

MONTHLY MEETING OF THE COUNCIL

6TH JUNE 2022

SUPPORTING PAPERS

Please note not every Agenda Item will have a supporting paper.

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Agenda Item 7b

Arun District Council – UK Shared Prosperity Fund

On 24th May, I circulated the following letter received from Karl Roberts, ADC Director Place, asking councillors to bring any suggestions to this meeting.

Dear Colleague

This email is inviting you to engage with Arun District Council on the preparation of our Investment Plan for the UK Shared Prosperity Fund.

UK Shared Prosperity Fund (UKSPF) was launched on 13 April and is the Government's domestic replacement for the European Structural and Investment Programme (ESIF) which the UK continues to participate in until 2023. The ESIF programme was essential for local regeneration, employment and skills.

The Government has now published [the prospectus for the UKSPF and allocations](#) from the fund for each Council. The prospectus sets out the Government's ambitions for the fund which are to build pride in place and increase life chances across the country.

The UKSPF intends to achieve this through the three priorities of:

- Community and Place
- Supporting Local Business
- People and Skills

The funding for the first two priorities will commence in 2022/23, while the 'People and Skills' priority will commence in 2024/25.

Arun District Council, as a [lead authority](#), has been given the responsibility of developing a local Investment Plan setting out how the Fund will be spent. This must be submitted to government by 1 August 2022 in order to receive our allocation of the Fund.

The Council has been awarded £1,083,399 to be spent over three years from April 2022 (some funding can be backdated) to March 2025. The Council has been given responsibility for developing an Investment Plan for approval by the UK Government, and for delivery of the Fund thereafter. The table below explains how Government has apportioned the Fund for the three years. Both capital and revenue projects can be supported subject to a minimum allocation of each for each year.

| Year 1 | Year 2 | Year 3 | Total |
|---------|---------|---------|-----------|
| 131,480 | 262,961 | 688,958 | 1,083,399 |

To open our conversation with you as a partner, I would be pleased to have your thoughts and ideas on how this funding should be allocated. As well as working with our district partners, the prospectus encourages lead authorities to work across boundaries and with different levels of local government to agree and commission provision across a wider geography, especially for employment and skills provision if this is felt to

be the best approach. The Council is expected to bring together a range of partners and organisations to develop our Investment Plan.

Attached to this email (UKSPF Outputs & Outcomes) is a list of interventions that Government has provided as a guide to the type of projects and priorities that would be appropriate for UKSPF to support. They are grouped around the three priority topics and we would encourage you to look at these to determine if any align with the projects you feel the fund should be supporting and where there is a gap in local provision.

As a first step to preparing the Investment Plan, I would like your organisation to consider if there are any projects that you would like to put forward that could be supported by the UKSPF.

It would be helpful in your reply if you were able to provide:

1. A brief description of the project you are proposing.
2. Identification of the Intervention from the list that most aligns with your proposal (if any).
3. The estimated value of the project (over each year).
4. If it is a capital or revenue project.
5. The financial year(s) the project would be delivered – either 23/24 or 24/25. Because of the tight timeline for use of the funding this financial year we would prefer not to receive proposals for expenditure in 22/23 but would consider projects if it was considered essential.

Please note there are stringent monitoring requirements for the projects and partners would be expected to provide this support for any project they wished to lead on. More technical guidance will be issued by Government over the summer and we will update you as this becomes known.

May I ask that your project proposals are **returned to me by Friday 10 June**. We will then compile all the responses and consider which can be supported from the funding available and present this to our Policy & Finance Committee for them to consider.

Kind Regards

Karl Roberts
Director Place

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 8

Minutes of Monthly Full Council meeting, 9th May

The draft Minutes were circulated to all councillors on 10th May, asking for suggested amendments by 17th May. Cllrs Toney and Moore and Mrs Roberts all spotted a typographical error which has been corrected.

Simon Cross – **Clerk to the Council**

13th May 2022

Agenda Item 9

Monthly Update Report

- 1. Introduction**
- 2. Minute 294/22 – Community Engagement Committee – jubilee reusable tumblers**
- 3. Minute 385/22 – Major Events Committee**
- 4. Minute 390/22 – Clerk’s Report – Item 10 – Community Speed Watch team meeting, 28th April**
- 5. Minute 393/22 – Committee Membership For 2022/23**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 7th March 2022.

2. Minute 294/22 – Community Engagement Committee – jubilee reusable tumblers

The tumblers have been distributed at both East Preston primary schools. A few are available to members of the public at a cost of £3 each.

3. Minute 385/22 – Major Events Committee

In the middle of the week beginning 23rd May, I had two online conversations with Sainsburys, trying to find out whether or not our letter to the Chief Executive, on the subject of *Funday Sunday*, had been received. The first conversation was particularly frustrating involving, as it did, four different Sainsbury’s agents. The second conversation was better and resulted in my resending a copy of the letter we had originally sent. In response to that we were contacted by someone in the Chief Executive’s office, “I am sorry to read of the issues with your instore food to go order and subsequently the items that you did receive being past their use by date. Please note, I have passed this information on so that a full internal investigation can take place in order to avoid issues arising in the future. I appreciate that you were given extra sandwiches and the profiteroles with the collection which were all in date however as a gesture of goodwill I would like to have the whole order refunded for you. I would like to apologise once again for the inconvenience caused as a result of this.”

I have a bit of an issue with the refund being a gesture of goodwill, bearing in mind most of the goods were either not received or they were out of date.

A lovely lady called Shelley called me on 30th May to ask for our bank details so she could process the refund.

4. Minute 390/22 – Clerk’s Report – Item 10 – Community Speed Watch team meeting, 28th April

One of the comments made at the meeting was the lack of School Safety Zone signage at the eastern end of Vicarage Lane where vehicles can easily turn into The Street’s section of the School Safety Zone, little realising there is a temporary 20mph speed limit there at certain times of the day. The School Safety Zone was implemented by WSCC over the summer holidays of 2012, operational from September of that year. Entry points of a School Safety Zone are usually marked by flashing lights and red road markings.

