

# **MONTHLY MEETING OF THE COUNCIL**

**2<sup>ND</sup> JUNE 2025  
at 18:30**

## **SUPPORTING PAPERS**

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

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## **Agenda Item 2**

### **Below the Belt (Prostate Support Group)**

**Council is asked to receive a presentation from a new men's support group in the village, Below The Belt.**

The presentation will be given by Katy Rushton.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> May 2025

## **Agenda Item 7**

### **Minutes of the Annual Full Council meeting, 12<sup>th</sup> May 2025**

The draft Minutes were circulated to all councillors on 13<sup>th</sup> May, asking for suggested amendments by 20<sup>th</sup> May. None were received.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> May 2025

## **Agenda Item 8**

### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 336/25 – Community Engagement Committee – Stagecoach South bus services**
- 3. Minute 344/25 – Clerk's Report Item 8 – South Strand Community Toilets AGM, 30<sup>th</sup> April**

- 1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 7<sup>th</sup> April 2025.

## **2. Minute 336/25 – Community Engagement Committee – Stagecoach South bus services**

The day after the meeting, I did report the concerns raised to our main contact at Stagecoach South, James O'Neill, Commercial Director. I added in a couple of other matters which had been mentioned to me at the same time.

My comments are in black with James's replies in red:

A resident stated she and several other residents felt victimised at the lack of bus services in the village compared to, for example, Rustington. This is not a view we have heard mentioned by many, and I just flag it here for info. **Noted - as we've discussed before, ideally we would still run more buses closer to the village, but we can't justify so many buses becoming delayed at the crossings (especially when Roundstone is such an awkward junction from the EP direction). The 11 (and 700 before it) are fully commercial and operate based on customer volume without subsidy, which does mean we'll always be reviewing according to demand - more people ultimately will push us towards more buses, if that's where the trend is.**

Kind of in support of the above resident, a councillor said she had caught the 11 back from Worthing a few times. She reported the reduced frequency and the smaller buses meant the service had been very busy for most of the journey. How quickly will the frequency be reviewed? **We've got a limited amount of data so far - we regularly review passengers numbers on every trip and every boarding stage to understand our areas of strength and weakness. Partly because Easter has muddled year-on-year comparisons, we haven't yet got a clear picture of where we are and this will need a few months of data before we can take a longer-term view. The numbers I've seen so far don't suggest there's a capacity issue, although 0930 is still a peak which distorts the picture (but this would happen even if buses were every 20 mins!). We aren't in a position to make further changes in the immediate future, because it would be too knee-jerk, but we are keeping a close eye on everything.**

A resident travelled on the 06:55 No. 11 from Fairlands on 30<sup>th</sup> April. He asked for a ticket to Brighton and was told that was not possible. Changing at Worthing, he boarded an onward bound No. 700 and was happily allowed to use his ticket to get him to Brighton. Returning much later in the day, he was issued with a single ticket to cover this Nos. 700 and 11 journey back to East Preston. I believe he has contacted Customer Services. **There isn't a through ticket between 11 and 700 - the reason being, although there is between Coastliner 700 and 701. The reason being that to add one in would trigger requests for similar on the 9, and then the 10... etc. In a normal non-fare cap set-up, which we're expecting to apply again from January, our £8.50 DayRider would probably be the best value ticket for a Brighton Return anyway, but at the moment the £3 cap is distorting the choice. So - on this occasion the customer has been permitted a cheaper ticket by the driver, but should really have paid £8.50 rather than £6 total.**

**All our DayRiders are 20% cheaper when bought in packs of 5 on our app, which means the difference is only 80p if the customer is likely to make repeated trips beyond Service 11.**

Finally, now the Lyminster bypass has opened, have you been able to decide upon the route of the No. 9 where the bypass runs parallel to the A284 Lyminster Road? **We are talking to WSCC about options to serve Hampton Park, which is dependent on funding. This isn't necessarily a question for Service 9, which has some customer demand through Lyminster village, but it's part of a wider conversation.**

Meanwhile, on Friday 23<sup>rd</sup> May, the council received the following email from a resident of Roundstone Drive:

Good morning Simon:

We have had numerous E Mail exchanges regarding busses through East Preston.

I don't know whether you've had any reaction from either other residents or Stagecoach themselves now the new service has been operating for a few weeks but here's my tuppenceworth.

I printed out the timetable you sent me some while ago and my experience so far is that virtually every time I see a bus pass close to my house a quick glance at the clock confirms it's pretty much on time within a minute or two.

We need to get to Wick regularly and it seems whether by accident or timetable design that the service 11 and service 701 connect almost seamlessly in both directions.

Finally my daughter is very happy with the early morning service which gets her to Worthing in good time for work.

