

# **MONTHLY MEETING OF THE COUNCIL**

**5<sup>TH</sup> JUNE 2023 at 19:00**

## **SUPPORTING PAPERS**

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

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## **Agenda Item 6**

### **Minutes of Monthly Full Council meeting, 15<sup>th</sup> May**

The draft Minutes were circulated to all councillors on 16<sup>th</sup> May, asking for suggested amendments by 23<sup>rd</sup> May. None were suggested.

Simon Cross – **Clerk to the Council**

30<sup>th</sup> May 2023

## **Agenda Item 7**

### **Monthly Update Report**

1. **Introduction**
2. **Minute 358/23 – 20mph Working Party – progression of a 20mph Zone**

#### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 15<sup>th</sup> May 2023.

#### **2. Minute 358/23 – 20mph Working Party – progression of a 20mph Zone**

Cllr Wilkinson mentioned the need for Cllr Elkins's agreement before we can progress this matter further to Cllr Elkins at the Annual Parish Meeting which followed this meeting.

I further emailed Cllr Elkins about this on 19<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

30<sup>th</sup> May 2023

## **Agenda Item 8a**

## **Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2023**

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2023 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**

30<sup>th</sup> May 2023

## **Agenda Items 9a and 9b**

### **Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2023**

**Council is asked to agree Section 1 – *Annual governance statement 2022/23* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2023 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

**Council is asked to agree Section 2 – *Accounting statements 2022/23* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2023 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. I have circulated the complete Internal Auditor report to all councillors to give them additional confidence in agreeing to sign-off this paperwork.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 11**

## **Committees**

The following committee meetings have taken place since the last Full Council meeting: Amenities on 22<sup>nd</sup> May, Finance & General Purposes on 16<sup>th</sup> May, Major Events on 30<sup>th</sup> May, and Planning & Licensing on 16<sup>th</sup> May. Draft Minutes for these meetings have been circulated to all councillors.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 11a**

### **Amenities Committee**

The committee did meet on 22<sup>nd</sup> May. Cllrs Wilkinson and Toney were re-elected Chairman and Vice-Chairman respectively.

**Warren Recreation Ground – Tree Work.** Finally, the ground dried out enough to allow the Tree Surgeon to carry out the tree reduction work to the western boundary trees. The work took place at the end of April. The trees have been heavily reduced and now need to be closely monitored.

**Sea Road Toilets** - As advised by the British Toilets Association Ltd and Loo of the Year Awards, grab rails have been fitted to the inside of all three toilet doors. In addition, a further grab rail was fitted to the external wall between the two Unisex Toilets. Alterations were also made to the Slow Close Mechanism on the Hoist Assisted Toilet door, this has allowed more time for people to be able to access the toilet. Committee agreed to a request received from the Environmental Initiatives Working Party, to install an external drinking water tap at the toilet block. The tap was installed been at the front of the building and the appropriate signage will be added shortly.

**Village Green Car Park - Automatic Number Plate Recognition System (ANPRS)** – All equipment is now in place for the ANPRS to go live, we are just waiting for the signage to be update, the signage will include the 15 minutes grace period. Taking the Festival into consideration we have agreed the system will not go live before 12<sup>th</sup> June 2023. Due to the complexity of the ANPR's capacity to monitor disabled vehicle parking, the disabled parking bay will be no longer be free parking. Members of the public were notified in the Council's Spring 2023 Newsletter.

**Warren Recreation Ground – Outdoor Gym Equipment and Children's Playground Remedial Work** – Remedial work has been carried out on the Double Air Walkers limiter's stop mounts and C shaped metal holder, both were showing signs of excessive wear. A new floor panel was installed to the Multi Play Equipment, the existing panel had unfortunately rotted through. Also, investigative work was carried out on the Spinmee Roundabout. The roundabout had been struggling to turn at times, due to issues with grit penetrating the bearings when it had rained heavily. The roundabout was serviced, greased and cleaned and it is now turning freely.