I have flagged this omission to WSCC which has accepted the omission and added it to its possible programme of works. I have received support from the Headteacher of East Preston Junior School and have asked the Community Speed Watch team to gather some evidence in support of this proposal.

5. Minute 393/22 – Committee Membership For 2022/23

So far, membership of the Audit & Governance Committee stands at Cllrs Toney, Linton, Wilkinson, McElroy and Mathias with the Major Events and Personnel Committees yet to appoint their Chairman for the year.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 10a

Annual Financial Matters – Accounts for year-ending 31st March 2022

Council is asked to approve the accounts for the year-ending 31st March 2022 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr McElroy to introduce this item.

The accounts have been checked to the satisfaction of our Internal Auditor and can be found at Appendix A of these papers. This year, the Finance & General Purposes Committee has not met to review the figures.

Councillors with any questions are invited to call the office prior to the meeting.

Simon Cross – **Clerk to the Council**

1st June 2022

Agenda Items 11a and 11b

Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2022

Council is asked to agree Section 1 – Annual governance statement 2021/22 - of the Annual Governance and Accountability Return for the year-ending 31st March 2022 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Council is asked to agree Section 2 – Accounting statements 2021/22 - of the Annual Governance and Accountability Return for the year-ending 31st March 2022 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr McElroy to introduce this item.

At the end of each financial year, it is necessary for this council to complete an Annual Governance and Accountability Return which is then sent for external audit.

Appendix B shows the two sections of the form the council needs to agree can be signed by the Chairman and me. Appendix B also includes the Internal Auditor's completed page of the Annual Governance and Accountability Return. **Additionally, this year I have included the relevant parts of the Internal Audit report for Sections 1 and 2. This should give councillors additional confidence in agreeing to sign off the Sections. (to follow)**

Simon Cross – **Clerk to the Council**

31st May 2022

Agenda Item 13

Committees

The following committee meetings took place in May. Amenities on the 16th, Community Engagement on the 23rd, Finance & General Purposes on the 16th and Planning & Licensing on the 23rd. Draft Minutes from these meetings should have been circulated by the time of this meeting.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 13a

Amenities Committee

The committee met on 16th May. Cllr Wilkinson was appointed Chairman and Cllr Toney, Vice-Chairman.

2022 Wildflowers – The Village Green and Sea Lane wildflower beds were prepared and planted up, at the end of April. The seeds have already germinated and appear to be flourishing well.

Steve Rolph Memorial Bench – The memorial bench is situated to the west of the Warren Recreation Ground car park. The bench at the right-hand side has been refurbished and is dedicated to Weekday Village Orderly, Steve Rolph. There have been numerous comments on social media saying how good the bench looks. Simon has met with family members at the bench, taking a photograph for inclusion in the next paper newsletter.

Millennium Yew Tree – Committee were made aware of a commemorative Millennium Yew Tree, planted at the south eastern corner of Warren Recreation Ground. The Millennium tree has never been listed on any of the Council's Annual Tree Inspection reports, therefore Committee did not realise it was there. The Yew tree is not in good condition and is barely

recognisable, due to an Elm tree growing up from the middle. Committee has engaged the tree surgeons to attempt to save both or either of the trees.

Sea Road toilet block – the insurers have said we can claim for the cost of replacing and fitting the cubicle door, minus the £250 excess. Simon contacted the supplier on 20th May, and again on 23rd May, the latter occasion including Purchase Order. In response to a chasing email on 27th May, the supplier's response was as if he had not seen the previous emails. Alison is pursuing the provision of a temporary toilet in the village during the Festival, although we do not yet have confirmation this will be covered by insurance.

Dawn Reid – **Assistant Clerk to the Council**

27th May 2022

Agenda Item 13b

Audit & Governance Committee

The committee did not meet in May.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 13c

Community Engagement Committee

The committee met on 23rd May with a long Agenda. Some of the matters discussed are below. Cllr Duff and I were re-elected Vice-Chairman and Chairman respectively.

Queen's Platinum Jubilee clock – the committee had been working towards an unveiling date of 2nd June, but at the time of the meeting, UK Power Networks had not confirmed when it would complete the electrical works. Without that, it was not possible to book a handyman to make the concrete base. The clock manufacturer had told me he would send us the necessary bolts, but as of today, those have not arrived. It would seem every other agency involved in the project has delayed somewhere along the line.

Subsequent to the meeting, Simon was advised by his Enerveo contact, the electrical works would be carried out on 16th June.

Festival events – the council is wholly responsible for three Festival events. At 11:45 on Sunday, 5th June, the council is dedicating the Platinum Jubilee Field Maple it has planted as part of the Queen's Green Canopy project. The dedicating will be carried out by Dorothy Lee, lifelong resident and former chairman of the council.

On 7th June, at 17:30, the council has arranged for *The Bell Orchestra* to perform on the Village Green. This is an inclusive event, relying very much upon members of the public wanting to join in.

On 9th June, the council will be running another *Come and Meet Your Local Councillors* session. Councillors are asked to let Simon know their availability between 09:30 and 12:30 on that day. Thank you.

Emergency Services Day, 9th September – the council had been hoping to gather together the Emergency Services on Lashmar Recreation Ground for a couple of hours on the morning of 9th September, making the services easily accessible to children from the two schools. Unfortunately, the Ambulance Service is not attending any events at the moment. In light of this, the committee agreed not to proceed with the idea this year. Instead, the council has purchased an Emergency Services flag and will raise this at a small ceremony on the morning of that day.

East Preston in Bloom and **East Preston Men In Sheds** – both initiatives were discussed and both have got off to very good starts as councillors will already be aware. Some future projects which might involve both groups were discussed.

East Preston Calendar 2023 – submissions are sought for photographs for the calendar. If you have any great photographs of East Preston, please send them to Simon or me before the end of July.