Overall very pleased so far.....What do other people think?

Kindest Regards

### **3. Minute 344/25 – Clerk's Report Item 8 – South Strand Community Toilets AGM, 30<sup>th</sup> April**

On 20<sup>th</sup> May, Amanda from South Strand Community Toilets group let stakeholders know the group had been paid £356.02 by Easyfundraising. This money is raised by supporters visiting the Easyfundraising website and then shopping online from there. This money reflects one quarter's worth of fundraising in this way.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 9a**

### **Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2025**

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2025 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

Cllr McElroy to introduce this item.

There is a complication this year as this is the first year our accounting software has produced the year-end paperwork, and it does not have access to last year's figures, hence the list of 0s on the left-hand side of each of the three relevant sheets. 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. Adrian will be in the office on the morning of the meeting, although I will not be.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> May 2025

## **Agenda Items 10a-c**

### **Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2025**

**Council is asked to note the Annual Internal Audit Report 2024/25 page of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025.**

**Council is asked to agree Section 1 – *Annual governance statement 2024/25* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

**Council is asked to agree Section 2 – *Accounting statements 2024/25* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025 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 section of the form completed by the council's internal auditor, Andy Beams of Mulberry Local Authority Services Limited. Andy's full report is covered by Agenda Item 13a below.

Appendix C 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**

23<sup>rd</sup> May 2025

## **Agenda Item 12**

### **Committees**

Since the last Full Council meeting the following committees have met: Amenities, Finance & General Purposes and Planning & Licensing. By the time of this meeting, the draft Minutes from all three meetings should have been circulated to all councillors.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12a**

### **Amenities Committee**

Cllr Wilkinson is chairman of this committee.

The committee met on 19<sup>th</sup> May. Cllrs Wilkinson and Toney were, respectively, re-elected Chairman and Vice-Chairman of the committee. Below are some of the topics discussed.

**Village Green car-park** – Following the 20<sup>th</sup> December accident where a vehicle reversed into part of the car-park's fencing, causing considerable damage to both the fence and bollards. The work to replace the fencing has been completed. The bollards have been replaced with new stainless steel bollards with reflective bands. The appearance of the area has greatly improved. As requested by the Disabled Action Group (DAG), the cycle hoop in front of the car-park's ticket machine has been removed to improve accessibility in the area.

**Bus Shelters** – At the May Amenities Committee meeting, the committee agreed to reinstate the North Lane Bus shelter. The committee is exploring the possibility of building a shelter from composite materials.

**Warren Recreation Ground boundary work** – Following the heavy reduction work to the eastern boundary trees, areas of the cricket nets were in need of repairs. The committee agreed to donate £1,000.00 towards the cost of the urgent nets work.

**Warren Recreation Ground** - The committee is in discussions with neighbours from the western boundary of Warren Recreation Ground regarding misuse of the tennis court for playing football, stray cricket balls and possible damage to property and opposing the proposal for new outdoor gym equipment.

**Sea Road Bollards** – The committee is considering a request from Roy Allen, Director of Sea Road Beach Access Ltd, to replace the bollards at the end of Sea Road. The committee will meet with Philip and Zoë Steel, owners of the caravan park, to take their views in to account before making its decision.

The committee's next full meeting will be on 11<sup>th</sup> August.

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

27<sup>th</sup> May 2025

## **Agenda Item 12b**

### **Audit & Governance Committee**

Cllr Mathias is the chairman of this committee.

The committee did not meet in May. The final Internal Audit for the year ending 31<sup>st</sup> March 2025 took place on 19<sup>th</sup> May and the report has been circulated to councillors and will be considered by the committee at its next meeting, currently scheduled for 14<sup>th</sup> July.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12c**

### **Community Engagement Committee**

Cllr Linton is the chairman of this committee.

The committee did not meet in May.

The timetable for the next quarterly newsletter will be sign-off on 21<sup>st</sup> July for delivery during the first two weeks of August. Any suggestions for articles should be sent to Cllr Linton and me.

The council's chosen contractor has had an initial meeting with WSCC Highways about possible improvements to the Roundstone Level Crossing and associated roundabouts. Some initial drawings will be considered by the committee at its next meeting.

The committee's next meeting will be on 9<sup>th</sup> June.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12d**

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

Cllr McElroy is the chairman of this committee.