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

31<sup>st</sup> May 2023

## **Agenda Item 11b**

### **Audit & Governance Committee**

The committee did not meet in May.

The committee's next meeting is in July.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 11c**

### **Community Engagement Committee**

The committee did not meet in May. Below are some updates.

**Village bus** – the extended No. 12 service did start including East Preston on Tuesday, 30<sup>th</sup> May, starting with a 09:50 service from Willowhayne Crescent to Littlehampton Tesco. Six members of the public started aboard the first service with unexpected amounts of excitement. Two of these were very grateful for a service which will make it easier for them to get to the top of the village again. Another two were pleased they no longer needed to take the car to Sainsbury's, they could just hop on and off a bus.

With Cllrs Hill and Moore, I stayed aboard the first service for the whole of its journey. Cllr Gunston joined us from Vicarage Lane. Cllr Bowman later travelled the whole route too. At the time of writing, there has been no negative feedback anywhere, apart from one resident who has been upset a bus-stop has been placed outside their property.

As mentioned last month, there is an article about the bus service in the Spring 2023 Newsletter, distribution of which started during week beginning 22<sup>nd</sup> May.

Today Compass Travel has confirmed it will not charge the council for the first two days of service, charging will start from 1<sup>st</sup> June and be be invoiced at the end of each month from then on.

The committee's next meeting is on 12<sup>th</sup> June.

Cllr Elizabeth Linton –

**Chairman of the Community Engagement Committee**

31<sup>st</sup> May 2023

## **Agenda Item 11d**

### **Finance & General Purposes Committee**

The committee met on 16<sup>th</sup> May. Cllr McElroy was re-elected Chairman of the committee, and Cllr Gunston Vice-Chairman.

Two members of the East Preston Men in Sheds committee attended, and the meeting agreed the £750 set aside for the group last year could now be paid. This will be used to reimburse a member for the costs of the Planning Application submitted to site a cabin in the car-park of East Preston & Kingston Village Hall, the rest will be used for other administrative costs as the group continues to build.

The committee agreed to donate £1,900 to East Preston Festival Committee, covering its annual insurance premium and providing children's entertainment for the Community Fête on 3<sup>rd</sup> June.

The committee considered increasing its annual contribution to South Strand Community Toilets for the current council term, but has invited a representative to attend the committee's next meeting to answer some questions before a decision is made.

The committee also considered a Greener Buildings Fund application from Angmering-on-Sea Lawn Tennis Club. This too resulted in no decision but an invitation for a club representative to attend the committee's next meeting.

For the main business of the evening, the committee considered 15 applications for Grant Aid from both local and national organisations. Decisions were made on 14 of those applications, all successful, and further questions have been asked of the 15<sup>th</sup> applicant.

So far, thanks have been received from the following organisations:

Organisation – charity no	Amount requested? (£)
1 <sup>st</sup> East Preston Scout Group 305895	That's excellent news. Many thanks.
4SIGHT Vision Support 1075447	Thank you for your email, that's great news! We will send you an official thank you letter once the money has been received.
East Preston & Kingston Bowls Club n/a	Great news about the grant - thank you very much.
East Preston Stoolball Club n/a	Thank you so much! 😊
East Preston Yarnbombers	That's fantastic news Simon, please pass on our sincere thanks.
FEPIS - Friends of East Preston Infant School 1108710	That is brilliant news, EPPC's continued support to our PTA and the school is most appreciated and will benefit pupils year after year not just in the short term. The purchase of new books is always very costly but we really want our children to have the best start on their reading journey and the purchase of new books within a new phonics scheme will enable this to happen. Please pass on our thanks, it really does make a difference in helping with the teaching and learning resources we can provide here.
Friends of Oak Grove College, Durrington 271168	Double good news!! Winning at life today! Thank you xxxxxx
Home-Start Arun, Worthing and Adur 1132416	Many thanks for this - this has made my day!
Patient Link 1127311	That's fantastic news, thank you so much! The gazebo will be in action at the Festival Charity Market on 3 <sup>rd</sup> June. It is brilliant and worth every penny – we'll send a picture from the day. Thanks again for your support.
Parish Church of St Mary the Virgin, East Preston with Kingston 1180544	This is wonderful news! Please pass our gratefullest thanks on to all concerned.