More detail on these and other items discussed can be found in the Minutes which Simon circulated on 27th May.

Cllr Elizabeth Linton –

30th May 2022

Chairman of the Community Engagement Committee

Agenda Item 13d

Finance & General Purposes Committee

The committee met on 16th May. Cllr McElroy was re-elected Chairman and Cllr Gunston was re-elected Vice-Chairman.

The committee considered the Grant Aid applications received and agreed the following grants:

| Organisation – charity no | Amount requested? (£) | Outcome |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 4SIGHT Vision Support 1075447 | £250 “We are seeking funding for our specialist support so that we can continue supporting people in your Parish who are living with sight loss” | £250 |
| East Preston Youth Football Club (“EP Youth”) n/a | Up to £600 “Equipping four new EP Youth teams to respond to surging demand from local children for a fun and safe place to play football” | £311 – 100% support of one team |
| East Preston Sports & Social Club n/a | £6,250 “Making boundary of ground compliant with ADC new lease stipulations” | † |

| | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| FEPIS - Friends of East Preston Infant School 1108710 | £2,000 "New playground equipment" | £500 †† |
| Home-Start Arun, Worthing and Adur 1132416 | £750 "Supporting the costs of volunteer training, including room hire, printing and other resources" | £500 |
| KEPT – Keep East Preston Tidy n/a | £250 "To provide a litter picking station for the beach to encourage people to do a 2 minute beach clean" | £250 |
| Littlehampton Sea Cadets 305392 | £250 "Replacement boat engine. Youth. Several cadets, plus members of Arun & Angmering Choral Societies. Band performs at East Preston Fete" | £250 |
| Parish Church of St Mary the Virgin, East Preston with Kingston 1180544 | £342.79 "Replacement of existing kitchen storage in order to accommodate a dishwasher at a later date" | £342.79 |
| St Barnabas House | £350 "We are applying for a grant to support the work of the Hospice at Home Night Service in East Preston, a relatively new service which provides specialist palliative care to patients in their own homes during the night time" | £350 |
| Victim Support (Sussex Area) 298028 | £200 "or what you feel appropriate as we are very grateful for all amounts" "Recruit and train new volunteers to support victims and witnesses of crimes in Sussex" | £200 |
| West Sussex Mediation Service 1084592 | £200 "To support the provision of free mediation service within the parish" | £200 |

The following acknowledgements of the grants have been received:

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4SIGHT Vision Support 1075447 | Hi Simon Thank you for your email, that's wonderful news. We will send you an official thank you letter once the money has been received. Kind regards <i>Sonia</i> Sonia Balshaw Finance Assistant |
| KEPT – Keep East Preston Tidy n/a | Thanks for letting me know Simon. I am still waiting to hear back from the suppliers after my initial contact. I will chase them this evening. |

| | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | John |
| Parish Church of St Mary the Virgin, East Preston with Kingston 1180544 | <p>Morning Simon</p> <p>That's very good news. Many thanks to the finance committee. I've copied Malcolm into my reply so that he can share this with the Friends of St Mary's.</p> <p>Thanks again.</p> <p>Emma</p> |
| St Barnabas House | <p>Good morning Simon</p> <p>Thank you so much for your email, it means such a lot to everyone here at St Barnabas House to have your continued support and especially towards the Hospice at Home Night Service which is making such a huge impact in the local area.</p> <p>Thank you so much again.</p> <p>Kind regards</p> <p>Anna</p> <p>Anna Woodward (she/her) Fundraising Executive - Trusts St Barnabas House and Chestnut Tree House</p> |
| Victim Support (Sussex Area) 298028 | <p>Hello Simon</p> <p>Thank you for your email - much appreciated.</p> <p>Will send thank you letter asap.</p> <p>Best Wishes</p> <p>Sue Bartlett Office Administrator Volunteer</p> |
| West Sussex Mediation Service 1084592 | <p>Hi Simon,</p> <p>Very much obliged. Good to have that news.</p> <p>Best regards, Nick</p> <p>Nick Handley Service Co-ordinator West Sussex Mediation Service</p> |

Nothing as yet from the other organisations.

Also at the meeting, committee members talked with two members of the East Preston Festival Committee, in order to gain a better understanding of how that committee allocates money to local organisations each year. The committee then awarded the Festival Committee a £2,000 Tourism grant for the current financial year. This will mostly be spent on the Festival Committee's insurance premium, the remainder will be spent in providing children's entertainment at some point during this year's Festival.

The committee also considered a Tourism grant request from the Disability Action Group, East Preston, but felt it needed to understand the request better. To that end, the committee has invited the Chairman and Secretary of that group to the committee's next meeting.

As you will see below, the committee agreed to allocate the money in the Village Improvement Fund to the Greener Buildings Project, led by the Environmental Initiatives Working Party. How this money and that in the Defibrillator Fund is to be allocated will be worked upon in the coming months.

Other information from the meeting can be seen in the Minutes which I have already circulated.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 13e

Major Events Committee

The committee did not meet in May.

Simon Cross – **Clerk to the Council**

31st May 2022

Agenda Item 13f

Personnel Committee

The committee did not meet in May.

Cllr Patricia Gander – **Chairman of the Personnel Committee**

27th May 2022

Agenda Item 13g

Planning & Licensing Committee

The committee met on 23rd May only. Cllr Mathias was re-appointed Chairman unopposed, and Cllr Bowman was appointed Vice-Chairman unopposed.

The committee considered three Applications. The committee agreed not to object to any of them.

The committee considered correspondence received about an Application in Tamarisk Way and agreed the correspondence did not alter its objections to the proposals.

Other information from the meeting can be seen in the Minutes which I have already circulated.