The committee on 13<sup>th</sup> May. Cllrs McElroy and Gunston were, respectively, re-elected Chairman and Vice-Chairman of the committee. The main business was the consideration of Grant Aid applications received. Grants were made to the following organisations:

| Organisation – charity no                           | Reason   | Acknowledgement   |
|---|--|---|
| 4SIGHT Vision Support<br>1075447                    | “to support 8 [...] clients for a period of 12 months”                           | “Thank you for letting us know that East Preston Parish council have again agreed to support our services in your area. We would love the opportunity to come and talk to you about our services in your area.” |
| Air Ambulance Charity Kent Surrey Sussex<br>1021367 | “Contribution to operating costs of HEMS (Helicopter Emergency Medical Service)” | “Many thanks to you once again for letting us know the outcome of our grant application, and to your Council for its generosity. Both are much appreciated. The grant will be put to very good use.”            |
| Arun Counselling Centre<br>293053                   | “towards counselling for clients in East Preston only”                           | “We are very grateful to East Preston Parish Council for choosing to support us. This funding will be vital in allowing clients in East Preston who are struggling financially, as well as experiencing mental  |

|  |  |   |
|--|--|---|
|  |  | health difficulties, to receive the mental health support they need.”   |
| East Preston in Bloom<br>n/a                     | “to enhance and regenerate the current green public spaces owned by East Preston Parish Council”   | “On behalf of the East Preston in Bloom group I would like to thank the Parish Council for considering our request and agreeing a donation.”  |
| East Preston Junior School Family Support<br>n/a | “To support families of EPJS with food support as needed.”   | “That’s fantastic news! Thanks!”  |
| East Preston Repair Café<br>n/a                  | “6 months hall hire + annual insurance”  | “On behalf of the volunteers I would like to thank the Parish Council and particularly the office staff for all their support in setting up the Repair Café. Without this grant and your help we would have been unable to carry on so please pass on my thanks.” |
| East Preston Yarnbombers<br>n/a                  | “purchase public liability insurance”  | “Thank you Simon and please express our gratitude to the Parish Council.”   |
| Family Support Work (FSW)<br>285337              | “funding to provide outreach for vulnerable families and their children through after-school clubs”  | “This is wonderful news – please pass on our grateful thanks to the committee.”   |
| Friends of Angmering Station<br>n/a              | “display on Angmering Station of “Rail 200” Poster Competition entries   | “Thank you for suggesting this funding possibility to me. Our thanks too, to all the committee for agreeing to sponsor our poster work.”  |
| Friends of East Preston Infant School<br>1108710 | “music sessions to the pupils of East Preston Infant School – many of whom live in East Preston – to give them a broader and exciting curriculum experience”   | “That is great news, it is much appreciated – the PTA will be very grateful as they are trying to help with a larger project in resurfacing the Year R playground so their funds are stretched and not able to help us as much as they would like.”               |
| Friends of Oak Grove College<br>271168           | “towards library books and supporting materials for Oak Grove College. Every child in East Preston who cannot attain mainstream attends this SEND school, and the transport buses are a familiar sight on term days! Over the past 3 years we have turned the conference room into a wonderful library space where formerly we only had a locked bookcase shoehorned into a corner of the training kitchen! There is plenty of empty shelving waiting to be filled and books are sourced specifically for inclusion and diversity and graphics for the non-readers.” |   |
| Home-Start Arun, Worthing and Adur<br>1132416    | “To continue our vital services for families in East Preston who are facing difficult time, we need to update all our outdated computers to ensure we work efficiently and store data securely”  | “What a lovely message to get first thing this morning. Thank you so much, Your donation will be used to help families in East Preston who are struggling through their children’s early years.”  |
| Sea Road Beach Access Limited<br>n/a             | “For East Preston Community Boardwalk for: planting of environmental area and insurance”   |   |
| Waves Music Therapy<br>1194782                   | “A 12-week music therapy project offering meaningful, creative engagement for local young adults with profound disabilities”   | “Wow, Simon, this is so wonderful, thank you! We will keep in touch about the work and are super grateful as always.”   |

The above grants left £3,000 in the budget line for the current financial year. The committee also agreed grants to East Preston Festival Committee and East Preston Football Club, these



coming from other budget lines. The chairman of the Festival Committee, Janine Nicholson, emailed, "On behalf of the Festival Committee, I would like to thank the Parish Council's Finance Committee for the grant of £2,100. This will be used to pay the Festival's annual public liability insurance, due for renewal in July, with the residue going towards the cost of the children's entertainment at this year's Community Fete. We would also like to take this opportunity to thank you and the Parish Councillors for your continuing help and support in all we do, and acknowledge your kind words of appreciation." The chairman of the Football Club, Tim Teasel, emailed, "As always, thank you for the support and providing this grant to us."

The committee also agreed to close the Conservative Hall ear marked reserve and to set up an ear marked reserve for works that may be necessary when the Terrorism (Protection of Premises) Bill becomes law.

