

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 12th June 2018
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 6 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 8th May 2018

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** - 9 May 2018 and 29 May
Planning Committee – 29 May 2018 (for noting only)
- 5.2 **Policy Resources & Communications** 22 May 2018 (for noting)
(Item **PRC18/06** is being considered later on the agenda as part of item 10.4)
- 5.3 **Grounds & Environment** – 31st May 2018 (for noting only)
(Items **GE18/15.1**, **GE18/12.1** and **GE18/16** are being considered later on the agenda as items 10.2, 10.3 and 10.4 respectively)

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 20,444.84 for the period ending 30 April 2018 set out in (**Appendix 1**.)
- 6.2 To consider the Annual Governance Statement for 2017/18 (**Appendix 2**) this report sets out how the Council has met its governance responsibilities.

- 6.3 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 2017/18 (**Appendix 4**) and the Annual Return (**Appendix 5**)
- 6.4 To consider the Council Risk Assessments in accordance with the Councils requirement to review annually. (**Appendix 6**)
7. **Hassocks May Day Event 2018 – (Appendix 7)** sets out a summary overview of the event held on May 7th which has been provided by the event organiser. Members are requested to note the contents of the attached report.
8. **REPORTS**
- 8.1 District Councillors' Report
- 8.2 County Councillor Report
- 8.3 Rail Matters (oral report, Leslie Campbell)
- 8.4 Youth Initiatives
- 8.5 Police report
- 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 **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 8**)
- 10.2 **BUS SHELTER CLEANING** - Bus shelter cleaning used to be undertaken as part of the Highways Partnership framework agreement with Burgess Hill Town Council which has now ceased. As part of this arrangement designated shelters were originally cleaned monthly and then in the last year reduced frequency to every other month. Although this arrangement has elapsed we have approached Burgess Hill Town Council to ascertain whether they could continue to provide a similar cleaning service for the shelters within their current resources. They have confirmed that they would be able to provide this service at a cost of £78.28 per clean (3 shelters).
A report was considered by Grounds & Environment Committee on 29th May 2018 where they resolved

GE18/15.1 It was RESOLVED TO RECOMMEND to Full Council the continuation of the bus shelter cleaning programme for the shelters at Stonepound north, London Road east and Keymer Road, Spitalford Bridge on a monthly basis at a total cost of £782.80 from June 2018 to March 2019. Subject to clarity being provided on whether this could be funded from the BHTC Reactive Works budget.

An extract from the Grounds & Environment Committee minutes are attached as (**Appendix 9**).

Although the Highways contract has ceased provision was made in the budget to cover the cost of a range of potential highways expenditure therefore funding is available to meet the cost of this service from this budget. It is anticipated

additional costs will also need to be met from this budget. Members are therefore requested to determine whether they wish to fund a monthly clean as recommended by Grounds and Environment or revert to the arrangement in place last year for cleaning every other month.

- 10.3 **INSTALLATION OF HEIGHT RESTRICTION BARRIERS** - On 29th May Grounds & Environment Members considered a report setting out the options of installing one or two height restriction barriers to restrict high sided vehicles entering the Car parks. The option to review our current arrangements arose as a result of two recent incidents where a Campervan (same vehicle) had been parked up in the North field car park over consecutive weekend(s). The detailed report and extract from the Grounds & Environment Committee minutes are set out as (**Appendix 10**).

These incidents have been isolated to the North field car park only and we are unaware aware of any similar incidences in the park.

Members were asked to consider two options:

Option 1 – to consider installing a height restriction barrier in the North field car park (area affected by Campervan parking) at a cost of £4,770 plus VAT.

Option 2 – to consider installing a barrier also in the South field Car park next to the Social club at a cost of £9,457 plus VAT

GE18/12.1 It was RESOLVED to RECOMMEND to Full Council the installation of two height barriers – one at the entrance of the North Field Car Park and one at the entrance of the South Field car park (between the Pavilion and KHSSC) – at a total cost of £9457.50 plus VAT to be funded from General Reserves.

It was noted that any impact on the clubs using the car park would be explored in the meantime and this would be reported back at the Full Council meeting and that the Parish Clerk would also give more detail on the impact of taking £9,457.50 from General Reserves.

The South field Car park is currently used for regular deliveries to the social club by high sided vehicles, some of which already struggle to manoeuvre into the car park therefore if a barrier was to be installed it would be reliant on the security bar being removed at each delivery.

Currently no budget provision has been set aside to meet the cost of this work, therefore any funding would need to be met from General Reserves. Members are requested to consider the associated risks of security prior to committing to either of these options.

- 10.4 **BUSINESS PLAN (Appendix 11)** sets out the recommended priorities to be developed in the first two years of the Business Plan. Members are requested to review the proposed priorities considered by Policy Resources & Communications (PRC18/06) and Grounds & Environment (GE18/16) and confirm that these represent the key priorities for the Council to progress in the first two years of the plan.

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

12 Date of next meeting **10th July 2018**

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential agenda. If any members of the public or press are present they will be requested to withdraw from the meeting.

