as the existing point.

That the path or way will not be substantially less convenient to the public.

That it is expedient to confirm the order having regard to the effect the diversion would have on public enjoyment of the path or way as a whole"

An online Rights of Way Map showing footpaths and bridleways across the County is now available on the East Sussex website at the following address:

<http://www.eastsussex.gov.uk/rightsofway/rightsofwaymap/intro.htm>

South East Water Ltd
Registered in England No. 2679874
Registered Office:
Rocfort Road, Snodland, Kent, ME6 5AH
www.southeastwater.co.uk

APPENDIX 8
(Ref 2)
south east water

23/05/2017

The Occupier
PARISH CENTRE
KEYMER ROAD
HAS SOCKS
BN6 8QH

Letter Ref: QENG603



Dear Occupier

Following the disruption to water supplies in Barcombe, Plumpton, Hassocks, and Ditchling areas on Friday the 19th of May, I wanted to write to apologise for the inconvenience caused, and to thank you for your patience while we restored water supplies.

The problem was caused when one of our larger water mains burst near Barcombe Cross in the early hours of Friday morning. The 15-inch diameter water main feeds into a network of smaller pipes that brings drinking water to customers, meaning that many across this area lost their water supply, or experienced low pressure.

We are aware that this is the second time recently the main has burst near this location and we are investigating what we can do to minimise the risk occurring again but also how we can minimise the impact on our customer supplies. A section of the pipework has been taken away for analysis to identify the cause of the failure.

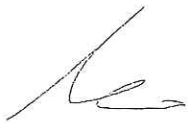
The repair was not straightforward as a large section of damaged pipework had to be replaced but we were able to re-route water supplies, minimising the impact and keeping many customers supplied from other parts of our network. In the affected areas, our teams worked to provide alternative supplies for our vulnerable customers, and also provided bottled water at collection stations.

We also thoroughly review events like this to see how we can improve our response. If you have any feedback that you feel might help our review, please visit southeastwater.co.uk/tellusmore

As a gesture of goodwill for the inconvenience this emergency has caused and because this has now happened twice, we will be crediting your water account with 6m3 of water, this is what an average family would use over two weeks. This will be done automatically for you and you do not need to do anything further.

Our aim is always to provide our customers with a reliable drinking water service and I regret that this incident was disruptive for many; I would thank you again for your patience and understanding.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Simon Earl', written in a cursive style.

Simon Earl
Operations Director

30 MAY 2017



From the Chairman of Mid Sussex District Council

Oaklands, Oaklands Road, Haywards Heath, West Sussex. RH16 1SS
Telephone (Personal Assistant) 01444 477225

26 May 2017

To: All Parish and Town Clerks

Dear Clerk,

Chairman's Community Service Awards

As you may know, through the Chairman's Community Service Awards, the Council has recognised those in our communities within Mid Sussex who give their time unselfishly for the benefit of others. We believe such individuals deserve recognition for their voluntary efforts in improving the quality of community life.

This year I will be hosting the Awards with Afternoon Tea on Sunday 17 September at The South of England Showground, Ardingly and I invite your Council to identify one individual (or an organisation) that you would like to nominate for an award. Elected members of the District Council will also be asked to nominate possible recipients and some liaison may be advisable.

The criteria for nominations has changed this year and includes a selection process to ensure fairness, and to reflect the high standard of the voluntary work being recognised. A copy of the selection criteria is included for your reference. We are also publicising the event in advance of the nomination process to encourage people to contact their local Councillor in order to put forward suggestions of potentially lesser known but equally deserving recipients. If you receive more than one suggestion, please consider which is the most appropriate to put forward.

I would be grateful if you could please withhold from informing your nominee, until their nomination has been confirmed successful. Formal invitation cards will then be sent to them, confirming their reason to attend. The award takes the form of a certificate and recipients will be provided with a photograph as a memento of the occasion.

Should you wish to put forward a nominee, please complete the nominations form available online by no later than **Friday 30 June 2017**.

Your log-in details are as follows:

Website: <http://www.midsussex.gov.uk/my-council/community-service-awards/>
User name: **CommunityServiceAwards**
Password: **MouseBookChairWire**

If you have any queries, please contact Lucinda Joyce at committees@midsussex.gov.uk. Formal invitations will also be sent to the Chairman and Mayors of each Council in due course, so please do save the date.

Yours sincerely,

BW Forbes



Chairman's Community Service Awards: 2017 onwards

To better safeguard the Chairman and the reputation of the Council it is necessary to introduce some rigour relating to his/her Community Service Award scheme.

Nomination for such award is made by Parish Councils and by MSDC Members.

Only ONE nomination may be made by each MSDC Member and by each Parish Council. It is not essential for each Member / Parish Council to nominate each year. Nominations are not transferable to others, so Members / Parishes may not take on any unused nominations.

It should not be assumed that each nomination will be successful – so nominees are not to be notified until the following criteria has been confirmed by Mid Sussex District Council Democratic Services:

Nomination Rules:

In order to qualify a nominated person should meet each of the following criteria:

- Be a resident of Mid Sussex for a minimum of two years, or having worked or volunteered in Mid Sussex;
- Not be a serving County, District or Parish Councillor;
- Not be a relative, partner or spouse of a serving District Councillor;
- Not be or have been an employee of Mid Sussex District Council unless nominated for a role clearly unrelated to their council employment;
- Not have received an award for their community service previously.