Simon Cross – **Clerk to the Council**

27th May 2022

Agenda Item 14a

Amenities Committee – Sea Road planters scheme

In December, Full Council agreed to spend £5,828 from the council's reserves on buying planters for the island in Sea Road opposite the Council Office (Minute 984/21, Resolution 1595). In order to be acceptable to WSCC, the scheme has had to change somewhat and now comprises five planters. Dawn can provide more detail on this if required.

The up-to-date quotation for the purchase only of these planters is £6,337 excluding VAT. This is purely for the planters, not for any installation or planting up required.

Council is asked to agree the new figure of £6,337 in place of the old figure of £5,828. This sum to be taken from the council's reserves.

Simon Cross – **Clerk to the Council**

31st May 2022

Agenda Item 15a

Finance & General Purposes Committee – Village Improvement Fund and Greener Building Project

Cllr Gunston to lead on this item.

Council is asked to allocate the money currently in the Village Improvement Fund to the Greener Buildings Project.

Councillors will already be aware of the Greener Buildings Project being led by the Environmental Initiatives Working Party. This project is hoping to have a positive impact upon the village's carbon footprint by making some of its most-used buildings more environmentally friendly.

The most recent part of the project was to commission a report from the Brighton & Hove Energy Service Cooperative (BHESCO), which has visited the buildings in question and has provided a report stating what savings could be made and how quickly those savings could pay for themselves.

The report stated, “The total cost of these measures [to reduce carbon emissions] across all buildings is estimated at £136,000 and these would give savings of £14,000 each year.” The Village Improvement Fund currently holds just in excess of £42,000 and the council could spend up to £44,100 (approximately: 5,000 electors x £8.82 Section 137 amount per year) in the current year on Grant Aid; £6,000 is already ring-fenced to be spent on donations to organisations working within the village. In addition to the environmental benefits, Cllr Gunston believes the Greener Buildings project could be a catalyst for improved relationships with and between the organisations, adding up to better life in the village. The committee agreed to recommend to Full Council the money in the Village Improvement Fund is allocated to the Greener Buildings Fund. It would only be fair to advise this was not a unanimous decision.

No decision has been taken on whether the fund should be renamed.

Simon Cross – **Clerk to the Council**

27th May 2022

Agenda Item 16

Working Parties

The council’s Conservative Hall and Environmental Initiatives working parties met on 10th May.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 16a

Conservative Hall Working Party

The council’s Conservative Hall working party met on 10th May. The working party agreed the council’s Structural Survey report could be given to Terry Chapman, Trustee of the Conservative Hall. In providing the report to Mr Chapman, the working party has asked the Trustees to come back with their latest offer for negotiation. Mr Chapman has said this would likely occur sometime in June.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 16b

Environmental Initiatives Working Party (EIWP)

The working party met on 10th May.

We were joined by John Wintle from (KEPT Keep East Preston Tidy) who gave us an update on litter in the village - a “high low level” problem. He identified some gaps in the provision of litter bins in the village that we will investigate and bring to the attention of the Amenities Committee. We also agreed to publicise the work of his group.

A letter has now been written to the 2 Acres birdbox builders which will be given to them with a hedgehog highway as a thank you for their efforts.

A draft report has been received from BHESCo and the finance committee has agreed to ring fence the £42,000 in the village improvement fund to part fund the project. The next step will be to present the final report (due imminently) to the building managers.

The East Preston in Bloom group has planted flower beds outside the northern shops and has plans for the south east corner of the village green and the library.

We are also arranging a visit to the Rampion visitors centre in September. If you would like to join us please let me know. Our next meeting is on 11th July at 7pm when we will be discussing transport issues.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

23rd May 2022

Agenda Item 16c

Flat and Frontage Working Party

A verbal update on the flat above the Council Office will be provided at the meeting.

As agreed at the last Full Council meeting, the Flat and Frontage elements of this working party are to be split into two working parties, when I have a chance to look at it.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 16d

Leases Working Party

The working party did not meet during May.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 17a

Sussex Police

Council is asked to note a monthly report should one be received in time.

Simon Cross – **Clerk to the Council**

30th May 2022

Agenda Item 18

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Eastern Parishes annual council meetings**
6. **Network Rail issue, 24th April**
7. **East Preston Men in Sheds, 3rd May**
8. **Connected Kerb visit, 6th May**
9. **Steve Rolph bench, 23rd May**
10. **Sussex Police & Crime Commissioner Focus Group, 24th May**
11. **Community Speed Watch session, 25th May**
12. **East Preston Infant School – jubilee beakers presentation, 25th May**
13. **East Preston Junior School – jubilee beakers presentation, 27th May**
14. **Social media**
15. **MailChimp stats**
16. **A selection of things we have been asked since the last meeting**
17. **Recent bouquets and complaints**
18. **Leave**
19. **June meetings and events**

1. **Introduction**

This is the report mainly covering May 2022 and matters which may not arise elsewhere on the agenda.

2. Police matters

On the evening of 11th May, at about 21:30, a resident of Vicarage Lane spotted a convoy of travellers heading for the road that gives access to the southern side of Langmeads Field. Sussex Police were called and were able to turn the convoy away before it had managed to break onto the field. ADC and the Friends of Langmead were informed first thing on 12th May and new ironwear was fitted on 13th May.

3. Anti-social behaviour matters

ADC Civil Parking Enforcement officers have been sighted at the southern end of the village another couple of times during the month. Whether these visits are having the desired effect is open for discussion.

A Community Speed Watch session had to be cancelled because the owners of the vans parked on the grass verge on the western side of Sea Road, opposite the Village Green, refused to move their vans when asked by the Community Speed Watch coordinator. On the day on which I took part in a CSW session in the same location, see below, the driver of the one van which had been parked on the verge happily and politely moved onto the driveway of the property at which he was working, and no other van attempted to park on the verge whilst we were there.

4. Freedom of Information / Data Protection requests

No Freedom of Information or Data Protection requests received since the last report.

5. Eastern Parishes annual council meetings

Following our meeting on 9th May, I advised the other Eastern Parishes of the re-election of Cllrs Toney and Linton as Chairman and Vice-Chairman of the Council, respectively.