The committee's next meeting is scheduled for 18<sup>th</sup> August.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12e**

### **Major Events Committee**

Cllr Linton is Chairman of the committee.

The committee did not meet in May. The committee's next meeting is on 23<sup>rd</sup> June.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12f**

### **Personnel Committee**

The committee did not meet in May.

Councillor and officer DBS checks are being completed in a timely fashion, but a few remain outstanding. If you would prefer to work with someone in the Council Office on completing this, please book a time with Alison. You will need your passport and National Insurance number as a minimum.

The committee's next meeting is scheduled for 21<sup>st</sup> July.

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

24<sup>th</sup> May 2025

## **Agenda Item 12g**

### **Planning & Licensing Committee**

The committee met on 13<sup>th</sup> and 19<sup>th</sup> May. Cllrs Bowman and Bradshaw were, respectively, re-elected Chairman and Vice-Chairman of the committee.

On 13<sup>th</sup> May, the committee considered two Applications, agreeing to object to proposals for a front boundary wall at a property in Michel Grove.

The committee considered a further three Applications on 19<sup>th</sup> May, agreeing not to object to any of them.

The Regulation 14 consultation on the revised East Preston Neighbourhood Plan began at midday on Thursday, 24<sup>th</sup> April and runs until the end of Sunday, 8<sup>th</sup> June. Some of the organisations consulted have now started to send in comments. In the e-newsletter published on 22<sup>nd</sup> May, Cllr Bowman encouraged members of the public to comment too and that has seen an increase in the number of public comments.

The meeting scheduled for 9<sup>th</sup> June is not required and has been cancelled. The committee's next meeting will be on 23<sup>rd</sup> June.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 13a**

### **Audit & Governance Committee – internal audit for the year ending 31<sup>st</sup> March 2025**

**Council is asked to note the Internal Audit report for the year ending 31<sup>st</sup> March 2025.**

The council's internal audit for the past municipal year was completed by Andy Beams of Mulberry Local Authority Services on Monday, 19<sup>th</sup> May. Andy's report was provided to the council late on 20<sup>th</sup> May and circulated electronically to all councillors on the morning of 21<sup>st</sup> May.

Andy's report included the following three paragraphs as part of his Executive Summary:

"Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

"It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

“It is therefore our opinion that the systems and internal procedures at East Preston Parish Council are well established and followed.”

Several councillors have kindly taken the time to thank the council’s officers for their efforts in keeping the council on track and the officers thank the councillors for that.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2025

## **Agenda Item 14**

### **Working Parties**

Only the Leases Working Parties met in May, and that not standalone.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2025

## **Agenda Item 14a**

### **20mph Working Party**

Cllr Wilkinson is the chairman of this working party.

The working party did not meet in May.

Following the meeting I had on 1<sup>st</sup> May with residents of Clarence Drive and St Mary’s Drive, the council agreed to fund a traffic survey of Clarence Drive. This will take place during June and the location of the strips across the road have been agreed with the lead resident. This will cost the council £265 excl. VAT.

As for the plan to make three roads 20mph in the village, County Cllr Elkins is waiting for the new Highways officer to settle in before arranging a meeting.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 14b**

### **Devolution and Local Government Reorganisation Working Party (DevoWP)**

Cllr Gunston is the chairman of this committee.

The working party did not meet in May.

With reference to the working party's document about local government reorganisation, on 20<sup>th</sup> May, the Clerk received the following email from Caroline Baxter in Dr Beccy Cooper's office: "Many thanks for sharing this document. Beccy has asked me to pass on her thanks and to let you know that she took it with her to a recent roundtable meeting with Alex Norris, Parliamentary Under-Secretary of State at the Ministry of Housing, Communities and Local Government. She raised several of the points outlined. We'll be in touch as matters progress and look forward to setting future meeting dates as new timetables are confirmed. And huge thanks for putting it together so quickly!"

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

20<sup>th</sup> May 2025

## **Agenda Item 14c**

### **Flat and Frontage Working Party (FFWP)**

Cllr Wilkinson is chairman-elect of this working party.

The working party has not yet set a date for an initial meeting.

The council has now received a quotation for various electrical works needed at the Council Office. Receipt of that quotation would be a good starting point for a working party meeting.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 12d**

### **Leases Working Party (LWP)**

Cllr Wilkinson is the chairman of this working party.