Selection Criteria:

As far as possible, Member Services to establish the following, prior to recommendation to the Chairman.

- that the Nominee is not a relative, partner or spouse of a serving District Councillor;
- that the nominee is not a serving County, District or Parish Councillor;
- that the Nomination reason demonstrates a substantial community service case for the award;
- that there is not considered to be a conflict of interest between the individual receiving the award and the business of the council – The nominee list will be checked with all members of the MT.

- that recommendation to the Chairman is appropriate – The nominee list will be checked with Performance & Partnerships to ensure that any known Registered Offenders do not appear.

The Chairman will give to the sponsor written reasons for declining any nomination.

Chairman's guests at the Garden Party:

The Chairman may invite a spouse, partner or friend to accompany them at the Garden Party. Employees and former employees of Mid Sussex District Council will not be invited as the Chairman's guest.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 30 May 2017

Contacts for this report: Deputy Clerk

Subject: **Hassocks Burial Ground**

1. The purpose of this report is to invite Members to consider:
 - a) The appointment of a consultant from the Institute of Cemeteries and Crematorium Management (ICCM) to provide a review of the Hassocks Parish Council Burial Ground Systems and Policy.
 - b) The purchase and installation of a Cemeteries Management software package for use by HPC.
2. A review of the Burial Ground Procedures and Policy have been previously identified by Members as a priority for the Council.

3. BURIAL GROUND MANAGEMENT REVIEW

- Hassocks Burial Ground was completed in autumn 2006. The procedures put in place initially have continued and have not been subject to a full review since installation.
- A current internal review of the Burial Ground Procedures has indicated that an external review would be beneficial in order to provide assurance that current systems remain fit for purpose.
- The ICCM has been approached with regard to carrying out a review and to providing advice to ensure all procedures are robust.
- The ICCM have advised that a review can be carried out in one day at a cost of £500 plus VAT. Any additional costs would be dependent on recommendations following the outcome of the review.

RECOMMENDATION. Members are invited to RECOMMEND to Full Council the appointment of a representative from the ICCM to carry out a full review of the Burial Ground procedures over one day at a cost of £500 plus VAT and to approve additional expenditure if necessary, at the discretion of the Clerk, based on the outcome of the review. All expenditure to be taken from General Reserves.

4. CEMETERIES MANAGEMENT SOFTWARE PACKAGE.

- Rialtus Business Solutions (Provider of the Finance Package used by HPC) provide a cemeteries software package which handles all requirements for the day-to-day management of burial sites.

In addition to providing an effective record keeping system, the software also produces all necessary documentation related to interments.

- The installation of this package would ensure consistency of the Burial Ground administration system and improve resilience within the Parish Office, allowing for more than one member of staff to administrate the Burial Ground.
- A multi user licence allows the software to be applied to up to five computers, this would be the recommended option to allow all Office staff to access information as necessary.

The quotation provided for the purchase and installation of the package, and associated training and on-going support is as follows:

QUOTATION

Prepared for Hassocks

1a. Purchase of Cemetery & Memorial Management Software

Purchase Installation of the following:

Cemetery & Memorial Management Software	£ 625
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Initial set up of software at your premises	£ 350*
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Purchase of Software	£ 975
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1 st Year Annual Support and Maintenance Multi 5 User Licence	£ 275
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Total Costs 1st Year for Purchase of Software	£1250
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**Plus mileage @ 45p per mile*

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence annum	£275 per
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2. Training

We recommend one days training for the above module, which is invoiced as taken:

Onsite Training per day
mileage

£399 plus 45p per mile

All of the above prices are subject to VAT at the standard rate.

Valid for 90 days.

RECOMMENDATION. Members are invited RECOMMEND to Full Council that the RBS Cemeteries Software Package is purchased and installed at a cost of £1250.00 plus VAT for a multi 5 user Licence and the purchase of one days training at £399.00 plus VAT. The total expenditure would be £1649 plus VAT plus mileage @ 45p per mile. Expenditure to be taken from General Reserves.

Grounds and Environment Minutes 30.5.17

GE17/9 HASSOCKS BURIAL GROUND.

RESOLVED TO RECOMMEND to Full Council the appointment of a representative from the ICCM to carry out a full review of the Burial Ground procedures over one day at a cost of £500 plus VAT and to approve additional expenditure if necessary, at the discretion of the Clerk, based on the outcome of the review. All expenditure to be taken from General Reserves.

RESOLVED TO RECOMMEND to Full Council that the RBS Cemeteries Software Package is purchased and installed at a cost of £1250.00 plus VAT for a multi 5 user Licence and the purchase of one days training at £399.00 plus VAT. The total expenditure would be £1649.00 plus VAT plus mileage @ 45p per mile. Expenditure to be taken from General Reserves. The purchase of this software to be subject to the guidance of the ICCM consultant.