Angmering Parish Council has re-elected Cllrs Nikki Hamilton-Street and Alison Redhill, as Chairman and Vice-Chairman of the Council, respectively.

Littlehampton Town Council has elected Cllrs Jill Long as Town Mayor and Cllr Freddie Tandy as Deputy Town Mayor.

Rustington Parish Council has elected Cllrs Alison Cooper and Graham Tyler as Chairman and Vice-Chairman.

6. Network Rail issue, 24th April

Both walking to and home from the *Funday Sunday* event above, I noticed vehicles handling the works to the Angmering Station level crossing had parked upon and blocked the pavement on both sides of Station Road. There were also temporary traffic lights on site, but these did not seem to be in use.



???

I contacted Network Rail as parking on and blocking the pavement on both sides of the road really is not on, especially when there is a station car-park very nearby.

On 29th April, I received the following response from Callum Funnell, Level Crossing Manager for Sussex Zone 3:

Please accept my apologies for the delay in replying, I've had a busy week covering for another team member on leave.

To explain, when engineering works take place, such as they were last Sunday, control of all the level crossings on the stretch of line closed for works is handed from the signalling centre to a local crossing attendant. This is because the nature of the engineering trains and on track machines required movements is very sporadic, and so it is easier for a local attendant to simply lower the barriers when an engineering train or other needs to cross rather than having them in normal working condition where the trains may trigger the barriers but then not require to move across the crossing for some hours. The motorcar is most likely to be owned by the crossing attendant in question who is required to sit at the crossing for the duration of time the engineering works are on, in order to lower the barriers as and when required.

It is most likely that the temporary lights are on site to allow for the road to be closed at the beginning and end of the work. If a road/rail machine was needed to be loaded from its transport lorry onto the railway and then off again the road would have been closed for this purpose. Between those times the traffic control is not required and so would be switched off as seen here.

I can clearly see that the vehicles and the lights are restricting pedestrian access and I apologise on behalf of Network Rail for that. I will see to it that a piece is added to an upcoming issue of our weekly 'safety hour' briefing, reminding staff to make sure they are parking their vehicles responsibly when working on site, and setting up equipment on site in a way that does not impact access.

Finally, Just for clarity, my area of responsibility for crossings is West Worthing and east. We have an imminent change of staff for the Crossings from Goring and west. When the new manager takes over I shall invite her to the line group meeting so that she can pick up on any issues that affect her area.

Regards,

Callum Funnell
Level Crossing Manager
Sussex Zone 3

I have replied to Callum thanking him for his action and interest.

7. East Preston Men in Sheds, 3rd May

I led this meeting as Cllr Gander was unavailable.

Eight Men in Sheds attended. They were very pleased the council has registered the group officially.

At the previous meeting, members had been asked to see if they could find some possible locations for a meeting place. Tony Page had a chat with Rustington Hall, but ultimately there was nothing suitable there. Ken Glover, however, spoke to Terry Chapman who said he would be happy for the group to site a shed on the land at the eastern end of the site, behind the hall. This news was greeted enthusiastically by the group, which now has to find a shed or a container suitable for its purposes and then agree the terms with Terry. Kelvan Gale has been investigating storage containers and has found something suitable.

The group's next meeting is on 7th June. Cllr Gander and I will attend, and will hopefully steer the group towards finding itself some committee members to lead the project to success.

8. Connected Kerb visit, 6th May

Connected Kerb is WSCC's chosen partner for implementing electric vehicle charging points across the county. This council has applied for the Village Green and Warren Recreation Ground car-parks to be considered under the scheme, and following this visit, has applied on behalf of the East Preston & Kingston Village Hall Foundation too.

The site visit comprised two members of Connected Kerb and one WSCC representative. The visit was for them to get an understanding of the layout of each site, in a way not possible just from looking at pictures online.

Connected Kerb's preference is for sites in which they could install a bank of six, standard charging points. Connected Kerb has access to government funding based upon these charging points being available 24/7. Because our sites are small, I asked whether these bays could remain available to anyone during the day and be exclusive use during the evening and overnight. The Connected Kerb representatives were unable to answer this and would include the answer in their proposal which they said should be available about a month after the site visit.

We visited all three car-parks mentioned above. Should a bank of six bays not be possible, Connected Kerb transfer the request to Oyster (I think) which would offer two rapid-charging points.

9. Steve Rolph bench, 23rd May

Also, on 6th May, the council's third handyman, John Herr, refurbished the two wooden benches at the entrance to the Warren Recreation Ground, replacing the old, decaying wooden slats with lovely, brand new recycled plastic slats. Part of this piece of work was to add a memorial plaque to the bench, honouring the council's late Village Orderly, Steve Rolph.

On 23rd May, I met some of Steve's family by the bench and took some photographs, one of which we hope to use in the Summer 2022 Newsletter.



The memorial plaque for Steve Rolph.

10. **Sussex Police & Crime Commissioner Focus Group, 24th May**

This event followed the online fora Cllrs Bowman and Linton and I have attended at various times over the past year. This was a face-to-face event held at Arundel Town Hall and other councils represented were Littlehampton, Angmering, Rustington, Bognor Regis, Slindon, Clapham and Arundel itself. As so many councils were invited, it was suggested one person should attend from each council but most councils seemed to bypass that.

The meeting was led by Mandy Jameson, Senior Communications Manager for Katy Bourne, Sussex Police and Crime Commissioner. Also present were her colleague Chloë, Trevor Leggo from the West Sussex Association of Local Councils, and Inspector Neil Durkan, Sussex Police, Arun Neighbourhood Policing Team.

After introductions, Mandy asked each council represented to say the three issues which were having a negative impact upon their communities at this time. Most councils said visible drug dealing and, in some cases, visible drug abuse; youth anti-social behaviour; anti-social driving and parking; and increasing and inconsiderate use of e-scooters. I said we did not seem to be experiencing any youth anti-social behaviour at the moment. One council said its main problem was daily human defecation in its woodland, complete with requisite bi-products for the act.