Members of the Leases Working Party met as part of the Finance & General Purposes Committee meeting on 13<sup>th</sup> May. The committee considered a response from East Preston & Kingston Bowls Club preferring to leave negotiations to legal experts rather than having a face-to-face meeting, Secretary to Clerk, with the council. The committee agreed I should try once more to have such a face-to-face meeting and a letter has been sent to the club's secretary to that effect. The secretary has replied other committee members are currently out of the country but he will aim to respond fully in early June.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 15a**

### **Council Plan 2025**

**Council is asked to agree to the publication of the latest Council Plan.**

Cllr Wilkinson has worked with officers and committee chairmen to bring the Council Plan up-to-date and he would now like council to approve its suitability for publication. As per the introduction, the Council Plan “sets out the Council’s achievements, its vision for the parish, its purpose, values, objectives, and key priorities for the next four years.” The Plan would be published on the council’s website with paper copies available upon request.

A copy of the latest draft of the Plan (v9) was circulated electronically with the papers for this meeting. If you require a paper copy, please contact the office. Cllr Wilkinson has asked committee chairmen to provide any updated information for inclusion in the document.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

## **Agenda Item 16a**

### **Annual Parish Meeting, 12<sup>th</sup> May 2025**

**Council is asked to note the draft Minutes of the Annual Parish Meeting held on 12<sup>th</sup> May.**

The Annual Parish Meeting took place on 12<sup>th</sup> May and included a presentation from the Cyber Crime part of Surrey and Sussex Police. The meeting was followed by drinks and nibbles with some of the members of the public who had attended. These were circulated electronically to all councillors on 13<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> May 2025

## **Agenda Item 20**

### **Clerk’s Report**

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**
- 5. Internal Audit for the year ending 31<sup>st</sup> March 2025, 19<sup>th</sup> May**

6. **Community Speedwatch, 22<sup>nd</sup> May**
7. **West Sussex County Council, Traffic Regulation Order for North Lane**
8. **Social media**
9. **MailChimp stats**
10. **A selection of things we have been asked since the last meeting**
11. **Recent bouquets and complaints**
12. **Leave**
13. **June meetings and events**

## 1. **Introduction**

This is the report mainly covering May 2025 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

No local police matters to discuss.

The Community Speedwatch team is back out monitoring vehicle speeds in the village. In the past month, five vehicles have been reported to Sussex Police.

A resident asked me if cars literally racing up Sea Road from a standing start by Two Acres had been reported to the council. I replied they had not and he promised to let me know if he saw it again.

## 3. **Anti-social behaviour (ASB) matters**

No developments in anti-social behaviour matters in the village.

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

On 21<sup>st</sup> May, the council received a direct Freedom of Information for the first time since 2014. The council has until 19<sup>th</sup> June, by my calculation, to respond. I did not believe the information requested was complex enough to justify calling the panel together.

No Data Protection requests received since the last report.

## 5. **Internal Audit for the year ending 31<sup>st</sup> March 2025, 19<sup>th</sup> May**

The council's internal auditor, Andy Beams representing Mulberry Local Authority Services Ltd., visited the council to complete his internal audit work started at the interim internal audit back in October. His work on that occasion mainly covered the governance side of the council, this visit was mainly on the financial side and, in particular, preparation of the council's Annual Governance and Accountability Return for the year ending 31<sup>st</sup> May 2025. Andy spoke in depth with Adrian and left happy. A report for councillors to note has been covered at Agenda Item 13a.

## 6. **Community Speedwatch, 22<sup>nd</sup> May**

I completed this watch with the new CSW coordinator, Gavin Bernard. We set up outside the Village Hall for an hour from 10:00, monitoring traffic in both directions. We recorded 242 vehicle movements and one driver travelling northbound at 38mph. He will be entered into the CSW reporting tool and will be contacted by Sussex Police.

#### **7. West Sussex County Council, Traffic Regulation Order for North Lane**

On 7<sup>th</sup> May, the council received notification of a Traffic Regulation Order consultation to “introduce double yellow lines on both sides of North Lane in East Preston, from a point 25m east of its junction with Lashmar Road, to its junction with The Street.” Comments needed to be received by WSCC by 29<sup>th</sup> May, so I circulated the plans electronically and asked councillors to let me know their thoughts. The councillors who replied were all positive and that response has been provided to WSCC.

#### **8. Social media**

None of the council’s Facebook posts in May reached more than 250 people let alone 500. The highest reach in May was 225 people for a MailChimp repost for the 22<sup>nd</sup> May e-newsletter.

(posts up to and including 26<sup>th</sup> May)

The number of Followers is currently 1,923, an increase of 3 on the last report.

#### **9. MailChimp stats**

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

Parish Council news – 8<sup>th</sup> May – sent to 954 subscribers, opened by 688 (72.2%)

Parish Council news – 15<sup>th</sup> May – sent to 957 subscribers, opened by 695 (72.7%)

Parish Council news – 22<sup>nd</sup> May – sent to 960 subscribers, opened by 661 (69.1%)

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

“Where can I recycle my toothpaste tubes?” (The A-Z of Recycling on the WSCC website says this, “Empty plastic squeeze toothpaste tubes can be recycled in your home recycling bin alongside other plastic items such as pots, tubs and trays. Ensure they are as empty as possible and that lids are replaced before placing them in the recycling bin. Lids must remain on the tubes - if they are placed separately, they might get lost during the sorting process.”)