Tyler's Trust 1162827	Thank you so much for the good news of the £200 donation. I am able to confirm that Tyler's Trust helped 15 families in East Preston last year.
Victim Support (Sussex Area) 298028	Thank you so much for continuing to support us and for your recent generous donation of £200.00. With your continued support we are able to help many vulnerable victims and witnesses of crime in the area Unfortunately, we are still supporting a high number of Domestic Violence cases and fraud scams. We have now set up a special support team for the scams.  Please assure the Councillors that funds will go to training of new volunteers, and ongoing training of existing volunteers, so that victims and witnesses of crime in your area can be offered support and facilities, on a long or short term basis, depending on their needs.
WADARS 1149884	That is wonderful news, thank you so much! I would be delighted to provide a free talk, please let me know when you would like to have someone come along and we can get it booked in.

I have agreed with WADARS a representative will attend our September meeting, so please amend the start time in your diaries to 18:30 for that meeting. Volunteer Ambassador Anna will talk about the role of Animal Rescue Officers.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 11e**

### **Major Events Committee**

The committee held an extraordinary meeting on 30<sup>th</sup> May. New timings were agreed with the British Legion. The council has agreed to cover the insurance for the event, and arrange road closures.

Cllr Elizabeth Linton –  
**Chairman of the Major Events Committee**

31<sup>st</sup> May 2023

## **Agenda Item 11f**

### **Personnel Committee**

The committee has not met since the last Full Council meeting. The council's new bookkeeper, Adrian Vyse, is starting working for the council on 1<sup>st</sup> June. At the time of writing, we have not agreed a final date with Tracy as this may depend upon how quickly Adrian settles into the role.

Cllr Lisa Duff – **Chairman of the Personnel Committee**

30<sup>th</sup> May 2023

## **Agenda Item 11g**

### **Planning & Licensing Committee**

The committee only met on 16<sup>th</sup> May.

Six East Preston Applications were considered. One member of the public attended for the whole meeting. The committee agreed to raise no objections to four of the Applications. It agreed to object to Applications for a new property in Sea Lane and for a garage in the front garden of a property in North Lane.

The committee also considered an Application for a property bordering East Preston in Worthing Road. The committee agreed not to object to this Application.

ADC refused Planning Permission for the outline planning permission for a development of 112 dwellings at Highdown Vineyard in Ferring. ADC also refused Planning Permission for 48 properties on land north-east of Kingston Lane.

Simon Cross – **Clerk to the Council**

30<sup>th</sup> May 2023

## **Agenda Item 12a**

### **Audit & Governance Committee – internal audit for the year ending 31<sup>st</sup> March 2023**

**Council is asked to note the final report of the internal audit for the year ending 31<sup>st</sup> March 2023.**

Mulberry & Co's report, authored by Andy Beams, was circulated to all councillors on 31<sup>st</sup> May. No concerns were raised by Andy.

If the council wishes, the Audit & Governance Committee can consider the report in more detail at its meeting later in the summer.

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

31<sup>st</sup> May 2023

## **Agenda Item 13a**

### **Community Engagement Committee – liaison with travelling communities**



**Council is asked to have a discussion on any involvement this council wishes to pursue with travelling communities.**

At the last meeting, it was agreed this matter should most likely go to the Community Engagement Committee but this meeting would have a short discussion recapping Cllr Hill's thoughts on this matter, initially raised at the Full Council meeting on 3<sup>rd</sup> October 2022 (Minute 823/22).