Inspector Durkan said he had set up a React – Deploy – Respond team which was two PCSOs who each day would look at what information had been sent to Sussex Police via social media the previous day. They would then target an area or an incident, investigate and provide some response or update back via social media. Inspector Durkan felt this was working well so far.

The head of Sussex Police, Chief Inspector Jo Shiner, is the police's national lead on road issues, and Katy Bourne herself is trying to get the roads portfolio within the national Police & Crime Commissioners. Mandy felt this would be a very formidable team to tackle road issues if Katy got the job.

Regarding e-scooters, I said I had noted the age of e-scooterists had dropped markedly, the most visible users now not being the affluent adult boys and girls who had them as playthings, but pre-teens and early teens. Mandy confirmed she had been told this at other similar meetings. There was general concern around the table about whether increased safety measures would be introduced alongside any legalisation of e-scooters.

Inspector Durkan said he would like to start holding a monthly conference with the councils in Arun, and has subsequently confirmed that in writing with his intention to implement that from July. Inspector Durkan has also accepted an invitation to visit East Preston. We have agreed a provisional date and it would probably be good to have a couple of councillors come along too. If you are interested in being one of those councillors, please let me know.

Trevor reported the East and West Sussex Association of Local Councils had been put forward for a national award for its work with Sussex Police on these meetings.

11. Community Speed Watch session, 25th May

I did an hour's Community Speed Watch shift with Keith Harris and Maureen Fraser. PCSO Riju joined us for most of the shift. Whether or not it was Raj's presence, we recorded 57 southbound cars, the highest speed of which was one travelling at 31mph. A few residents said we were doing a good job; a few drivers waved or smiled sarcastically, but none of the verbal abuse received on previous occasions.

12. East Preston Infant School – jubilee beakers presentation, 25th May

I attended this event with Cllrs Linton and Moore. Mrs Lucy Owens, Deputy Headteacher, gathered all twenty-two members of the School Council together. Cllrs Linton and Moore had a chat with them downstairs, whilst Mrs Owens handed each a jubilee beaker. The group then moved to the library, where I took some photographs of the children with Cllrs Linton and Moore and their beakers.

13. East Preston Junior School – jubilee beakers presentation, 27th May

I attended this event with Cllrs Duff. Mr Phil Smith, Deputy Headteacher, took photographs of twelve Year 6 pupils, with Cllr Duff and their beakers. All four of this year's East Preston Festival Ambassadors were included in photographs, including Cllr's Duff son, Jude.

Feedback from both schools' Headteachers and Deputy Headteachers has been very positive about the beakers and the council's generosity in donating one to each Primary School-age child in the village.

Hopefully by the time these reports are copied into the Minutes, I will have agreement to use a photograph from each school.

14. Social media

Since the last report, these are the council's Facebook posts seen by more than 500 people:

- Post of WSCC road closure public notice for Arundel Road, Angmering – 1,345 people
- Poster for the East Preston & Kingston Horticultural Sale Coffee & Doughnut Morning – 1,078
- Poster for Willow Surgery Patient Participation Group meeting - 690
- Post of WSCC road closure public notice for Station Road – 576
- Poster for East Preston Railway Club, 5th May – 572
- Repost of ADC post about a Beach Patrol volunteer, Mike, clearing old fishing nets from East Preston beach - 533
- Missing garage button key - 512

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 30th May)

The number of people currently liking the council on Facebook is 1,513, an increase of 19 on the last report.

15. MailChimp stats

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 30th March – sent to 905, opened by 648 (71.8%)

Parish Council news – 7th April – sent to 906, opened by 639 (70.7%)

Parish Council news – 14th April – sent to 907, opened by 632 (69.9%)

Parish Council news – 29th April – sent to 907, opened by 610 (67.6%)

16. Things we have been asked since the last meeting

“What are the road closures for the Festival Parade?” (The information is in the freely-available Eat Preston Festival 2022 programme.)

“Is there another way of getting hold of a brown bin? I’ve been waiting on the phone for days.” (The resident called back a few days later to say she had instead contracted a gardener willing to clear away any waste.)

17. Recent bouquets and complaints

(In addition to anything reported above)

From a local resident currently undergoing some health issues, “Am so grateful for everyone and this lovely village - keeps us all smiling whatever !!”

Janet Williamson thanked the council for the article in the Spring 2022 Newsletter about her work for and commitment to Worthing MENCAP. Janet said, on the day after delivery of the Newsletter had started, she had already received a phonecall from a friend saying how lovely an article it was.

A local resident, dropping off some recycling, praised the council for the ways in which it seems able to multitask on so many different things for the residents.

From a resident of Willowhayne Crescent, “As usual, the Parish Council is doing a great job. I don’t often thank you all for everything you do for the village and in making it such a wonderful place in which to live but I am very grateful. Every morning when I look out of our bedroom window it makes me happy to look across the Green towards the shops and think how lucky we are.”

From a former councillor resident in Lashmar Road, “I’ve just seen the council have put a bench up for Steve Rolph. As a near neighbour I think it’s a really, really lovely gesture. He was much loved up here. East Preston is fortunate to have you.”

From a resident of Fincham Close concerned the public side of his boundary wall has been damaged by the WSCC contractors, “I got through by phone and obtained a reference number. Very impressed to talk to a WSCC person despite being continually reminded on

the holding voice mail that online is best way to communicate with WSCC etc etc. Your lead phone number really helped so thanks once again.”

Big gratitude from a lady and her daughter who had been booked into The Seaview Hotel, before it was sold, only to arrive and find it closed for refurbishment. I found a member of the conglomerate on site and he gave me a number for the manager. I last heard the lady chatting to him happily as he was willing to help her find alternative accommodation.