13 **INSURANCE**

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

Please Note

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

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

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

Hassocks Parish Council 2018/19						
Current Bank A/C 2114						
List of Payments made between 01/04/2018 and 30/04/2018						
(Incl VAT)						
Date Paid	Payee Name		Amount	Transaction Detail		
03/04/2018	Sovereign Alarms	5695	530.67	Fire alarm/Em Lights 18/19		
03/04/2018	AM Fire & Security	5696	190.96	Intruder Alarms 18/19		
06/04/2018	Close Invoice Finance/TSS	5699	114.66	Pavilion Legionella March 18		
09/04/2018	Institute of Cemetery and Cre	5700	90.00	ICCM Subscription 18/19		
09/04/2018	Tates of Sussex	5701	51.96	Lawn Sand - Adastra Park		
09/04/2018	SSALC Ltd	5702	102.00	LCR Annual Subs		
20/04/2018	Void Cheque	5703	0.00	Void Cheque		
19/04/2018	HMRC/PAYE	5704	1978.79	PAYE/Ni April 2018		
20/04/2018	WSCC Pension Fund	5705	2411.35	Pension Conts April 18		
20/04/2018	Total Salaries	5706;07;08;09	6803.63	April Salaries 2018		
		5710				
09/04/2018	West SussexALC Ltd	5711	2082.04	WSALC/NALC Subs 18/19		
10/04/2018	Lucas Suarez	5712	75.00	Gutter clearance ref chq 5693		
20/04/2018	Parker Building Supplies	5713	39.24	Tarmac for Orchard Lane		
24/04/2018	Trigger Solutions	5714	240.00	Website hosting 18/19		
24/04/2018	Bee Clean (Southern) Ltd	5715	270.00	Pavilion Cleaning April 18		
24/04/2018	Rialtus Business Support	5716	300.00	Year end support		
24/04/2018	edf energy	5717	45.73	Xmas lights Unmetered 2017		
24/04/2018	WSCC	5718	3500.00	WSCC Bridleway 3k repairs		
24/04/2018	Viking	5719	135.84	Office Stationery		
24/04/2018	Trigger Solutions	5720	48.00	Email address support		
24/04/2018	Petty Cash	5721	46.37	Petty Cash Top Up		
24/04/2018	RB Legion Surrey	5722	250.00	s137 RBL silent soldier		
24/04/2018	KCS Professional Services	5723	227.57	P/Contract Apr-June 18		
04/04/2018	Barclays Bank	BARCLAYS	29.13	Bank charges 13.2-12.3.18		
16/04/2018	British Gas	BRITGASD/D	51.45	Parish Office gas D/D		
20/04/2018	British Gas	BRITGASD/D	10.69	Parish Office Gas D/D		
16/04/2018	British Gas	BT D/D	241.76	P/O Telephone D/D		
03/04/2018	edf energy	EDF D/D	205.00	Pavilion elec D/D		
03/04/2018	edf energy	EDF D/D	72.00	P/Office elec D/D		
01/04/2018	MSCD	MSDC D/D	265.00	Business Rates April 18		
03/04/2018	Southeast water	SEWAT D/D	17.00	Allotment Water D/D		
03/04/2018	Southeast water	SEWAT D/D	12.00	Pavilion Water D/D		
03/04/2018	Southeast water	SEWAT D/D	7.00	P/Office Water D/D		
	Total Payments		20444.84			
Signed.....						
Dated.....						

Hassocks Parish Council 2018/19

Summary Bank Reconciliation Statement as at 16/05/2018
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	30/04/2018	3	30866.16
			<u>30866.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		27,911.71	
			<u>2,954.45</u>
<u>Receipts not Banked/Cleared (Plus)</u>		<u>Amount</u>	
		752.50	
			<u>3,706.95</u>
	Balance per Cash Book is :-		3,706.95
	Difference is :-		0.00

16/05/2018

Hassocks Parish Council 2018/19

10:17

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	4,282.70	38,764.66	
Total Receipts / Payments	4,282.70	38,764.66	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		3,706.95	<u>3,706.95</u>
	<u>42,471.61</u>	<u>42,471.61</u>	

Date: 16/05/2018

Hassocks Parish Council 2018/19

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Time: 10:18

Cashbook 2

User: TRACY

Tracker A/C 3548

Receipts

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd : 320,604.61

320,604.61

BACS Banked: 26/04/2018 137,505.00

BACS Mid Sussex District Council 137,505.00

1076 110 137,505.00 1st Precept Payment

Total Receipts 137,505.00

0.00 0.00

137,505.00

Cashbook Totals 458,109.61

0.00 0.00

458,109.61

Date: 16/05/2018

Hassocks Parish Council 2018/19

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Cashbook 2

User: TRACY

Tracker A/C 3548

Payments

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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0.00

Total Payments

0.00

0.00

0.00

0.00

Balance Carried Fwd 458,109.61

Cashbook Totals

458,109.61

0.00

0.00

458,109.61

Date: 16/05/2018

Hassocks Parish Council 2018/19

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Time: 10:19

Cashbook 3

User: TRACY

Business Saver 3

Receipts

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85.28					85.28	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts	0.00	0.00	0.00			0.00	
	Cashbook Totals	85.28	0.00	0.00			85.28	

Date: 16/05/2018

Hassocks Parish Council 2018/19

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Time: 10:19

Cashbook 3

User: TRACY

Business Saver 3

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		85.28						
	Cashbook Totals		85.28	0.00	0.00			85.28	

HASOCKS PARISH COUNCIL

To: Council

Date: 12 June 2018

Contact for this report: Parish Clerk

Subject: **Item 6.2** Annual Governance Statement for year ended 31 March 2018

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 2018.

<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 2018.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
	✓		

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

HASSOCKS PARISH COUNCIL

To: Council
Date: 12 June 2018

Contact for this report: Parish Clerk

Subject: **Item 6.3** Annual Return supporting documentation – Internal Auditors report for the year ended 31 March 2018 and Accounting statements for the year ending 31st March 2018.

1. The Internal Auditor's report has been received and the year-end report 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 minor points and updated the point's forward table detailing progress made to date on items identified at the interim internal audit. The Clerk provided evidence to the internal auditor to support actions taken to address the issues raised at the interim audit.
3. 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 2018, in this Annual return, present fairly the financial position of Hassocks Parish Council and its income and expenditure.


MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

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Godalming

Surrey, GU7 1BX

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e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/HAS002

Mr I Cumberworth
 Hassocks Parish Council
 Parish Centre,
 Adastra Park
 Hassocks
 West Sussex
 BN6 8QH

26 April 2018

Dear Ian

Re: Hassocks Parish Council
Internal Audit Year Ended 31st March 2018

Following completion of our interim internal audit on the 18th December 2017 and 26th April 2018 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate recommendations for future action are shown in bold text.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping

It is our opinion that the systems and internal procedures at Hassocks Parish Council are very well established, regulated and followed. Good progress has been made against recommendations I made on conclusion of my 2016-17 audit.

It is clear the Council takes policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I have identified a small number of recommendations for consideration by the Council. These are set out at Appendix A. The results of my interim audit can be seen below. I have set out the results of my testing against each of the control objectives set out in the internal audit section of the annual return.

Final Audit – Summary Findings

I completed the following work at the final audit.

- Review of annual accounts & annual return

- Review of bank reconciliation
- Testing of income and expenditure, second half of financial year
- Review of salaries
- Review of fixed asset register
- Review of information for external auditor.

I am of the opinion that the annual accounts and annual return are ready to be signed off by council and the external auditor. Accordingly, I have signed off the annual return. The results of my interim and final audits can be seen below. I have set out the results of my testing against each of the control objectives set out in the internal audit section of the annual return.