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 14**

### **Working Parties**

Only the Environmental Initiatives Working Party has met since the last Full Council meeting.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 14a**

### **20mph Working Party**

In addition to the council pursuing the 20mph Zone with WSCC, East Preston Community Speed Watch coordinator, Keith Harris, has been contacting the residents who asked to be contacted as part of the recent survey. He has been answering various questions and giving residents the opportunity to say whether or not they would like to become a team member.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 14b**

### **Conservative Hall Working Party**

Terry Chapman is coming to see me on Monday, 5<sup>th</sup> June.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 14c**

## **Environmental Initiatives Working Party (EIWP)**

The working party met on 23<sup>rd</sup> May. Cllr Gunston will provide a verbal update.

Cllr John Gunston –  
**Chairman of the Environmental Initiatives Working Party**

31<sup>st</sup> May 2023

## **Agenda Item 14d**

### **Flat Working Party**

I had a meeting with the tenant and a representative from Cooper Adams to sort a few issues on both sides. Hopefully these have now been sorted or resolutions have been identified.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 14e**

### **Leases Working Party**

Nothing to report. Still waiting for me to arrange a meeting between the working party and the Bowls Club committee.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 15a**

### **Sussex Police**

**Council is asked to note any report from Sussex Police should one be received.**

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 16a**

## **West Sussex County Council**

**Council is asked to receive a report from the West Sussex County Councillor representing East Preston.** This item should last no longer than five minutes.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 17a**

### **Arun District Council**

**Council is asked to receive a report from the Arun District Councillors representing East Preston.** This item should last no longer than ten minutes.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 18a**

### **Annual Parish Meeting**

**Council is asked to note the draft Minutes from the Annual Parish Meeting held on 15<sup>th</sup> May.** These were circulated to all councillors with the papers for this meeting.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023

## **Agenda Item 19**

### **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. Sussex Police and Crime Commissioner Forum, 17<sup>th</sup> May**
- 7. Village Clean-up, 21<sup>st</sup> May**

- 8. East Preston and Kingston Bowls Club centenary afternoon tea, 27<sup>th</sup> May**
- 9. Social media**
- 10. MailChimp stats**
- 11. A selection of things we have been asked since the last meeting**
- 12. Recent bouquets and complaints**
- 13. Leave**
- 14. June meetings and events**

**1. Introduction**

This is the report mainly covering May 2023 and matters which may not arise elsewhere on the agenda.

**2. Police matters**

No particular news from Sussex Police over the past few weeks. PCSO Raj did call in to see me on 25<sup>th</sup> May, but I was not around at the time.

**3. Anti-social behaviour matters**

There are no updates on previous reports of anti-social behaviour in the village.

Civil Parking Enforcement officers were seen in the village at 12:00 on 11<sup>th</sup> May. They chased two local businesspeople off the island across the road from the office and left the southern end of the village at 12:07.

**4. Freedom of Information / Data Protection requests**

No Freedom of Information requests received since the last report.

No Data Protection requests received since the last report.

**5. Eastern Parishes' annual council meetings**

Following our meeting on 15<sup>th</sup> 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.

Ferring Parish Council has re-elected Cllrs Clare Royal and Ruth Arnold as Chairman and Vice-Chairman of the Council, respectively.

Kingston Parish Council has re-elected Cllrs Geraldine Walker and Roger Wetherall as Chairman and Vice-Chairman of the Council, respectively.

There were some changes though. Littlehampton Town Council has elected Cllrs Freddie Tandy as Town Mayor and Cllr Sean Lee as Deputy Town Mayor.

Rustington Parish Council has elected Cllrs Graham Tyler and Jamie Bennett as Chairman and Vice-Chairman.

#### **6. Sussex Police and Crime Commissioner (PCC) Forum, 17<sup>th</sup> May**

Cllr Bowman and I attended this invitation-only meeting together. This was one of 14 six-monthly fora taking place cross West Sussex – two in most districts, because of the number of potential invitees, but Arun is small enough to host just the single forum. Led by Mandy Jameson, the Police & Crime Commissioner's Senior Communications Manager, the other councils represented were Angmering, Bersted and Rustington Parish Councils, and Bognor Regis and Littlehampton Town Councils.

