

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 9th October 2018 at **7.30 pm** in the Council Chamber, Parish Centre. Adastra Park, Hassocks.

Parish Clerk 3rd October 2018

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 11 September 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** – 10 September 2018
1 October 2018 (for noting only)
- 5.2 **Grounds & Environment** – 27 September 2018 (for noting only)
- 5.3 **Neighbourhood Plan working Group** – 6 September 2018, 20 September 2018

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 24,049.93 for the period ending 31/08/2018 set out in (**Appendix 1.**)

7. REPORTS

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

8. **CHAIRMAN'S REPORT**

8.1 Verbal update

9. **CLERK'S REPORT**

9.1 **GRANTS AWARDED BY HASSOCKS PARISH COUNCIL.** The purpose of this report is to inform Members that following the grants agreed at the Full Council meeting of 11 September 2018, letters of thanks have been received from Victim Support, West Sussex Mediation, St Peter & James Hospice, 4 Sight Vision Support and St Catherine's Hospice.

9.2 **ANNUAL RETURN 2017/18** the purpose of this report is to advise Council that the External Auditor has signed off the Annual Return for the year ended 31 March 2018. I am pleased to inform members that the accounts have been agreed without amendment by the External Auditors (**Appendix 2**). The audit fee for the work undertaken for the financial year 2017/18 is £600 plus VAT plus additional expenses of £25.

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

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

11. To note that the date of the next Council meeting is **Tuesday 13th November 2018**

EXCLUSION OF PUBLIC AND PRESS

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

12. FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

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

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.
Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

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

Hassocks Parish Council 2018/19					
Current Bank A/C 2114					
List of Payments made between 01/08/2018 and 31/08/2018 (incl VAT)					
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	
01/08/2018	Biffa Waste Services Ltd	5813	£494.64	Biffa Waste 30.6-27.7.18	
06/08/2018	Arkell & Hurcombe	5814	£480.00	Flat Grave markers	
06/08/2018	Glasdon Uk Limited	5815	£108.64	Litter Bin Adastra Park N	
06/08/2018	Close Invoice Finance/TSS	5816	£312.00	Pav Legionella Risk Assess	
20/08/2018	Void Cheque	5817	£0.00	Void Cheque	
20/08/2018	Total August Salaries	5818,19,20	£6,984.62	August Salaries 2018	
		5821,22			
07/08/2018	Bee Clean (Southern) Ltd	5823	£216.00	Pavilion Cleaning August 18	
07/08/2018	Greenscene Landscapes	5824	£192.82	Hanging Basket Maint July	
20/08/2018	HMRC/PAYE	5825	£2,094.97	August Salary PAYE/NI	
09/08/2018	James Wilson Tree Care	5826	£100.00	Ad Park Hedge trim	
09/08/2018	Bee Clean (Southern) Ltd	5827	£74.93	Cleaning Equip for Pavilion	
14/08/2018	Jane Barker	5828	£35.98	Reimburse Cleaning Equip P/O	
14/08/2018	Beth Dalgleish	5829	£18.00	Parking leaflet distribut	
17/08/2018	Void Cheque	5830	£0.00	Void Cheque	
16/08/2018	Burgess Hill Town Council	5831	£469.68	Bus Shelter Clean June-Oct18	
16/08/2018	Barcombe Landscapes Ltd	5832	£1,782.90	Grounds Maintenance Contract	
20/08/2018	G Jeffcott	5833	£65.00	Installation of memorial bench	
20/08/2018	Clearview Plastics Limited	5834	£234.00	Pavilion Bi-Folds Service	
20/08/2018	Shredded Neat	5835	£12.00	P/O Shredding	
20/08/2018	Trigger Solutions	5836	£24.00	Website Support	
20/08/2018	Stronghold	5837	£5,916.00	Height Barrier Adastra north	
20/08/2018	WSCC Pension Fund	BACS LET	£2,488.96	August Pension Contributions	
06/08/2018	Barclays Bank	BARCLAYS	£30.10	Bank Charges 13.6-12.7.18	
17/08/2018	British Gas	BGAS D/D	£7.08	P/O Gas D/D August	
17/08/2018	Scottish Water Business	BSRA D/D	£79.67	P/O Waste Water August D/D	
17/08/2018	Scottish Water Business	BSRA D/D	£128.31	Pavilion waste water D/D Aug	
15/08/2018	British Telecom	BT D/D	£61.86	P/O Telephone D/D August	
01/08/2018	edf energy	EDF D/D	£72.00	Parish Office Elec D/D August	
01/08/2018	edf energy	EDF D/D	£205.00	Pavilion Elec D/D August	
01/08/2018	Mid Sussex District Council	MSDC D/D	£265.00	August Business Rates D/D	
01/08/2018	Southeast water	SEWAT D/D	£1.00	Allot water D/D August	
21/08/2018	Ian Parkin Plumbing	5838	£65.00	P/O Boiler Service	
30/08/2018	Vitax limited	5839	£618.71	Line Marker	
30/08/2018	CSE	5840	£150.00	Microsoft Upgrade Package	
30/08/2018	Close Invoice Finance/TSS	5841	£114.66	Pav Legionella Test Aug	
30/08/2018	SSALC Ltd	5842	£96.00	Cllr Cemeteries&Allot Training	
30/08/2018	Sovereign Alarms	5843	£50.40	Replace Fire Alarm Batts P/O	
	Total		£24,049.93		
Signed.....					
Date.....					