“As it’s the 80<sup>th</sup> anniversary of VE Day tomorrow, could the council organise a Spitfire flypast from Goodwood?” (The question was actually asked in the week after the 80<sup>th</sup> anniversary of VE Day, by which time it was a bit late to ask and probably a bit too expensive for the council.)

“May I report to you a broken paving slab outside [such and such] business?” (You may, but upon closer inspection the broken paving slab transpired to be on the forecourt of a business not on the public highway.)

“Where can I find more information on the King Charles II England Coastal Path?” (Useful information on the route can be found here - [https://www.nationaltrail.co.uk/en\\_GB/trails/england-coast-path-south-east/trail-information/](https://www.nationaltrail.co.uk/en_GB/trails/england-coast-path-south-east/trail-information/) - including a zoomable map, and I also provided two email addresses for general enquiries related to the path.)

“I have ninety bread rolls to give to the foodbank, do you know where I can take them?” (Non-perishable food can be dropped into Cooper-Adams in the village, or the Littlehampton Foodbank office at

Littlehampton Baptist Church. However, as this food was perishable we suggested some social venues within the village which might be prepared to take some.)

A resident called in to ask if we had had any reports of other drivers returning to their cars to find a potentially offensive printed notice left on the windscreen, in this case questioning the driver's parking ability. (No, the council had not.)

### **11. Recent bouquets and complaints**

(In addition to anything reported above)

On 8<sup>th</sup> May, a gentleman called to report a problem with Cubicle 1 at Sea Road toilets. In response to Dawn thanking him, he replied, "No thanks needed. I love you guys. I love these toilets, and yes, I love you guys."

As part of the Big Fix month, WSCC Senior Project Officer, Recycling and Waste Management, Nicola Hussey asked all Repair Cafes in the county to provide her with information on any work completed during sessions held in May. Following the Repair Café session on 10<sup>th</sup> May, I sent over East Preston's information. Nicola replied, "Thank you so much for sending this over, sounds like a successful café 😊"

Thanks from the chairman of the Disability Action Group, Marion Mitchell, for passing on a public donation to the group and for passing on to the member of the public a letter of thanks from the group.

From the gentleman seeking information on the coastal path, "That's brilliant."

The council informed ADC when a local resident found the online complaint form kept failing for him. The following day we received the following email from the Monitoring Officer's office, "Just a quick update on this service matter. After reading your email, I completed a 'test' form and it all seemed to work okay. So, I then raised a call with our support team who have advised that the failure was due to the length of the text included, rather than anything being 'invalid'. As a consequence, they have now changed the field to allow a maximum 1000 words, and to display a word count so that the customer can see how much 'space' they have left. Thank you for making us aware of this issue, and giving us the opportunity to improve the customer experience."

On the second Bank Holiday Monday, I was stopped in Aldi by two residents of Sea Road. The wife thanked the council for tree-works carried out on the eastern boundary which had restored light to their property's garden they had forgotten had ever been there. The husband added he had noticed the village was much busier, in a good way, than it used to be and suggested that was because of me – I denied that.

### **12. Leave**

Currently, I am off on the 5<sup>th</sup>, Dawn is off between the 3<sup>rd</sup> and the 11<sup>th</sup>, Alison on the 9<sup>th</sup> and 16<sup>th</sup> and Adrian for the week beginning 9<sup>th</sup>.

On 2<sup>nd</sup> June, I will be off for most of the day but around in time for the meeting in the evening.

### **13. June Meetings and Events**

This list may be incomplete and is subject to change.



- 2<sup>nd</sup> Full Council (18:30, East Preston Infant School)
- 6<sup>th</sup> East Preston Festival starts (various)
- 7<sup>th</sup> Come and Meet Your Local Councillors (councillors 09:30, public 10:00-12:00, Council Office)
- 9<sup>th</sup> Flat & Frontage Working Party (18:30, East Preston Infant School)  
Community Engagement Committee (19:00, East Preston Infant School)
- 10<sup>th</sup> Ems Friendly Farm (17:00, Village Green)
- 20<sup>th</sup> Sussex Community Rail Partnership blue plaque unveiling (11:00, Angmering Station) (tbc)
- 21<sup>st</sup> East Preston Repair Café (10:00, Vicarage Lane)
- 23<sup>rd</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Major Events Committee (19:00, East Preston Infant School)
- 26<sup>th</sup> Smartphone Free Childhood: *Parenting in the Smartphone Era: the hidden impact on our children* (18:30, East Preston Junior School) (AC, LD and SC only - tbc)
- 28<sup>th</sup> Littlehampton Town Council Armed Forces Day (10:30, East Beach, Littlehampton) (ST)