Once again, East Preston seemed to be the area least-troubled by any sort of crime, although we mentioned anti-social behaviour – both youth and adult, open drug-dealing, road safety, vehicle theft and inconsiderate parking. Other councils' reports including a machete attack in broad daylight, a vulnerable elderly person allowing anyone in to her home and then finding items missing (am not sure this is wholly a police matter), unauthorised camping on public land including the use of an open fire, serious intimidation by youths on a local recreation ground, discourteous driving along the new stretch of the A259 and graffiti and vandalism.

One of the stats which emerged from the meeting was there should be 24 Police Community Support Officers across Arun District. Interesting only three were named during the meeting – one because she has moved up to be a Police Constable, one because she is currently unavailable for work, and our own PCSO Raj who seems to be tackling crime single-handedly across the piece.

Sussex Police has been awarded £2m over the next two years to set up an Immediate Justice Scheme which would see culprits and victims meeting to agree a penalty. Although the force is one of the first ten to receive this funding, the downside is there has yet to be any steer from central government as to how schemes should work.

Mandy reminded the meeting Sussex remained a relatively safe county in which to live. She also reassured those present PCCs across the country regularly shared best practice information.

#### **7. Village Clean-up, 21<sup>st</sup> May**

KEPT (Keep East Preston Tidy) organised a Village Clean-up to take place between 11:00 and 13:00 on Sunday, 21<sup>st</sup> May. I went to the start of the event to show council support. Not many members of the public attended whilst I was there, but those that did were very passionate about keeping the village clean and tidy.

#### **8. East Preston and Kingston Bowls Club centenary afternoon tea, 27<sup>th</sup> May**

I attended this with Cllrs Toney and Linton and Mrs Karen Toney.

The event was aimed at past members and those who have been members for a long time. The event was due to be hosted by Peter Lloyd, Chairman, but he was stuck in Zurich, so Secretary, David Davies took over the role of host.

I would estimate the event was attended by between fifty and sixty people. The council was namechecked in Peter Lloyd's speech and received some cheering from those present. A very enjoyable and full spread was laid on by the club's ladies.

#### **9. Social media**

This month, three of the council's Facebook posts were seen by more than 500 people:

- Photograph of the very first of the extended No. 12 bus services – 8,629 people
- Promotion for the start of the extended No. 12 bus service – 3,678
- Photograph of a found Spiderman cap – 1,218

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 30<sup>th</sup> May)

The number of Followers is currently 1,812, an increase of 4 on the last report.

#### 10. **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 – 12<sup>th</sup> May – sent to 908 subscribers, opened by 645 (71.3%)

Parish Council news – 18<sup>th</sup> May – sent to 908, opened by 625 (69.1%)

Parish Council news – 25<sup>th</sup> May – sent to 908, opened by 618 (68.2%)

#### 11. **Things we have been asked since the last meeting**

Nothing unusual.

#### 12. **Recent bouquets and complaints**

(In addition to anything reported above)

A resident of Bradbury Close called in to see me to discuss volunteering options in the village, "Thank you for taking the time to talk to me and point me in the right direction ie towards the festival committee. I'm sorry if I hadn't explained myself in the beginning."

A resident of Windlesham Gardens had not been receiving e-newsletter since mid-2020 and was missing them. MailChimp told me he had unsubscribed in August 2020, although he did not remember having done so. With some jiggery-pokery, between us we managed to get him re-subscribed, although for a while he disappeared completely. "That is really good to hear. I have missed receiving news from the Parish Council and I look forward to being informed again. Thank you for all your patience and understanding."

A comment left on the Facebook photograph of the first No. 12 bus, "Nice to see the service restored after all these years."

#### 13. **Leave**

I am on leave 13<sup>th</sup> to 16<sup>th</sup> and 23<sup>rd</sup> June.

#### 14. **June Meetings and Events**

This list may be incomplete and is subject to change.