Alison helped run the bar at the Angmering Parish Council Annual Assembly, during which Cllr Hamilton-Street thanked East Preston and Rustington Parish Councils for always providing help when asked.

18. **Leave**

I am on leave for some of both 21st and 22nd and the whole of 23rd and 24th June. Dawn is off on the 27th June.

19. **June Meetings and Events**

This list may be incomplete and is subject to change.

- 3rd East Preston Festival starts
Royal British Legion jubilee plaque unveiling (14:00, British Legion)
- 5th Jubilee tree dedication (11:45, Village Green)
- 6th Full Council (19:00, East Preston Infant School)
- 7th East Preston Men in Sheds (14:30, British Legion)
The Bell Orchestra (17:30, Village Green)
- 10th *Come and Meet Your Local Councillors* (10:00 – 12:00, Council Office)
Tree-planting at Green Willow residential care home (14:00)
- 12th East Preston Festival ends
- 13th Planning & Licensing Committee (18:00, East Preston Infant School)
Annual Parish Meeting (19:00, East Preston Infant School)
- 16th Finance & General Purposes Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 21st Twice-yearly
- 27th Planning & Licensing Committee (18:00, East Preston Infant School)
Major Events Committee (19:00, East Preston Infant School)
- 29th WSCC Safe Against Scams webinar (13:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

31st May 2022

Agenda Items 18a-c

Other meetings and events – Part 1

Council is asked to note the following reports:

West Sussex MIND, re-opening of the Littlehampton mental health support hub, 12th May

23 Maltravers Drive, Littlehampton

I was fortunate enough to attend the re-opening of the West Sussex MIND Centre in Littlehampton on Thursday 12th May.

The event was very well attended, and the Mayor of Littlehampton, Cllr Michelle Molloy, officially opened the centre which had been extensively and sympathetically renovated. It was her last engagement as Mayor and West Sussex MIND had been one of her chosen charities for her time as Mayor.

A lot of thought had gone into the renovation in that they had acquired more space which was altered into individual rooms as well as a wide-open space and conservatory area for group activities.

Morrison's was one of the main contributors to the renovation project providing new equipment and chairs, etc. Large smart televisions for Zoom meetings and local artwork gave the house a light airy and modern appearance.

The Centre is a charity and appears to be well supported and it helps a wide range of the public, currently up to around 250, some of whom gave small testaments, clearly showing how important this establishment is to the wider community.

Cllr Christine Bowman

29th May 2022

ADALC, 17th May

online

Report to follow.

Cllr Steve Toney – **Chairman of the Council**

31st May 2022

LC Energy Pathway to Net Zero, 24th May

online

I attended a NALC Zoom meeting along with 40 other Parish Councillors hosted by LC Energy, a consultancy company based in Shere in Surrey. We were notified of the workshop by WSALC>

During their presentation LC suggested that councils put together a Sustainability Policy covering such issues as how to:- prevent and reduce environmental impacts, comply with green legislation, improve parishioners mental health and communicate the policy. This should be backed up by an Environmental Policy covering such topics as energy usage, business travel, air quality, water and waste and biodiversity with a vision statement, objectives and targets, an implementation strategy, reporting method and a commitment from leadership. Examples were provided for each section.

I asked how we could further reduce the carbon footprint of the village buildings, as implementing BHESCo's suggestions will potentially still leave 44% of our carbon emissions and was told that buying offsets should be our next step.

These proposals will be considered in more depth by the Environmental Initiatives Working Party.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

26th May 2022

Appendix A

Agenda Item 10

Annual Financial Matters – Accounts for year-ending 31st March 2022

Council is asked to approve the accounts for the year-ending 31st March 2022 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

East Preston Parish Council
Balance Sheet
as at 31 March 2022

| Year ended 31 March 2021 | | Year ended 31 March 2022 |
|-----------------------------|-------------------------------|-----------------------------|
| | CURRENT ASSETS | |
| 0.00 | Prepayments | 1,005.00 |
| 4,647.10 | VAT recoverable | 6,582.50 |
| 492,149.88 | Cash & Bank | 535,310.80 |
| <u>496,796.98</u> | | <u>542,898.30</u> |
| | CURRENT LIABILITIES | |
| (17,880.43) | Creditors | (32,008.38) |
| (3,707.76) | Accruals | (3,172.71) |
| 0.00 | Receipts in Advance | (425.05) |
| <u>(21,588.19)</u> | | <u>(35,606.14)</u> |
| <u>475,208.79</u> | NET ASSETS | <u>507,292.16</u> |
| | Represented by | |
| 387,727.57 | General Fund | 311,658.44 |
| 42,076.22 | Village Improvement Fund | 42,076.22 |
| 7,105.00 | Parish Shopfront | 21,105.00 |
| 4,000.00 | Village Clock | 13,502.50 |
| 800.00 | Receptions | 1,050.00 |
| 0.00 | CCTV Village Green Reserve | 0.00 |
| 20,000.00 | EP Youth Provision | 30,000.00 |
| 1,000.00 | Beach Access | 0.00 |
| 10,000.00 | Village Bus Service | 20,000.00 |
| 1,000.00 | Film Event | 1,000.00 |
| 1,000.00 | Children's Playground | 2,000.00 |
| 500.00 | Tennis Court | 0.00 |
| 0.00 | EP in Bloom | 5,000.00 |
| 0.00 | Defib Fund | 3,500.00 |
| 0.00 | WRG Car Park Lighting | 25,000.00 |
| 0.00 | WRG Enhancements | 1,400.00 |
| 0.00 | Wheelchair accessible swing | 25,000.00 |
| 0.00 | Queen's Platinum Jubilee Fund | 5,000.00 |
| <u>475,208.79</u> | | <u>507,292.16</u> |

The above statement fairly represents the financial position of the authority and reflects its income and expenditure for the year.