HASSOCKS PARISH COUNCIL

Summary Bank Reconciliation Statement as at 12/09/2018
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Balances</u>
Current Bank A/C 2114	31/08/2018	£19,191.01
		<u>£19,191.01</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	-£12,250.37	
		£6,940.64
<u>Receipts not Banked/Cleared (Plus)</u>	£0.00	
		<u>£6,940.64</u>
	Balance per Cash Book	£6,940.64
	Difference is :-	£0.00

12/09/2018

Hassocks Parish Council 2018/19

10:30

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	98,147.22	129,395.49	
Total Receipts / Payments	98,147.22	129,395.49	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		6,940.64	<u>6,940.64</u>
	<u>136,336.13</u>	<u>136,336.13</u>	

12/09/2018

Hassocks Parish Council 2018/19

10:31

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	137,689.43	80,000.00	
Total Receipts / Payments	137,689.43	80,000.00	Closing Trial Balance
Opening Balance	320,604.61		
Closing Balance		378,294.04	378,294.04
	<u>458,294.04</u>	<u>458,294.04</u>	

12/09/2018

Hassocks Parish Council 2018/19

10:32

Receipts and Payments Summary - Cashbook 4

Business Saver 2

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

12/09/2018

Hassocks Parish Council 2018/19

10:31

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.04	0.00	
Total Receipts / Payments	0.04	0.00	Closing Trial Balance
Opening Balance	85.28		
Closing Balance		85.32	85.32
	<u>85.28</u>	<u>85.32</u>	

25 JUN 2018

APPENDIX 2 (1 of 5)

Saved in VC

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.	✓		Not applicable

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 MURBERRY BA(Hons) FCCA CIA

Signature of person who carried out the internal audit

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 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

HASSOCKS PARISH COUNCIL

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

*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:

PC/18/07

dated 12/06/2018

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

www.hassocks-pc.gov.uk

Section 2 – Accounting Statements 2017/18 for

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

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:

12/06/18

and recorded as minute reference:

PC 18/09

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

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **HASSOCKS PARISH COUNCIL**

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

Moore Stephens

External Auditor Signature

Date 25/02/18

*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)

Smaller Authority Name: Hassocks Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Hassocks Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of Hassocks Parish Council on application to
 - (a) Mr Ian Cumberworth, Parish Clerk
 - (b) Parish Centre,
Adastra Park
Keymer Road
Hassocks
BN6 8QH
Email: info@hassocks-pc.gov.uk Telephone: 01273 842714
 - (c) Between the hours of 10am and 2pm Monday to Thursday, and 10am and 12 noon on Friday (excluding Public Holidays).
- 3 Copies will be provided to any person on payment of £1.00 for each copy of the Annual Return

Announcement made by

IAN CUMBERWORTH – CLERK TO THE COUNCIL

Date of Announcement

2 OCTOBER 2018