- 2<sup>nd</sup> East Preston Festival starts, until 11<sup>th</sup>
- 5<sup>th</sup> Full Council (19:00, East Preston Infant School)
- 8<sup>th</sup> *Come and Meet Your Local Councillors* (10:00 to 12:00, Council Office)
- 12<sup>th</sup> Sussex Police Neighbourhood Policing Team call (15:00 to 16:30, online) (SC only)  
Planning & Licensing Committee (18:00, East Preston Infant School)  
Community Engagement Committee (19:00, East Preston Infant School)
- 14<sup>th</sup> Rampion 2 project meeting (17:00, online) (AC only)
- 19<sup>th</sup> WSALC Training Session for all councillors (18:00, East Preston Infant School)
- 22<sup>nd</sup> Arundel & Littlehampton Scout District AGM (18:45, Arundel Castle) (ST only)
- 23<sup>rd</sup> First tennis coaching session of 2023 (10:00, Warren Recreation Ground)
- 26<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Major Events Committee (19:00, East Preston Infant School)
- 30<sup>th</sup> Second tennis coaching session of 2023 (10:00, Warren Recreation Ground)

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**

31<sup>st</sup> May 2023

## **Agenda Item 20**

### **Other meetings and events – Part 1**

**Council is asked to note any reports.**

Simon Cross – **Clerk of the Council**

31<sup>st</sup> May 2023

# Appendix A

## Agenda Item 8a

### Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2023

Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2023 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

#### East Preston Parish Council Balance Sheet as at 31 March 2023

Year ended 31 March 2022		Year ended 31 March 2023
	<b>CURRENT ASSETS</b>	
0.00	Debtors	183.88
1,005.00	Prepayments	1,675.99
6,582.50	VAT recoverable	11,813.85
535,310.80	Cash & Bank	537,250.01
<u>542,898.30</u>		<u>550,923.73</u>
	<b>CURRENT LIABILITIES</b>	
(32,008.38)	Creditors	(16,609.95)
(3,172.71)	Accruals	(11,208.25)
(425.05)	Receipts in Advance	(80.05)
<u>(35,606.14)</u>		<u>(27,898.25)</u>
<u>507,292.16</u>	<b>NET ASSETS</b>	<u>523,025.48</u>
	<b>Represented by</b>	
311,658.44	General Fund	347,905.22
42,076.22	The Greener Buildings Project	35,814.22
21,105.00	Parish Office - Major Improvements	21,105.00
13,502.50	Village Clock	0.00
1,050.00	End of Term Party	1,300.00
30,000.00	EP Youth Provision	30,000.00
20,000.00	Village Bus Service	20,000.00
1,000.00	Film Event	1,000.00
2,000.00	Children's Playground	0.00
5,000.00	EP in Bloom	0.00
3,500.00	Defib Fund	3,005.00
25,000.00	WRG Car Park Lighting	25,000.00
1,400.00	WRG Enhancements	3,974.00
25,000.00	Play Panels - WRG	11,225.81
5,000.00	Queen's Platinum Jubilee Fund	0.00
0.00	Traffic Calming Measures	8,992.45
0.00	Neighbourhood Plan Reviews	10,000.00
0.00	Public Conveniences - Major Works	3,703.78
<u>507,292.16</u>		<u>523,025.48</u>
		0.00

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



**East Preston Parish Council  
Income and Expenditure Account  
For the year ended  
31 March 2023**

Year ended 31 March 2022		Year ended 31 March 2023
	<b>INCOME</b>	
276,883.59	Precept	278,064.75
8,799.09	Rent income (Property: 124 Sea Rd)	5,831.95
3,000.00	Rent income (Sports) - Parish Council	3,000.00
2,148.41	Other income (Amenities & Admin)	4,577.29
2,826.71	Community Engagement & Major Events	3,980.79
2,500.00	Community Infrastructure levy	1,271.18
525.46	WRG Trust Income (inc Sports & V/Hall Rent)	566.70
3,321.96	AoSERA Street Lighting	3,713.24
3,727.08	Village Green Parking income	4,213.88
3,216.18	Bank interest received	4,877.29
<u>306,948.48</u>	<b>TOTAL INCOME</b>	<u>310,097.07</u>
	<b>EXPENDITURE</b>	
(36,169.25)	General Administration (inc F&GP)	(37,417.42)
(83,707.62)	Staff Costs (Salaries, NI & Pension)	(88,816.35)
(1,149.88)	Property Costs - Flat 124 Sea Rd	(5,222.11)
(4,975.00)	Grant Aid Section 137	(5,208.32)
(2,779.07)	Donations/ Contributions to organisations	(3,000.00)
(31,859.14)	Amenities	(35,456.75)
(3,732.45)	Street Lighting	(4,170.00)
(47,685.71)	WRG Trust Total Expenditure	(34,514.94)
(1,396.22)	Annual Contingency Budget	(1,644.05)
(39,924.21)	General Reserve Fund (inc Earmarked Reserves)	(52,705.99)
(21,486.56)	Community Engagement (inc Major Events)	(26,207.82)
<u>(274,865.11)</u>	<b>TOTAL EXPENDITURE</b>	<u>(294,363.75)</u>
<u>32,083.37</u>	<b>TOTAL NET INCOME</b>	<u>15,733.32</u>
	<b>GENERAL FUND</b>	
387,727.57	Balance 1 April	311,658.44
32,083.37	Total net Income after interest	15,733.32
<u>419,810.94</u>	Balance before transfers	<u>327,391.76</u>
	<b>Transfers to/ (from) Reserves</b>	
0	The Greener Buildings Project	6,262.00
(14,000.00)	Parish Office - Major Improvements	0.00
(9,502.50)	Village Clock	13,502.50
(250.00)	End of Term Party	(250.00)
(10,000.00)	EP Youth Provision	0.00
1,000.00	Beach Access	0.00
(10,000.00)	Village Bus Service	0.00
0.00	Film Event	0.00
(1,000.00)	Children's Playground	2,000.00
500.00	Tennis Court	0.00
(5,000.00)	EP in Bloom	5,000.00
(3,500.00)	Defib Fund	495.00
(25,000.00)	WRG Car Park Lighting	0.00
(1,400.00)	WRG Enhancements	(2,574.00)
(25,000.00)	Play Panels - WRG	13,774.19
(5,000.00)	Queen's Platinum Jubilee Fund	5,000.00
0.00	Traffic Calming Measures	(8,992.45)
0.00	Neighbourhood Plan Reviews	(10,000.00)
0.00	Public Conveniences - major works	(3,703.78)
<u>311,658.44</u>	<b>Balance 31 March</b>	<u>347,905.22</u>

# Appendix B

## Agenda Items 11a and 11b

### Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2023

**Council is asked to agree Sections 1 and 2 of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2023 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

#### Annual Internal Audit Report 2022/23

EAST PRESTON PARISH COUNCIL	
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During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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	Name of person who carried out the internal audit
21/09/2022    22/05/2023    00/00/0000	Andy Beams, Mulberry & Co. L. AUDITOR

Signature of person who carried out the internal audit	Date
	27/04/2023

\*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 2022/23

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 2023, 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, as a body corporate, 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 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

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## Section 2 – Accounting Statements 2022/23 for

### EAST PRESTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	475,208	507,292	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	276,884	278,065	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30,065	32,032	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	83,708	88,816	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	191,157	205,548	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	507,292	523,025	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	535,311	537,250	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	829,762	898,864	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

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

Andy completed the Internal Audit on 22<sup>nd</sup> May with, again, nothing major to note. Cllr Mathias came to see Andy whilst he was here and will confirm no major concerns. I circulated Andy's full report to all councillors on Wednesday, 31<sup>st</sup> May.

Andy has scheduled the interim Internal Audit for the year ending 31<sup>st</sup> March 2024 for the morning of 12<sup>th</sup> October if any councillor would like to come and see him.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> May 2023