A. Books of Account

Interim Audit

The Council continues to use RBS, an industry specific accounting package. I have tested the brought forward balances against the 2016-17 audited annual return and following confirmation with the software company regarding treatment of the year end creditors balance, I 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.

I checked that the Council is up to date with VAT, with the VAT return completed for the period to 30 September 2017. I confirmed that balances on the return were derived from RBS generated reports.

I am satisfied that the Council has met its legal obligation to publish the 2016-17 annual return on the Council website. The correct sections of the annual return have been published, along with the external audit certificate and conclusion of audit notice. I also confirmed that the Council has properly considered internal and external audit reports at meetings of the Full Council and that review has been minuted, with internal audit reported in June 2017, and the external audit report taken to the October 2017 meeting.

Final Audit.

I agreed the statement of accounts back to annual return reports produced by the Council's accounting system, RBS. I conclude that all figures on the annual return have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast.

I checked comparative figures for the previous financial year disclosed on this year's annual return back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's annual return.

I also confirmed that VAT is up to date. At the time of my audit the VAT return had been completed and was about to be submitted to HMRC for the period to 31.3.18.

I am satisfied that the Council has met this control objective

B. Financial Regulations & Payments

Interim Audit

The Council has completed a detailed review of standing orders and financial regulations in 2017-18, bringing both documents in line with NALC models. Both documents were approved at the September 2017 meeting of Full Council. The Members' Code of Conduct was last reviewed in 2015, it should be checked against NALC standards and represented to Council in the next 12 months.

The Council gives authority to spend via the annual budget process and this was minuted and approved in accordance with regulations. The minutes describe in detail the payments made since the last meeting and this is duly approved and signed. Councillor authorisation of payment is evidenced by signature of 2 councillors on authorisation slip attached to invoices. Payments are then made by cheque. I tested a sample of expenditure transactions and for each transaction I was able to confirm:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a council meeting
- 2 councillors had approved the payment by signature attached to the invoice.

I have one minor point. For one payment made to Dowsett Mayhew in June 2017, only one councillor had signed off the invoice as ready for payment. It is recommended that this is authorised by a second councillor retrospectively, and a check should be undertaken to see if there are any similar omissions.

I confirmed by sample testing that all councillors have signed acceptance of office forms, which have been counter signed by the Clerk.

The Council is considered a large council under transparency regulations, and must therefore follow the 2015 Transparency Code. I have reviewed your website, and have identified some areas where Hassocks PC is not complying with transparency regulation – for example, disclosure of payments above £500 in a proscribed format. I recommend that the Council carries out an audit to check compliance with requirements of the Transparency Code and rectifies any areas where shortfalls are identified – good practice can be identified on the website of Crowborough Town Council.

Final Audit

The Council has updated the website to follow best practice in presentation of transparency information. I note that payment data for the final quarter of the financial year has not been updated at the time of my audit, but I understand this is in hand. The Council has responded well to my interim audit recommendation.

Expenditure per box 6 to the accounts was £116,556 (2016-7 £142,219)

A further sample of expenditure transactions from the final four months of the financial year was selected. For all transactions selected I was able to:

- Agree expenditure back to invoice
- Confirm that the invoice had been signed off by two councilors as had the cheque book stub
- Confirmed correct VAT accounting
- Confirmed that the payment had been approved at a council meeting

I have identified no errors in my testing of expenditure recorded in box 6 to the accounts.

C. Risk Management & Insurance

Interim Audit

The council has a risk strategy in place and monitors and reviews risk on an ongoing basis. A full risk assessment was approved at the Full Council meeting in June 2017. I have reviewed this document at it appears comprehensive, and covers subject areas that would be expected at a Council of this size. I recommend that the risk assessment is referred to regularly, and amended as new risks are identified / mitigating controls are identified.

The Council is insured with Zurich Municipal Insurance, on a standard local authority package. I have viewed the insurance certificate and confirm insurance cover is in place. Assets listed in the insurance schedule are consistent with the fixed asset register. Money cover does not appear sufficient for a Council that had over £375K held at bank at last year end:

- Fidelity insurance cover is £100K
- Money loss cover (non negotiable money) is £250K.

Assets listed in the insurance schedule are consistent with the fixed asset register. I recommend that the insurers are contacted and appropriate money cover is put in place.

Computer data is backed up daily on to a hard drive, and it is understood that back ups are also made at an offsite location. I recommend that off-site back up is tested on an annual basis to ensure that the Council can access all data remotely from back-ups.

Final Audit

The Council has met its obligation to complete a risk assessment in 2017-8 by way of the June 2017 review noted above. The 2018 review is under way. I reminded the Clerk to ensure a separate minute of Full Council is prepared to record the review.

I note that the Council is planning to review cash cover as part of the forthcoming insurance review, and that data back-up testing are being worked on with Council's computer support supplier, in response to interim audit recommendations.

I am satisfied that the Council has met this control objective

D. Budget, Precept & Reserves

Interim Audit

The Council is well advanced in 2018-19 budget setting process. A draft budget and precept were approved at the Full Council meeting on 12 December 2017. Final versions will be approved in January 2018, on confirmation of council tax base by the district council. The Council is well placed to ensure that precepting authority deadlines will be met.

The Council has approved an increase in precept of £86,249 for 2018-19, which is a 45% increase in precept. This will eliminate the Council's structural deficit, reported at our last audit, for the forthcoming financial year. This level of precept will need to be maintained in future years to enable Council expenditure to be maintained at current levels.

The Council will be reviewing reserves at the January 2018 meeting of Full Council, with the aim of ensuring adequate earmarked reserves are in place to support initiatives identified by the emerging Business Plan. I recommend that a 3 year financial plan should be developed going forward, which should be linked to the Business Plan.

I have confirmed that budget reporting to members is occurring quarterly. I checked the quarter 2 budget outturn report and was satisfied that expenditure is being controlled within approved budgets, with no significant overspends, beyond a few minor miscoded postings. I recommend that detailed review is carried out of budget reports each quarter, and that any postings of expenditure to ledger codes without budgets are corrected.

Final Audit

The budget for 2018-19 was approved at Full Council meeting of 12 December 2017. Approval for the budget has been recorded in the minutes and a full report on the budget setting process has been set out in minutes. There is scope to clarify recording of budget and precept. I suggest that the minutes should record

- Actual value of precept set
- Value of income and expenditure set in the annual budget

Reserves per box 8 to the account are £343,830 (2016-17 £368,375)

Earmarked reserves are £240K, following a recent review of reserves, including £165K for the Adastral Park Master Plan. General reserves are around £100K, around 50% of 2017-18 precept. This is appropriate for a Council of this size.

I am satisfied that the Council has met this control objective

E. Income

Interim Audit

I tested a sample of income transactions from the first six months of the financial year. I was able to confirm for all transactions tested that

- Cashbook entry could be agreed to invoice raised
- Invoice arithmetic correct
- Correct fee charged by review against approved fees and charges (sports club income) or agreement (tennis club)

I confirmed that general fees and charges have been reviewed at Council in 2017-18, and that burial fees will be taken to January meeting of the Council for review.

Final Audit

Income per box 3 to the accounts is 45,964 (2016-17 £28,918) One significant item of income has been received since my interim audit visit - £15,433 from West Sussex CC for Watershed funding. I note that this has been correctly placed in a reserve for flood prevention work to be carried out in the future. Plans are in place to carry out the work within time limits for the grant. Grant has been agreed to third party notification from the County Council.

Precept at box 2 to the accounts is £188,760 (2016-7 £181,500) I have agreed this to third party information recorded on the Mid Sussex DC website.

I have found no errors in my testing of precept income per box 2 to the accounts and other income per box 3.

F. Petty cash

I Confirmed petty cash is reviewed on a periodic basis and reconciled to supporting records

G. Payroll

Final Audit

Payroll per box 4 to the accounts £45,964 (2016-17 £28,918)

Payroll is processed by an external payroll provider. I selected one month, January 2018 and checked pay for three members of staff from this payroll. I confirmed the following:

- Monthly payslips had been signed off by 2 councilors.
- Pay per summary pay report could be agreed to payslips
- Basic pay per payslip could be agreed back to pay award letter for the 2017-18 financial year.

I have one minor recommendation - I note that the Clerk's pay award letter has not been signed off by a councillor. I suggest this is done going forward.

I am satisfied that this control objective has been met and no errors have been identified in my testing of payroll.

H. Assets and investments

Interim Audit

The Council is currently carrying out a detailed review of its fixed asset register, following recommendations I raised last year. All assets are now recorded on a spreadsheet and are being checked and logged on parish online. The Council is aiming to complete this work in order to produce an asset register in a format set out by NALC guidance by 31 March 2018. I will test this in detail at year end as part of the process of reconciling the accounts to the fixed asset register.

Final Audit

Fixed assets per the accounts are £952,554 (2016-17 £941,787)

The Council has completed a detailed review of the asset register in the course of the financial year. A number of adjustments have been made to the asset base to reflect changes to assets and minor errors in recording of the original costs of assets purchased. None of these adjustments are material. These changes have been tracked and I was able to trace changes back to the asset register for the previous year.

I was able to reconcile the asset register per the accounts back to a schedule of assets. These have been correctly recorded at cost or proxy cost.

I have identified no errors in my testing of fixed assets.

I. Bank reconciliations

Interim Audit

The Council holds 4 bank accounts, of which 2 are dormant. I confirmed that reconciliations are completed monthly for all accounts. I re-performed the bank reconciliations for September 2017 for the 2 active bank accounts and in both cases I found that the bank reconciliations had been properly prepared and were supported by bank statements and cashbooks. Proper councillor review had been completed for all accounts. I checked that the bank reconciliations had been presented to the November meeting of Full Council. The system of reconciliation is working correctly and in accordance with regulations. I make no recommendation to change in this system.

The Council is currently holding all of its cash (£380K at 31.3.17) with a single financial institution. 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, and to take advantage of the Financial Services Guarantee Scheme.

Final Audit

Cash per box 8 to the accounts is £343, 830 (2016-17 £368,375)

I re-performed the bank reconciliation for 31 March 2018. I agreed all bank balances back to year end bank statements. All cash book balances were agreed to the trial balance. I note the reconciliations are due to be submitted to councillors for review at the next council meeting. I was able check unrepresented cheques for post year end presentation at bank.

Loans outstanding per box 10 to the accounts were £43,500 (2017-18) £48,800. I have agreed the balance outstanding to third party confirmation on the PWLB website.

Boxes 10 and 8 to the accounts are fairly stated.

J. Year end accounts**Final Audit**

The Council has compiled accounts on accruals basis, as required by regulation.

I confirmed that the Council has completed a reconciliation between box 7 and 8 of the accounts and that this is supported by schedules of debtors and creditors. A year on year variance report has not yet been produced but this is in hand.

I reminded the Clerk to check carefully dates to allow for an inspection period in line with regulations, and confirmed that the inspection period must include the first 2 weeks of July.

I am satisfied that the Council has met this control objective

K. Trusteeship**Interim Audit**

The position on the Talbot Field Trust remains outstanding. The Trust has a number of trustees all of which are councillors, this may indicate the Parish Council may not be the sole managing trustee. However, the Parish Council is named as the contact for the charity on the Charity Commission website. The position on this Trust must be resolved by 31.3.18.

Final Audit

The Council confirmed that it is likely that the Council is the sole trustee of the Talbot Field Trust, and the fact that a number of councillors are currently listed as individual trustees is an administrative error from a number of years ago. The Clerk is planning to seek advice from SSALC to assist in clarifying the position, but it was agreed that the Trust box should be ticked as the Council appears to be the sole trustee of the Talbot Field Trust.

I have confirmed that the Charity was up to date with reporting requirements at the Charity commission at the time of my audit, and that my testing has confirmed that the books of account for the Trust and the Council are separate.

I am satisfied that the Council has met this control objective

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



Mark Mulberry

Points Forward – Interim Audit Action Plan

Matter Arising	Recommendation	Council Response
The Members' Code of Conduct was last reviewed in 2015,	It should be checked against NALC standards and represented to Council in the next 12 months.	To be reviewed this year in line with new NALC model
For one payment made to Dowsett Mayhew in June 2017, only one councillor had signed off the invoice as ready for payment	It is recommended that this is authorised by a second councillor retrospectively, and a check should be undertaken to see if there are any similar omissions	Second signature now obtained
The Council is considered a large council under transparency regulations, and must therefore follow the 2015 Transparency Code. I have reviewed your website, and have identified some areas where Hassocks PC is not complying with transparency regulation – for example, disclosure of payments above £500 in a proscribed format	I recommend that the Council carries out an audit to check compliance with requirements of the Transparency Code and rectifies any areas where shortfalls are identified – good practice can be identified on the website of Crowborough Town Council.	Now on website
Money cover does not appear sufficient for a Council that had over £375K held at bank at last year end: - Fidelity insurance cover is £100K - Money loss cover (non negotiable money) is £250K	I recommend that the insurers are contacted and appropriate money cover is put in place.	Being considered as part of the insurance tender currently under way.
Computer data is backed up daily on to a hard drive, and it is understood that back ups are also made at an offsite location	I recommend that off site back up is tested on an annual basis to ensure that the Council can access all data remotely from back ups.	Contacted IT support, this will be done going forward.
The Council will be reviewing reserves at the January 2018 meeting of Full Council, with the aim of ensuring adequate earmarked reserves are in place to support initiatives identified by the emerging Business Plan	I recommend that a 3 year financial plan should be developed going forward, which should be linked to the Business Plan.	Earmarked reserves have been established and are now recorded on RBS.

The Council is currently carrying out a detailed review of its fixed asset register, following recommendations I raised last year.	The Council is aiming to complete this work in order to produce an asset register in a format set out by NALC guidance by 31 March 2018	Been reviewed and reviewed by Policy and Resources Committee
The Council is currently holding v all of its cash (£380K at 31.3.17) with a single financial institution.	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, and to take advantage of the Financial Services Guarantee Scheme.	Still no change. Will be considered as part of plans to set up investment strategy
The position on the Talbot Field Trust remains outstanding	The position on this Trust must be resolved by 31.3.18.	Query in with Charity Commission. This will be finalised in the course of 2018-19.

Points Forward – Final Audit Action Plan

Matter Arising	Recommendation	Council Response
There is scope to clarify recording of budget and precept.	I suggest that the minutes should record - Actual value of precept set - Value of income and expenditure set in the annual budget	
I note that the clerk's pay award letter has not been signed off by a councillor	I suggest this is done going forward.	
The Clerk is planning to seek advice from SSALC to assist in clarifying the position on Talbot Trust	Internal Audit agree this should be completed in 2018-19	

Annual Internal Audit Report 2017/18

HASSOCKS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

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

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

Date(s) internal audit undertaken

07/12/17 & 25/4/18

Name of person who carried out the internal audit

MARK MULBERRY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit

M Mulberry

Date 30/04/2018

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2017/18 for

HASSECKS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	428,845	368,375	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	181,500	188,760	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	28,918	45,964	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	120,967	135,259	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	7,702	7,454	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	142,219	116,556	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	368,375	343,830	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	378,463	358,979	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	952,554	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	48,800	43,500	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	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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 5TH JUNE 2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	251,361	144,245	310	0	General Reserves
1	26,000	23,100	320	0	EMR- Pension Provision
1	1,500	1,500	321	0	EMR- Salaries - Casual Staff
1	1,100	100	322	0	EMR- Training - Staff
1	500	500	323	0	EMR- Hassocks Traders Assoc
1	3,500	0	324	0	EMR- Equipment incl Computer
1	2,100	2,100	325	0	EMR- Professional Fees
1	1,000	775	326	0	EMR- Training - Councillors
1	2,000	2,400	327	0	EMR- Elections
1	7,000	4,000	328	0	EMR- Youth Work
1	5,000	5,000	329	0	EMR- Adastra Playgrounds
1	15,000	10,000	330	0	EMR- Adastra Sports Pavilion
1	17,775	17,775	331	0	EMR- Adastra Bowling Green
1	2,153	1,653	332	0	EMR- Adastra Tennis Courts
1	9,170	69,700	333	0	EMR- Adastra Skate Park
1	16,000	16,000	334	0	EMR- Adastra Toilets
1	3,500	7,360	335	0	EMR- Adastra Memorial Garden
1	12,200	0	336	0	EMR- Parkland Copse
1	700	700	337	0	EMR- Footpaths/Monday Group
1	3,000	3,000	338	0	EMR- Village Sign
1	1,500	0	339	0	EMR- Floral Displays
1	1,000	800	340	0	EMR- Finger Post Maintenance
1	2,000	1,000	341	0	EMR- Bus Shelter Maintenance
1	3,500	0	342	0	EMR- Bus Shelter New
1	1,000	0	343	0	EMR- Street Furniture
1	4,500	0	344	0	EMR- Litter Bins
1	2,600	2,600	345	0	EMR- Tree Maintenance
1	4,000	8,605	346	0	EMR- Tree Planting
1	3,000	0	347	0	EMR- Machinery
1	15,223	27,000	348	0	EMR- Neighbourhood Plan
1	9,963	9,963	349	0	EMR- Burial Ground
1	0	500	350	0	EMR-Pupil Voice
1	0	8,000	352	0	EMR - Twinning Event
1	Balances brought forward	428,845 ✓	368,375 ✓	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	181,500	188,760	1076	110	Precept
2	Annual Precept	181,500 ✓	188,760 ✓	Total amount of Precept income received in the year	
3	1,445	1,487	1000	140	Allotment Income
3	3,120	4,910	1020	150	Burial Fees
3	3,746	4,425	1040	170	Adastra Park Income
3	7,283	8,374	1040	180	Adastra Park Income
3	1,681	1,818	1040	183	Adastra Park Income
3	4,108	4,302	1040	190	Adastra Park Income
3	3,432	201	1050	240	Street Tree Fund

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	1,352	1,332	1060	270	Parking Disc Income
3	217	309	1090	110	Bank Interest
3	334	0	1900	110	Miscellaneous Income
3	0	15,433	1900	180	Miscellaneous Income
3	0	3,374	1900	181	Miscellaneous Income
3	700	0	1900	220	Miscellaneous Income
3	1,500	0	1900	240	Miscellaneous Income
3	Total other receipts	28,918 ✓	45,964 ✓	Total income or receipts as recorded in the cashbook minus the Precept	
4	74,971	79,669	4000	100	Salaries - All Staff
4	0	1,248	4010	100	Salaries - Office Cleaning
4	6,903	0	4030	100	Salaries - Casual Staff
4	6,231	1,575	4035	100	Salaries - Extra Time
4	25,473	25,189	4040	100	PAYE/NI
4	7,319	27,556	4045	100	Pension Costs
4	70	22	4050	100	Staff Expenses
4	Staff costs	120,967 ✓	135,259 ✓	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	7,702	7,454	4155	110	PWLB
5	Loan interest/Capital repayments	7,702 ✓	7,454 ✓	Total expenditure or payments of capital and interest made during the year on borrowings	
6	827	488	4055	100	Training Staff
6	272	2,505	4060	110	Subscriptions
6	330	420	4070	100	Payroll
6	153	58	4075	110	Hospitality
6	7,260	2,573	4100	110	Rates
6	1,487	1,098	4105	160	Utilities
6	2,579	1,963	4105	170	Utilities
6	99	20	4110	140	Repairs & Renewals
6	1,284	0	4110	150	Repairs & Renewals
6	1,057	296	4110	160	Repairs & Renewals
6	6,509	378	4110	170	Repairs & Renewals
6	3,444	1,300	4110	180	Repairs & Renewals
6	2,043	3,912	4110	181	Repairs & Renewals
6	375	431	4110	182	Repairs & Renewals
6	0	956	4110	183	Repairs & Renewals
6	950	1,659	4110	190	Repairs & Renewals
6	119	0	4110	200	Repairs & Renewals
6	10,368	9,923	4110	230	Repairs & Renewals
6	35	0	4110	250	Repairs & Renewals
6	100	0	4115	170	Fixtures & Fittings
6	224	0	4115	190	Fixtures & Fittings
6	3,326	2,576	4120	110	Web-site & IT Support

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	960	758	4125	160	Equip incl Comp/Photocopier
6	259	924	4125	170	Equip incl Comp/Photocopier
6	1,038	1,135	4130	110	Telephone
6	2,898	1,478	4135	110	Stationery & Office Supplies
6	4,402	4,143	4140	110	Insurance
6	928	1,306	4145	110	Audit Fees
6	1,684	500	4150	110	Professional Fees
6	396	432	4160	110	Bank Charges
6	491	518	4200	120	Chairman's Allowance
6	425	70	4205	120	Training - Councillors
6	345	112	4210	120	Members Allowances
6	1,528	2,575	4250	130	S137 Grants/Expenditure
6	3,258	4,469	4255	280	Christmas Lights
6	20	25	4260	130	Pupil Voice&Charities Youth
6	0	8,000	4265	130	Grants made
6	2,667	0	4270	130	Youth Work
6	118	193	4300	140	Water
6	144	86	4300	150	Water
6	242	253	4300	160	Water
6	458	433	4300	170	Water
6	144	0	4300	190	Water
6	200	200	4305	140	HAHA Funding
6	2,743	1,409	4410	160	Building Maintenance Contracts
6	5,253	3,590	4410	170	Building Maintenance Contracts
6	0	497	4415	100	Grounds Maintenance Contracts
6	5,034	3,253	4415	150	Grounds Maintenance Contracts
6	5,699	4,435	4415	180	Grounds Maintenance Contracts
6	420	420	4415	181	Grounds Maintenance Contracts
6	120	120	4415	210	Grounds Maintenance Contracts
6	55	0	4420	140	Grounds Supplies
6	407	177	4420	170	Grounds Supplies
6	2,898	1,500	4420	180	Grounds Supplies
6	44	0	4420	181	Grounds Supplies
6	76	226	4420	183	Grounds Supplies
6	1,829	0	4420	190	Grounds Supplies
6	5	0	4420	200	Grounds Supplies
6	0	3,500	4500	240	Footpaths
6	1,500	2,091	4510	240	BHTC Reactive Work
6	2,518	2,578	4515	220	S137/Mobile Refuse Collection
6	710	2,509	4520	220	Floral Displays
6	0	70	4525	220	Finger Post Maintenance
6	513	1,200	4530	220	Bus Shelter Maintenance
6	3,253	693	4535	220	Seats
6	800	1,200	4540	270	Parking Discs
6	148	0	4545	220	Litter Bins

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	750	750	4560	240	S137/The Monday group	
6	3,065	3,505	4600	230	WSCC Energy	
6	1,863	2,164	4650	180	Biffa Waste	
6	1,450	1,500	4655	180	Tree Maintenance	
6	50	0	4655	200	Tree Maintenance	
6	420	0	4655	210	Tree Maintenance	
6	0	60	4655	220	Tree Maintenance	
6	6,450	0	4660	240	Tree Planting	
6	1,930	2,068	4665	220	Dog Bins & Maintnce Contract	
6	1,461	996	4700	160	Grounds Machinery&Equip	
6	239	0	4705	250	Environment Projects	
6	1,379	496	4710	140	Grounds Projects	
6	205	0	4715	290	Economic Dev & Tourism	
6	23,490	17,386	4800	260	Neighbourhood Plan	
6	Total other payments	142,219 ✓	116,556 ✓	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	368,375 ✓	343,830 ✓	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		18,816	38,189	200	0	Current Bank A/C 2114
8		359,461	320,605	205	0	Tracker A/C 3548
8		85	85	210	0	Business Saver 3
8		0	0	215	0	Business Saver 2
8		100	100	250	0	Petty Cash
8	Total Cash & Investments	378,463 ✓	358,979 ✓	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		941,787	952,554	9	0	Total Fixed Assets
9	Total Fixed Assets	941,787 ✓	952,554 ✓	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		48,800	43,500	10	0	Total Borrowings
10	Total Borrowings	48,800 ✓	43,500	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

HASSOCKS PARISH COUNCIL

To: Council

Date: 12 June 2018

Contact for this report: Parish Clerk

Subject: **Item 6.4** 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 2017-18

“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 manage these risks.

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 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	
	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 developing 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 were reviewed during 2017/18 to reflect the increasing size of the authority and are based on NALC model documents.	

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. Budget monitoring reports were introduced 2017/18 and reported to Policy Resources & Communications Committee.

FINANCIAL AND MANAGEMENT					Review/Assess/Revise
Key , High , Medium , Low		H/M/L	Management/control of risk	Topic	
Risk					
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 has been refreshed as part of the Financial Regulation review earlier this year.
	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		Existing procedures adequate

FINANCIAL AND MANAGEMENT Key , High , Medium , Low						
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise		
Councillor allowances	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.		
	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. Guidance notes have been provided to members.	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	
Data protection	Compliance Fidelity Guarantee	L	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.	
	Policy	M	The Council is registered with the Information Commissioner.	Ensure annual review of registration. Changes in legislation in May 2018 will impact on the Council therefore current arrangements will need to be reviewed to ensure the Council remains compliant	
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. This will be reviewed in 2018/19	

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 completed 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 independently reviewed 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. A testing regime will be introduced during 2018/19

EVENT REPORT – Hassocks May Day

Date: Monday 7 May, 2018
Time: 12pm-4pm
Venue: Adastra Park, Hassocks
Activity: A community event to bring the village together
Organiser: Michelle Binks

Aim:

- To bring the community together to celebrate May Day in Hassocks

Objectives:

- To bring the local community of Hassocks together
- To promote local groups, charities and businesses
- To offer a platform for local groups and charities to fundraise
- To have fun with your family outdoors

Activities:

- Confirmed availability of Adastra Park with Hassocks Parish Council and Hassocks Cricket Club
- The hire of the Pavilion donated by Hassocks Parish Council
- Liaised with Downlands School Association for borrowing marques
- Researched and contacted local Morris Dancing groups; none were available
- Researched Maypole dancers; none available so decided on a 'pop-up' maypole dancing activity
- Approached Hassocks Infants School to borrow their maypole and music
- Kate Popple offered to host and organise a Dog Show, all proceeds towards funding the event
- Insurance organised by Hassocks Community Organisation (HCO) through Zurich
- Held meeting with MSDC licensing dept. to confirm paperwork current
- Premises License paid for next year
- Event Plan written and sent to MSDC for distribution
- Liaised with Parish Clerk regarding event plan,
- Initial PR sent out via Facebook, Talkabout and direct to previous stallholders
- Stallholder letter and application form amended and distributed
- All stalls were charged £15
- Confirmed stalls sent receipt confirmation emails with poster for them to publicise event
- Su Watts re-designed the poster, distributed to stallholders and via Facebook and schools
- Banner used from previous year and displayed at entrance to Adastra Park
- HKSSC contacted and offered BBQ and beer festival
- Owls Out and About approached to attend; they accepted. Had site visit to Adastra Park
- Pearl's Power charity offered the community café in The Pavilion to run and raise funds
- Joe Gerard approached for Sound system and music; he agreed
- Bouncy Castle booked
- National Trust approached to attend
- Model Railway approached to attend; no answer
- Contacted Hassocks Football Club and Hassocks Cricket Club to hold a fundraising stall

4 /

Outcomes:

- The Pavilion was run as a cafe by Kelly Folley raising funds for Pearl Power and Friends of Windmills School (FoWS)
- Keymer and Hassocks Sports and Social Club opened and run a BBQ; and beer festival
- Joe Gerard provided sound system and music
- Pop-up maypole dancing with public at intermission in Dog Show
- 2 large Marques borrowed from Downlands School Association
- Hassocks Parish Council used a marquee for their public consultation on Adastra Park facilities
- Dog Show run by Kate Popple and judged by Elaine Ward
- Bouncy Castle hired and manned by Woodland Mead School
- Keymer Butchers (Sonja) provided paella, jacket potatoes and chill
- National Trust offered hands on woodcrafting. They recruited 8 new members
- Stalls:

Pearls Power Coconut Shy	Hassocks and Keymer Cricket Club
1st Hassocks Scouts	Hassocks Junior Football Club
Dog Signs	Bella June Florist
Christmas Wishes	Owls Out and About
Talking Hands/Yoga Frogs	HKD Transition
Friends of Hassocks Infants School	Hassocks Community Organisation
Rotary Club – Light Up Hassocks	Organiser's Pimms Tent
Hassocks Twinning Association	Woodlands Mead School
Greensands Explorers	

Feedback:

- Very well organised and a variety of activities
- Dog Show was well attended
- Running Pimms tent under organiser's enabled event to raise funds to cover costs
- The Pearl's Power Café was a lovely set up opening onto the park

Accounts Breakdown:

May Day 2018	Income	Expenditure	P/L
Income Stalls	£190.00		
Dog Show	£200.00		
Donations	£240.00		
Consumables/Pimms	£389.48	-£223.67	
Insurance		-£144.59	
Premise Licence		-£70.00	
Totals	£1,019.48	-£438.26	£581.22

Conclusion:

- Over 2,000 visitors and numerous dogs! A fun filled family event.
- Overall the stalls raised over £4,000 for their respective local groups, charities and businesses.
- Need the marquees for shade; could do with more!
- Repeat Organiser's Pimms Tent
- Having one charge for stalls was easier: £15
- Good idea to get stallholders to help publicise event by emailing out poster to them
- More local community groups to get involved with their own fundraising stalls
- Pop-up maypole dancing successful.
- Consider a band for opening.
- Repeat a Dog Show

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End.

10 MAY 2018

APPENDIX 8 (1 of 3)



From the Chairman of Mid Sussex District Council

Oaklands, Oaklands Road, Haywards Heath, West Sussex. RH16 1SS
Telephone (Democratic Services) 01444 477073

08 May 2018

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 16 September at The South of England Showground, Ardingly and I invite your Council to identify **one** individual or 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 with them may be advisable.

The criteria for nominations include 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 refrain from informing your nominee, until their nomination has been confirmed as 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 nomination form available online by no later than **Saturday 30 June 2018.**

Your log-in details are as follows:

Website: <https://www.midsussex.gov.uk/leisure-sport/community-service-awards/>

User name: **CommunityServiceAwards**

Password: **AwardNom2018**

If you have any queries, please contact Aidan Gaff 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,

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Councillor Bruce Forbes
Chairman of the Council



Chairman's Community Service Awards: 2017 onwards

To safeguard the Chairman and the reputation of the Council it is necessary to maintain a robust system 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, or have recently served in the last 5 years, 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, Democratic Services will 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, or recently served, 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 Management Team.

- 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 Community Service Awards:

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

APPENDIX 9

Extract from Grounds & Environment Committee minutes 29/5/2018

GE18/15 BUS SHELTER CLEANING. Members were invited to approve the continuation of the Bus Shelter Cleaning programme to the following bus shelters: Stonepound north, London Road east and Keymer Road, Spitalford Bridge at a total cost of £78.28 plus VAT per clean for all three shelters.

The Deputy Clerk asked members to note that the cost of £75.00 on the cover sheet of the agenda was incorrect and £78.28 per clean was the correct amount.

Members were very much in favour of continuing the Bus Shelter cleaning programme and agreed it was a necessary service to the community. It was noted that a budget had not been allocated for the continuation of this service, and that therefore funds would need to come from General Reserves. However it was thought that a budget had been allocated for the continuation of the Burgess Hill Town Council reactive service which had now ended. The Deputy Clerk to confirm this with the Clerk.

18/15.1 It was RESOLVED TO RECOMMEND to Full Council the continuation of the bus shelter cleaning programme for the shelters at Stonepound north, London Road east and Keymer Road, Spitalford Bridge on a monthly basis at a total cost of £782.80 from June 2018 to March 2019. Subject to clarity being provided on whether this could be funded from the BHTC Reactive Works budget.

Appendix 10

Copy of report and extract of minutes from Grounds & Environment Committee on 31 May 2018

Contact for this report: Deputy Clerk

Agenda Item: 10.3. Height Restriction Barrier

1. The purpose of this report is to invite Members to update members on recent matters in the North Field Car Park and to invite members to consider the installation of height restriction barriers.
2. Over recent weeks, it has been noticed that a mobile home has been parked up in the North Field Car Park on two consecutive Sunday nights. Some residents reported being disturbed by noise late into the night and security concerns, and it was observed that small motorbikes were being ridden all over the park later into the evening. The motorbikes appeared to be linked to the motorhome. On both occasions once the motorhome had vacated the site, the Groundsman found a large bin bag full of waste left in the hedge.
3. The car parks accessed via Orchard Lane into Adastra Park are easily accessible by high sided vehicles which makes the car parks more susceptible to long term parking. The North Field car park more so due to the enclosed nature of the car park. Therefore, enquiries have been made into the installation of Height Barriers as is common practice in most open spaces owned by Mid Sussex District Council. The contractor used by MSDC was approached to assess the two entrances to the Orchard Lane car parks and to provide a quote for the installation of these.
4. It is to be noted that the Car Park in the South Field between the Pavilion and the Keymer and Hassocks Sports and Social Club (KHSCC) is used for deliveries and collections to the KHSCC and therefore a height barrier could pose operational problems. Therefore, this would require consultation with the club beforehand. This car park has not been susceptible to any overnight parking from camper vans to date.
5. A quote for each car park entrance is below:

North Field Car Park: 6.0m Height barrier

To supply & install a 6.0m opening Defender height barrier c/w an integral lock.

The barrier to have a 2.1m headroom clearance.

The barrier to be constructed from 200x200x10mm SHS hanging post, 150x150x5mm SHS slam post, 100x100x4mm SHS keep open post, 80x80x3mm SHS barrier, 10mm plate steel lock box c/w integral lock & shrouded 30mm adjustable hinges.

All steelwork to be galvanised & powder coated a standard RAL colour.

Remove all arising's from site upon completion of the works £ 4930.00 plus VAT

South Field Car Park: 5.0m Height barrier

To supply & install a 5.0m opening Defender height barrier c/w an integral lock.

The barrier to have a 2.1m headroom clearance.

The barrier to be constructed from 200x200x8mm SHS hanging post, 150x150x5mm SHS slam post, 100x100x4mm SHS keep open post, 80x80x3mm SHS barrier, 10mm plate steel lock box c/w integral lock & shrouded 30mm adjustable hinges.

All steelwork to be galvanised & powder coated a standard RAL colour.

Remove all arisings from site upon completion of the works. £4770.00 plus VAT

A 2.5% discount would be applied if both barriers were installed at the same time. £9457.50 plus VAT.



6. The cost of any height barriers would need to be funded from General Reserves.

7. **OFFICER RECOMMENDATION.** Members are requested:

1. In the first instance to consider:

a. The level of risk associated to maintaining easy access to both car parks and to agree whether there is a need for the provision of further security **and**

b. Whether the same level of risk applies to both car parks. It is considered that the North Field Car Park currently appears to be a higher risk due to being more enclosed and larger.

2. To consider the following options:

i) To agree to accept the current level of risk and not to install height barriers.

Or

ii) To recommend to Full Council the installation of:

- one **height barrier** at a cost of £4770 plus VAT
 - two height barriers at a cost of £9457.50 plus VAT.
- The cost barriers to be funded from General Reserves.

(Extract from minutes)

Members were informed that the cost to install a barrier to the North Field car park only would be £4770 plus VAT, and the cost to install barriers to both car parks would be £9457.50 plus VAT. This included a 2.5% discount on the total cost for two barriers. The cost of the barriers would need to be covered from General Reserves.

Members discussed the various options and:

18/12.1 It was RESOLVED to RECOMMEND to Full Council the installation of two height barriers – one at the entrance of the North Field Car Park and one at the entrance of the South Field car park (between the Pavilion and KHSSC) – at a total cost of £9457.50 plus VAT to be funded from General Reserves.

It was noted that any impact on the clubs using the car park would be explored in the meantime and this would be reported back at the Full Council meeting and that the Parish Clerk would also give more detail on the impact of taking £9,457.50 from General Reserves.

APPENDIX 11

BUSINESS PLAN – PRIORITIES

At both Policy Resources & Communications (PRC18/06) members and Grounds & Environment Committee GE/18/16 members were requested to identify which key priorities they would like to see developed as part of the business plan in the early years

Policy Resources & Communications initially identified four key priorities they wished to see the Council develop.

These proposals were also considered by Grounds & Environment Committee, (GE18/16) therefore members are requested to confirm that these are the four priorities they wish to see be developed in the next two years.

(Extract from Policy Resources & Communications Committee 22/05/2018 and Grounds & Environment 29/05/2018.

GE18/16 BUSINESS PLAN. Cllr Frances Gaudencio updated the Committee on the Business Plan and explained that at the recent Policy, Resources and Communications Committee meeting held on 22 May 2018, Members agreed the following four key objectives from the Business Plan (previously circulated) (PRC18/06) to be the priorities for the Parish Council over the following two years:

- **A GREAT PLACE TO WORK AND LIVE**

Objective 1. (BP) Research, develop and fund a master plan for Adastra Park and ensure that current and future needs of all residents are met. This will include undertaking a strategic review of public hire space and develop a plan for the next 5-10 years.

- **CONNECTING OUR VILLAGE**

Objective 7. (BP) Explore the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill, extending to various parts of Hassocks including to Downlands School.

Objective 10. (BP) To create a list of supporting infrastructure and services that should be part of any further growth to the village and to submit bids for s106 or other funding to finance these requisites.

- **ENGAGING WITH THE COMMUNITY**

Objective 4. (BP) Review our branding and website and maximise its use as a communications tool.

Members of the G&E Committee were invited to consider whether the Committee wished to add any further priority areas from the Business Plan, in addition to those

agreed by the PR&C Committee, and to identify those which could potentially be funded by S106 funding streams.

After a full discussion, the Committee expressed full AGREEMENT of the four key objectives as proposed by the Policy Resources & Communications Committee and did not wish to add any further areas.