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**

27<sup>th</sup> May 2025

## **Agenda Item 21**

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

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

#### **VAAC Chichester City Council Community Forum, 21<sup>st</sup> May**

##### **City Council Chamber, Chichester**

This was a drop in session with VAAC offering information on finance, volunteers, training and running community groups. They have a wealth of expertise and contacts that may be useful to voluntary groups in East Preston. VAAC's training courses cover a wide range of subjects including, volunteer recruitment and management, social media, health and safety, risk assessment and financial management. They will also help recruit volunteers. I got some useful information for the Repair Cafe and discussed the idea of setting up a community bank account with one of their finance team.

Cllr John Gunston

22<sup>nd</sup> May 2025

## **Agenda Item 23**

### **New items to be referred to the next meeting – 7<sup>th</sup> July 2025**

Presentation from Air Ambulance Charity, Kent Surrey and Sussex. The meeting will start at **18:30**.

Simon Cross – **Clerk to the Council**

27<sup>th</sup> May 2025

# Appendix A

## Agenda Item 9a

### Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2025

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2025 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

28/04/2025

14:48

East Preston Parish Council

Balance Sheet as at

31st March 2024

31st March 2025

Current Assets

|   |                           |        |         |
|---|---------------------------|--------|---------|
| 0 | VAT Control A/c           | 7,870  |         |
| 0 | Prepayments               | 1,017  |         |
| 0 | Barclay Current Bank      | 23,399 |         |
| 0 | Nationwide BS             | 45,000 |         |
| 0 | Cambridge & Counties Bank | 84,581 |         |
| 0 | United Trust Bank         | 97,353 |         |
| 0 | Redwood Bank              | 77,781 |         |
| 0 | Unity Trust Bank          | 84,346 |         |
| 0 | Boom Community Bank       | 36,000 |         |
| 0 | Petty Cash                | 35     |         |
| 0 |                           |        | 457,382 |
| 0 | Total Assets              |        | 457,382 |

Current Liabilities

|   |                                       |       |         |
|---|---------------------------------------|-------|---------|
| 0 | Creditors                             | 1,966 |         |
| 0 | Barclaycard Credit Card               | 26    |         |
| 0 | Accruals                              | 4,266 |         |
| 0 | Receipts In Advance                   | 1,115 |         |
| 0 |                                       |       | 7,373   |
| 0 | Total Assets Less Current Liabilities |       | 450,009 |

Represented By

|   |                    |         |
|---|--------------------|---------|
| 0 | General Reserves   | 164,007 |
| 0 | Earmarked Reserves | 286,001 |
| 0 |                    | 450,009 |

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

Signed :  
Chairman

Date :

Signed :  
Responsible  
Financial  
Officer

Date :

| East Preston Parish Council                                   |                             |                 |
|---|-----------------------------|-----------------|
| Income and Expenditure Account for Year Ended 31st March 2025 |                             |                 |
| 31st March 2024   |                             | 31st March 2025 |
|   | <b>Operating Income</b>     |                 |
| 0   | Parish Council Office       | 304,306         |
| 0   | Flat 124 Sea Road           | 11,895          |
| 0   | AOS Lawn Tennis Club        | 3,000           |
| 0   | Amenities                   | 2,405           |
| 0   | AoS Estate RA               | 4,067           |
| 0   | Village Car Park            | 6,603           |
| 0   | F & GP Committee            | 96              |
| 0   | Food & Drink Festival       | 1,444           |
| 0   | Xmas Event                  | 913             |
| 0   | Funday Sunday               | 515             |
| 0   | Special Events              | 2,677           |
| 0   | Community Engagement Income | 11              |
| 0   | Entertainments and the Arts | 1,042           |
| 0   | Environmental               | 970             |
| 0   | Village Hall                | 10              |
| 0   | EP Bowls Club               | 0               |
| 0   | EP Cricket Club             | 651             |
| 0   | WRG Car Park                | 677             |
| 0   | WRG Sea Road Toilets        | 4,154           |
| <b>0</b>  | <b>Total Income</b>         | <b>345,434</b>  |
|   | <b>Running Costs</b>        |                 |
| 0   | Parish Council Office       | 34,526          |
| 0   | Flat 124 Sea Road           | 3,757           |
| 0   | Parish Officers             | 99,786          |
| 0   | Parish Councillors          | 1,596           |
| 0   | Amenities                   | 2,043           |
| 0   | Street Lighting             | 5,506           |
| 0   | Village Car Park            | 1,123           |
| 0   | Boules Piste                | 70              |
| 0   | Village Clock               | 123             |
| 0   | South Strand Toilets        | 1,250           |
| 0   | War Memorial                | 25              |
| 0   | Planting                    | 28,643          |
| 0   | Trees                       | 2,004           |
| 0   | Seats                       | 1,745           |
| 0   | Village Green               | 660             |
| 0   | Grounds Grass               | 2,659           |
| 0   | Dog & Litter Bins           | 169             |
| 0   | Drainage                    | 120             |
| 0   | F & GP Committee            | 3,066           |
| 0   | Chairman                    | 311             |
| 0   | Elections                   | 199             |
| 0   | Professional Fees           | 9,403           |
| 0   | Conservative Hall           | 721             |
| 0   | Section 137                 | 32,320          |
| 0   | Parish Councillors          | 4,315           |
| 0   | Tourism (F&G)               | 2,856           |
| 0   | Major Events                | 125             |
| 0   | Food & Drink Festival       | 1,705           |
| 0   | Xmas Event                  | 4,466           |
| 0   | Funday Sunday               | 899             |
| 0   | Special Events              | 2,946           |