Signed
Chairman

RFO

Date

East Preston Parish Council
Income and Expenditure Account
For the year ended
31 March 2022

| Year ended 31 March 2021 | | Year ended 31 March 2022 |
|-----------------------------|-----------------------------------------------|-----------------------------|
| | INCOME | |
| 275,604.00 | Precept | 276,883.59 |
| 4,045.00 | Rent income (Property: 124 Sea Rd) | 8,799.09 |
| 3,000.00 | Rent income (Sports) - Parish Council | 3,000.00 |
| 3,534.37 | Other income (Amenities & Admin) | 2,148.41 |
| 50.00 | Community Engagement & Major Events | 2,826.71 |
| 0.00 | Community Infrastructure levy | 2,500.00 |
| 517.34 | WRG Trust Income (inc Sports & V/Hall Rent) | 525.46 |
| 3,331.42 | AcSERA Street Lighting | 3,321.96 |
| 2,018.16 | Village Green Parking income | 3,727.08 |
| 4,113.65 | Bank interest received | 3,216.18 |
| <u>296,213.94</u> | TOTAL INCOME | <u>306,948.48</u> |
| | EXPENDITURE | |
| (34,863.67) | General Administration (inc F&GP) | (36,169.25) |
| (84,177.50) | Staff Costs (Salaries, NI & Pension) | (83,707.62) |
| (4,757.49) | Property Costs - Flat 124 Sea Rd | (1,149.88) |
| (4,451.38) | Grant Aid Section 137 | (4,975.00) |
| (1,000.00) | Donations/ Contributions to organisations | (2,779.07) |
| (31,858.70) | Amenities | (31,859.14) |
| (3,718.85) | Street Lighting | (3,732.45) |
| (27,009.21) | WRG Trust Total Expenditure | (47,685.71) |
| (4,143.33) | Annual Contingency Budget | (1,396.22) |
| (5,676.42) | General Reserve Fund (inc Earmarked Reserves) | (39,924.21) |
| (10,512.97) | Community Engagement (inc Major Events) | (21,486.56) |
| (14,648.66) | Loan capital repayment | 0.00 |
| (405.54) | Loan interest | 0.00 |
| <u>(227,223.72)</u> | TOTAL EXPENDITURE | <u>(274,865.11)</u> |
| <u>68,990.22</u> | TOTAL NET INCOME | <u>32,083.37</u> |
| | GENERAL FUND | |
| 330,623.66 | Balance 1 April | 387,727.57 |
| 68,990.22 | Total net Income after interest | 32,083.37 |
| <u>399,613.88</u> | Balance before transfers | <u>419,810.94</u> |
| | Transfers to/ (from) Reserves | |
| 10,000.00 | School Crossing Patrol | 0.00 |
| (2,000.00) | Parish Shopfront | (14,000.00) |
| (1,000.00) | Village Clock | (9,502.50) |
| (250.00) | Receptions | (250.00) |
| 4,863.69 | CCTV Village Green | 0.00 |
| (10,000.00) | EP Youth Provision | (10,000.00) |
| (1,000.00) | Beach Access | 1,000.00 |
| (10,000.00) | Village Bus Service | (10,000.00) |
| (1,000.00) | Film Event | 0.00 |
| (1,000.00) | Children's Playground | (1,000.00) |
| (500.00) | Tennis Court | 500.00 |
| 0.00 | EP in Bloom | (5,000.00) |
| 0.00 | Defib Fund | (3,500.00) |
| 0.00 | WRG Car Park Lighting | (25,000.00) |
| 0.00 | WRG Enhancements | (1,400.00) |
| 0.00 | Wheelchair accessible swing | (25,000.00) |
| 0.00 | Queen's Platinum Jubilee Fund | (5,000.00) |
| <u>387,727.57</u> | Balance 31 March | <u>311,658.44</u> |

Appendix B

Agenda Items 11a and 11b

Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2022

Council is asked to agree Sections 1 and 2 of the Annual Governance and Accountability Return for the year-ending 31st March 2022 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Annual Internal Audit Report 2021/22

EAST PRESTON PARISH COUNCIL

<http://eastpreston-pc.gov.uk/the-parish-council/east-preston-parish-council/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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 | 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR Risk 'not covered') | | | ✓ |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | | | ✓ |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set) | ✓ | | |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (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: 14/10/2021 31/05/2022
 Name of person who carried out the internal audit: ANDY BEAMS, MULBERRY & CO
 Signature of person who carried out the internal audit: *Andy Beams*
 Date: 31/05/2022

*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 2021/22

We acknowledge as the members of:

EAST PRESTON 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 2022, 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. | ✓ | | <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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk

<http://eastpreston-pc.gov.uk/the-parish-council/east-preston-parish-council/>

Section 2 – Accounting Statements 2021/22 for

EAST PRESTON PARISH COUNCIL

| | Year ending | | Notes and guidance | |
|----------------------------------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| | 31 March 2021 £ | 31 March 2022 £ | | |
| 1. Balances brought forward | 406,218 | 475,208 | 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 | 275,604 | 276,884 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | |
| 3. (+) Total other receipts | 20,610 | 30,065 | 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 | 84,178 | 83,708 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. | |
| 5. (-) Loan interest/capital repayments | 15,054 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). | |
| 6. (-) All other payments | 127,992 | 191,157 | 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 | 475,208 | 507,292 | 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 | 492,150 | 535,311 | 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 | 760,892 | 829,762 | 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 | 0 | 0 | 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 | N/A | The Council, as a body corporate, 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 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DATE

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Last year, I included Sections 1 and 2 from Andy Beams's final Internal Audit review. I have not received those yet, but should have them to circulate in advance of the meeting.

Andy completed the Internal Audit this morning with, again, nothing major to note. Cllr Mathias came to see Andy whilst he was here and will confirm no major concerns.

Andy has scheduled the interim Internal Audit for the year ending 31st March 2023 for the morning of 15th September if any councillor would like to come and see him.

Simon Cross – **Clerk to the Council**

31st May 2022