**East Preston Parish Council**

**Income and Expenditure Account for Year Ended 31st March 2025**

| 31st March 2024              |                              | 31st March 2025 |
|------------------------------|------------------------------|-----------------|
| 0                            | Community Engagement Income  | 10,551          |
| 0                            | Communications               | 8,246           |
| 0                            | Christmas Lighting           | 5,881           |
| 0                            | Traffic Calming              | 8,691           |
| 0                            | Community Transport          | 10,750          |
| 0                            | Entertainments and the Arts  | 4,078           |
| 0                            | Environmental                | 9,816           |
| 0                            | WRG Trust                    | 13,898          |
| 0                            | WRG Tennis Court             | 57              |
| 0                            | WRG Dog & Litter Bins        | 167             |
| 0                            | Open Spaces                  | 10,896          |
| 0                            | WRG Outdoor Gym Equip        | 42              |
| 0                            | WRG Trees                    | 11,096          |
| 0                            | WRG Fives Court              | 17              |
| 0                            | WRG Play Area                | 4,773           |
| 0                            | WRG Sea Road Toilets         | 9,731           |
| <b>0</b>                     | <b>Total Expenditure</b>     | <b>357,824</b>  |
| <b>General Fund Analysis</b> |                              |                 |
| 0                            | Opening Balance              | 240,176         |
| 0                            | Plus : Income for Year       | 345,434         |
| 0                            |                              | 585,609         |
| 0                            | Less : Expenditure for Year  | 357,824         |
| 0                            |                              | 227,785         |
| 0                            | Transfers TO / FROM Reserves | 63,778          |
| <b>0</b>                     | <b>Closing Balance</b>       | <b>164,007</b>  |

## Agenda Item 10a

### Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2025

**Council is asked to note the Annual Internal Audit Report 2024/25 page of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025.**

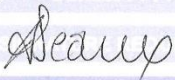
#### Annual Internal Audit Report 2024/25

| East Preston Parish Council   |     |     |               |
|---|-----|-----|---------------|
| www.eastpreston-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS  |     |     |               |
| <p>During the financial year ended 31 March 2025, 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.</p> <p>The internal audit for 2024/25 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.</p> |     |     |               |
| 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).  | ✓   |     |               |
| O. (For local councils only)<br>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: 23/10/2024 19/05/2025 DD/MM/YYYY

Name of person who carried out the internal audit: A Beams Mulberry LAS Ltd

Signature of person who carried out the internal audit:  Date: 19/05/2025

\*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).

## Agenda Items 10b and 10c

### Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2025

**Council is asked to agree Section 1 – Annual governance statement 2024/25 - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

#### Section 1 – Annual Governance Statement 2024/25

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 2025, 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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.eastpreston-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



**Council is asked to agree Section 2 – Accounting statements 2024/25 - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2025 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

## Section 2 – Accounting Statements 2024/25 for

East Preston Parish Council

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2024<br>£ | 31 March 2025<br>£ |   |
| 1. Balances brought forward                                 | 523,025            | 462,399            | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.<br><br>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                          | 278,262            | 275,899            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 86,842             | 69,534             | 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  | 100,724            | 112,189            | 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                                   | 325,006            | 245,634            | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward                             | 462,399            | 450,009            | 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           | 461,367            | 448,495            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 1,001,338          | 1,075,400          | 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 exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED