

# **MONTHLY MEETING OF THE COUNCIL**

**3<sup>RD</sup> JUNE 2019**

## **SUPPORTING PAPERS**

## **Agenda Item 8**

### **Minutes of Monthly Full Council meeting, 13<sup>th</sup> May**

The draft Minutes were circulated to all councillors on 14<sup>th</sup> May, asking for comments by 21<sup>st</sup> May. None were received.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> May 2019

## **Agenda Item 9**

### **Monthly Update Report**

1. **Introduction**
2. **Minute 927/18 – Arun and Chichester Citizens Advice**
3. **Minute 411/19 – Arun District Council**
4. **Minute 418/19 – Clerk's Report, Item 16 – Social Media**

#### 1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 13<sup>th</sup> May 2019.

#### 2. **Minute 927/18 – Arun and Chichester Citizens Advice**

The second session took place on Tuesday, 21<sup>st</sup> May. The advisor, Maggie, arrived in plenty of time with appointments scheduled for both 10am and 11am. This felt promising until neither appointment showed up. I have referred this back to the Team Leader because, whilst I understand there will always be no-shows,

#### 3. **Minute 411/19 – Arun District Council**

As promised, District Cllr Kelly did pass on Cllr McElroy's (and others') comments about the posters on the private fence adjacent to the Village Hall complex. District Cllr Chapman has said he will answer these comments at the Full Council meeting on 3<sup>rd</sup> June.

#### 4. **Minute 418/19 – Clerk's Report, Item 16 – Social Media**

The day after the meeting I contacted the resident who had lost his rear bike light. He replied he had sadly not found his light again.

Simon Cross – **Clerk to the Council**

22<sup>nd</sup> May 2019

## **Agenda Item 11a**

### **Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2019**

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2019 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

Cllr Shah 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 in to the office prior to the meeting.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Items 12a and 12b**

### **Annual Financial Matters – Annual Return for year- ending 31<sup>st</sup> March 2019**

**Council is asked to agree Sections 1 and 2 of the Annual Return for the year-ending 31<sup>st</sup> March 2019 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

Cllr Shah to introduce this item.

At the end of each financial year, it is necessary for this council to complete an Annual 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 Return.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 13**

### **Committees**

Since the last meeting, the following committee meetings have taken place: Amenities and Planning & Licensing on 20<sup>th</sup> May, and Community Engagement on 28<sup>th</sup> May.

At its meeting, the Amenities Committee elected Cllrs McElroy and Toney to be its Chairman and Vice-Chairman for the municipal year again.

At its meeting, the Community Engagement Committee elected Cllrs Linton and Duff to be Chairman and Vice-Chairman for the municipal year again.

At its meeting, the Planning & Licensing Committee elected Cllrs Mathias and Linton as Chairman and Vice-Chairman for the municipal year again.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> May 2019

## **Agenda Item 13a**

### **Amenities Committee**

We have now received three tender documents from companies regarding the Sea Road Toilet refurbishment. The tenders were opened by the delegated subcommittee, architect and a representative from ADC. The preferred company has been recommended to the full council for their approval (see Agenda Item 14a below).

Quotes have been received from three companies regarding the installation of CCTV to cover the Village Green area and Office. The appointed subcommittee will meet shortly and recommend the preferred contractor to the Full Council.

The new JustPark payment scheme is scheduled to begin 1<sup>st</sup> June. The scheme allows payment to be made via a mobile phone app. Members of the public have been notified in the council's Spring 2019 Newsletter. Hopefully this should make paying for parking in the Village Green car park more convenient.

The Wildflower planting went ahead on the Village Green with the children (SENCAT) assisting with planting. The children seemed to have a good time and we are all looking forward to seeing the end results.

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

28<sup>th</sup> May 2019

## **Agenda Item 13b**

### **Audit & Governance Committee**

The first meeting of the Audit & Governance Committee was scheduled to be held on 10<sup>th</sup> June. However, by that date only the Amenities, Community Engagement and Planning & Licensing Committees will have appointed a Chairman for the current municipal year. Therefore, unless any councillor feels there is anything pressing to be discussed, I will reschedule this meeting for a date when more chairmen have been appointed.

## **Agenda Item 13c**

### **Community Engagement Committee**

The committee met this morning with a jam-packed agenda.

The meeting was attended by Keith Harris, co-ordinator for Community Speed Watch in the village, and by Ann Redman, a resident of Sea Lane.

Ann expressed her concerns about vehicles speeding in Sea Lane, and Keith provided a comprehensive and positive report on the progress of Community Speed Watch in the village. The committee agreed it would invest in two Automatic Traffic Counter surveys at a cost of £250 + VAT each, to be paid for from the Traffic Calming Measures budget of £1,000. Keith believed such surveys, which are in place for a week, will help with scheduling of CSW patrols and, if followed up later in the year, possibly providing evidence of CSW's impact in the village. One site will be Sea Road, the other is likely to be North Lane, but Keith will confirm in due course.

The committee updated its plans for its forthcoming events: Come and Meet Your Local Councillors (6<sup>th</sup> June), free tennis coaching on the Warren Recreation Ground (5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> July), Fitness and Fun 3 playscheme (6<sup>th</sup> August), Merchant Navy Day (3<sup>rd</sup> September), Beach Clean No 14 (29<sup>th</sup> September).

Looking forward the committee began consideration of the content for the Summer 2019 Newsletter. Cllr Gander provided an update on this council's involvement in the NHS Local Community Networks initiative and will provide a written report for the Full Council meeting. The committee asked me to contact my Rustington counterpart for more details on the no. 12 bus service run by Compass with financial support from Rustington Parish Council. The committee is hopeful it may be possible to extend the no. 12's route into the southern part of East Preston.

I have been in touch with the National Blood Service about bringing the service into the village. In response to a general enquiry to the service, I received the following: "To help us reduce our venue hire costs we are always looking for low cost, or even free venues, to make our donation sessions more cost effective, so if you can offer any suggestions then please get in touch. Of course not every venue is suitable, so below are the main criteria that we consider to be essential to a venue's suitability. Our most cost effective session is with 9 donation beds, which means we ideally need an empty space of 20m X 10m (Approximately the size of a tennis court), or the equivalent thereof. Depending upon layout we can use two rooms if needed. Ideally the area to be used will be on the ground floor, or with lifts available if on an upper floor, with easy access to Male/Female/Accessible toilets. Ideally the location will be well served by public transport, or have ample parking for our donors. We carry our equipment in a 7.5 tonne lorry, so first and foremost we must be able to drive into the venue, so gateways, routes in must be easily accessed and at least 3.65m (12ft) wide. The lorry is 3.35m (11ft) high so please be aware of any height restrictions. For reasons of personal safety when we unload/load the lorry we must be off the public highway, ideally in an area free of pedestrians, and onto a hard standing as our equipment is moved on wheeled cages. If the room to be used is on an upper storey, we will need a lift capable of holding 10 people for the movement of our equipment in their cages. We will need parking for our Lorry, a minibus, and one car." The committee felt the Infant School was the best choice of location, and Mrs New has already indicated her willingness for the school to be considered outside of term time. Perhaps as part of its

wellbeing programme, the council could cover the costs of the hire of the school just once a year.

By the time of the Full Council meeting, the draft Minutes from this meeting will likely have been circulated.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> May 2019

## **Agenda Item 13g**

### **Planning & Licensing Committee**

The committee met on the 20<sup>th</sup> May. Two members of the public attended the meeting. Cllr Chapman attended the meeting with a view to joining the committee (see Agenda Item 17 below).

Cllr Mathias was re-elected Chairman, and Cllr Linton was re-elected Vice-Chairman, both unopposed.

The committee considered four Planning Applications, three of which were revised versions of Applications previously considered. The committee agreed unanimously to object to a revised plan for 11 Michel Grove and not to withdraw its objections to plans for Gladwyn, The Street despite plans having been revised. The committee agreed to continue not objections to plan for a caravan port at 23 Sea Lane and not to object to proposals for a rear extension at 19 The Roystons.

In June, the committee is scheduled to meet on 10<sup>th</sup> and 24<sup>th</sup>.

On the afternoon of 21<sup>st</sup> May, Cllr Mathias met with a householder from Angmering Lane and two members of the Preservation Society. The meeting was called by the householder to discuss proposals for his property before he submits them to ADC. As always, to avoid compromising his council position, Cllr Mathias made it clear he was just one member of the council's Planning & Licensing Committee, and listened more than he spoke. The applicant took on board advice offered by the Preservation Society and will submit his plans to ADC in due course, at which point they will come before the full committee for consideration.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 14a**

### **Amenities Committee – Sea Road toilets refurbishment**

**Committee is asked to appoint a contractor for the external building works to the Sea Road toilet block.**

Council will know it has long been this council's intention to upgrade the Sea Road toilet block. The current Ladies will become a single accessible, well-furnished toilet whilst the current Gents will be converted into two unisex cubicles directly accessible from the outside.

The tendering exercise began many months ago and it has been a real battle to get three tenders back from potential suppliers. A third tender was finally received on 13<sup>th</sup> May.

At the Amenities Committee meeting on 20<sup>th</sup> May, Cllrs Toney and Linton agreed to meet with the architect, Lauren Willard, and Assistant Clerk to the Council, Dawn Reid, to open the tenders received. District Cllr Terry Chapman agreed to attend as an impartial witness.

Dawn's report on the meeting follows below.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

The subcommittee had received tender documents from three companies. District Councillor Chapman opened the three tender documents at 9.15am:

Company 1 - £34,749.96  
Company 2 - £41,130.00  
Company 3 - £29,426.00

The tender documents were opened in the presence of Councillors Toney and Linton, Lauren Willard and Dawn Reid.

The subcommittee discussed all three tenders in great detail and raised concerns regarding: contingency sums and VAT. All prices excluded VAT which the council will reclaim anyway.

Due to the start date now being early/mid September 2019, Lauren had contacted the contractors to enquire if the prices quoted would be honoured. Lauren has so far received written conformation from Company 1 agreeing to honour their costings.

Councillor Chapman expressed his impartial opinion that Company 1 looked to be the most cost effective tender and best value for public money.

The sub-committee agreed to recommend Company 1 to Full Council at the meeting on 3rd June 2019.

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

23<sup>rd</sup> May 2019

## **Agenda Item 15a**

### **Audit & Governance Committee – Internal Audit for the year-ending 31<sup>st</sup> March 2019**

**Council is asked to note the final Internal Audit report for the year-ending 31<sup>st</sup> March 2019.** This can be found at Appendix C below.

The report will be considered in greater depth by the Audit & Governance Committee when it first meets later this municipal year.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 16**

### **Community Engagement Committee - policies**

**Council is asked to agree to the purchase of two hard-bound, leather condolences books at a cost of £44.95 each.**

Cllr Linton to introduce this item.

The committee believes it would be wise to purchase these now so they are ready for when they are needed rather than needing them and not having them ready. The committee is currently finalising its policy for the Death of a Senior Person of State. This matter has come to Full Council as there is no specific provision for the purchase of such books in the current year's budget and therefore the money will need to be taken from this year's Contingency budget line of £10,000. Apparently postage is free.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> May 2019

## **Agenda Item 17a**

### **Personnel Committee – Sick Leave / Back to Work Policy**

**Council is asked to adopt a Sick Leave / Back to Work Policy.** This can be found at Appendix D below.

Cllr Gander to introduce this item.

As the council's staffing profile increases, so it is appropriate for the Personnel Committee to ensure relevant policies and in place, are up-to-date and are appropriate.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 17b**



## **Personnel Committee – Bereavement Policy**

**Council is asked to adopt a Bereavement Policy.** This applies to staff and councillors and can be found at Appendix D below.

Cllr Gander to introduce this item.

As the council's staffing profile increases, so it is appropriate for the Personnel Committee to ensure relevant policies and in place, are up-to-date and are appropriate.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 18**

### **Planning & Licensing Committee - membership**

**Council is asked to agree Cllr Andrea Chapman becomes the final member of the Planning & Licensing Committee for the current municipal year.** Cllr Mathias to introduce this item.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> May 2019

## **Agenda Item 19a**

### **Working Parties**

The Leases Working Party has not met since the last Full Council meeting.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2019

## **Agenda Item 20a**

### **East Preston Youth Club**

**Council is asked to appoint a representative to the committee of the East Preston Youth Club.**

The council has long had a representative sitting on the management committee of the East Preston Youth Club. For a long time, this has been Cllr Mathias. The representative would be expected to attend (and possibly chair) committee meetings in order to ensure the council's financial contribution is spent wisely. The representative would also represent the committee when the Youth Club seeks funding from the council.

Simon Cross – **Clerk to the Council**

28<sup>th</sup> May 2019

## **Agenda Item 21a**

### **East Preston Twinning Association**

**Council is asked to agree the formal closure of the East Preston Twinning Association.**

Council will be aware the members of the East Preston Twinning Association wound up the association last year, after 40 years of happy twinning with Brou, a town in France.

Philip and Marion Sherwin have been doing work to store an archive of Twinning Association material at the West Sussex Records Office in Chichester. Asked whether the Twinning Agreement was now formally redundant and whether all references to twinning should be removed, Philip and Marion's answer was:

"At the final visit to Brou it was quite clear that the Twinning Arrangements of visits were terminated, and speeches were made to that effect in the presence of the Marie and local officials. However, strictly speaking, we think the original Charter was a signed agreement between two local authorities; Brou's council funded and led their end but our Parish Council handed over all liaison to the Association, originally I believe they hosted the 'on arrival' reception in the village hall but, in our time, even this was funded by the Association though the PC made a small donation towards cost of the biannual visit {about 10% of the total I would guess}. I think the Parish Council should note demise of the Association and, if they don't want to take it on themselves, the Chairman should write a formal letter (in French) to the Marie saying that, sadly, the Twinning is at an end. Then delete all reference."

Simon Cross – **Clerk to the Council**

10<sup>th</sup> May 2019

## **Agenda Item 22a**

### **Sussex Community Rail Partnership**

**Council is asked to note the following email received via the Partnership on 24<sup>th</sup> May and to let the Clerk know of any suggestions for improving Angmering railway station.**

Hello all,

Please see this briefing about funding available for passenger benefit at stations. Also attached, the list of stations in Sussex CRP area. The final document is from GTR, which shows how much some projects

cost. Please don't be deterred by this, as it might be possible to use the GTR funding as match for applying to other grants.

Please can you canvass your own partners and colleagues, and send suggestions through, so we can collate them onto the spreadsheet and also see which stations don't have anything suggested for them.

After 31<sup>st</sup> May I will liaise with Catherine and Victoria about how we proceed. If you'd like to be more involved let me know – but we'll have to move quite fast.

Regards,

*Rowena Tyler*  
Community Development Officer – Arun Valley Line &  
Coastway West Line (Littlehampton to Southwick)  
Sussex Community Rail Partnership

The briefing mentioned by Rowena can be found at Appendix F below.

Angmering station has been awarded £50,000. I have let my Angmering, Kingston and Rustington counterparts know of this, in case those councils have any suggestions. I have also contacted the ADC contact who had been informed directly by GTR of this award asking him what plans he had for contacting the local parish councils whose residents used the stations the most.

There is a "brochure" of how much projects cost, and I will bring that to the meeting with me.

Simon Cross – **Clerk to the Council**

24<sup>th</sup> May 2019

## **Agenda Item 23**

### **Clerk's Report**

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 7<sup>th</sup> May**
- 5. Meeting with ADC about the Spring 2019 Newsletter, 9<sup>th</sup> May**
- 6. Meeting with Sussex Police and Crime Commissioner and Sussex Police Chief Constable, 13<sup>th</sup> May**
- 7. A question about buses, 16<sup>th</sup> May**
- 8. Worthing Borough Council, Annual Council Meeting, 17<sup>th</sup> May**
- 9. Annual meeting with WSCC Library Service, 20<sup>th</sup> May**
- 10. Final internal audit for 2018/19, 22<sup>nd</sup> May**
- 11. New cameras at Roundstone Level Crossing**
- 12. Extended yellow box at Roundstone Level Crossing**

13. **Social media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **June meetings and events**

## 1. **Introduction**

This is the report mainly covering April 2019 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

A resident called in to complain about public urination by the Village Green on the evening of Saturday, 18<sup>th</sup> May. This is a complex situation and the resident has followed this up in writing which I shall forward on to Chief Inspector Ottery.

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

The council received no Freedom of Information or Data Protection requests during the month of May.

## 4. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 7<sup>th</sup> May**

Dawn attended this meeting alone as I was unable to attend. Her report is as follows:

### **Clerks Networking Meeting 7<sup>th</sup> May 2019 (Hosted by Bersted)**

The meeting was well attended given it was the first working day after the Bank Holiday.

Topics for discussion were taken from the room. The following topics were discussed:

#### **Do any councils have separate Planning Committees?**

A discussion took place on how differently councils address planning. It was agreed it is advisable to ensure councilors have relevant background knowledge or have attended suitable training. It was suggested going back to local council for relevant training.

#### **What type of events do councils host?**

This varies due to where councils are situated, some council's office premises are within a community center so they have use of space and run most events.

Events mentioned:

Tea and Coffee Club – Monthly meetings to combat loneliness/isolation

Book swap – The Library bus no longer provides this service

Memory Tree – Members of the public are invited to hang tags on the tree, light refreshments are available

Dog Show

Food and Drink Festival - EPPC

#### **AGM**

A discussion took place on how councils ran their AGM or Parish Assembly meetings. Generally attendance is not brilliant so providing refreshments or a guest speaker generally attract members of the public.

## **Election**

A discussion took place on the process of co-opting council members to fill vacancies and the timescales etc.

## **CCTV**

Various Clerks have different views on the success of CCTV and if the footage is clear enough for police to use as evidence. Bersted Council has installed CCTV and when being victim to fly tipping in their car park the footage was submitted to the police and used as evidence. The Deputy Clerk will forward any relevant information to EPPC.

Dawn Reid – Assistant Clerk to the Council

### **5. Meeting with ADC about the Spring 2019 Newsletter, 9<sup>th</sup> May**

I met with Helena Curtis in the PrintPlus part of Arun District Council to tidy up the draft newsletter into something very similar to what will be distributed to residents at the end of May. Half an hour spent with Helena is easily far more productive than exchanging numerous emails.

I don't know why I have not thought of this before, but it would definitely be worth the members of the Community Engagement Committee taking it in turns to come to meet Helena with me, once a quarter, just for them to gain a better understanding of the process the newsletter goes through. Cllr Linton did attend with me before the publication of the Winter 2019 Newsletter.

### **6. Meeting with Sussex Police and Crime Commissioner and Sussex Police Chief Constable, 13<sup>th</sup> May**

Cllr Toney and I attended this meeting at the Sussex Police & Crime Commissioner office in Lewes. The meeting was organised by Rustington Parish Council which was represented by Cllrs Jamie Bennett and Peter Warren. Littlehampton Town Council and Angmering, Ferring and Kingston Parish Councils were also invited. Littlehampton was represented by Cllr Ian Buckland and Kingston by Cllr Roger Wetherall (and his wife). Angmering and Ferring Parish Councils were not represented.

Katy Bourne attended as Sussex Police and Crime Commissioner (PCC), accompanied by Chief Constable Giles York QPM and Inspector Steve Turner of the Arun Prevention Team.

As the meeting had arisen from a letter of frustration written by Rustington Parish Council to the PCC and the Chief Constable, Mrs Bourne led the meeting. Initially, she invited those present to express their concerns and Cllrs Bennett, Buckland, Toney and Warren all did so. Concerns covered included: rising crime rate across our patch in the past five or so years; reduction in evident prevention by Sussex Police; a more visible presence was needed again; residents are concerned about the increase in crime; a lack of police presence in our communities; increasing anti-social behaviour and open drug abuse and drug-dealing; Youth Offending Service too soft; where is the extra 14½% police precept going to go; non-replacement of crucial staff.

Mrs Bourne explained the difficulties Sussex Police faced with limited funding from central government. Chief Constable York said his budget has been cut by an average of £30m each year over the past five to seven years. On the flipside, Sussex Police was currently recruiting 12-13% of the national recruitment taking place.

Mrs Bourne stated over 50% of all crime is now committed online. One-ninth of the national police budget is now spent on investigating child abuse. These are statistics that would have been unimaginable twenty years ago and Sussex Police is not alone in having had to adapt. Drug abuse or rather drug-dealing is funding major organised crime.

Inspector Turner reported the spate of anti-social behaviour in the area last year has died down completely following the lead participant's removal to another part of the country. The lack of reports coming into this office suggests that is the case. He said officers would attend annual meetings as long as they are given details of when they are, and would try to attend other meetings during the year. He also said the volume of calls received by Sussex Police did not reflect the concerns being raised by councillors.

Chief Constable York repeated his force had to work against significant cuts in resources. These significant cuts were also being experienced by other government agencies and as a result of that, Sussex Police also had to pick up the pieces for the results of those cuts. Expenditure on cases resulting from mental health issues and, in particular, missing people was massive. Investigations were of increased complexity compared to the past.

The reporting of crime numbers is "a complex science" and comparing statistics from five years ago with today may not be advisable as there has been a higher compulsion to record crime accurately.

Chief Constable York said he believed the force was recruiting fast enough to be ahead of the natural losses. This included recruitment into the 101 team; 101 advisors are far more than call handlers, often having to deal with difficult situations whilst on the phone. He stressed the purpose of 101 is to receive **non-emergency** calls. Sussex Police was about to launch a new three-years apprenticeship.

Mrs Bourne started to wrap up the meeting by saying she funds Community Safety Partnerships, which operate across the county – some are good and receive her funding, others are less good. Mrs Bourne felt the Arun Community Safety Partnership would benefit from greater health and education services input but advised us as local councils to get better involved. East Preston Parish Council already has Cllr Chapman as a representative to the Safer Arun Partnership's Joint Action Group.

Chief Constable York ended by saying there were two improvements he was aware Sussex Police needed to make in respect of this meeting – firstly, it needed to improve its communications with local councils and secondly, it needed to be better at social media, particularly in respect of not allowing random and often incorrect information in the public domain to go unchallenged. Finally, he said the good people in communities needed to get out there are re-occupy the spaces which have been allowed to be taken over by the less good people in society.

The meeting ended after an hour.

## **7. A question about buses, 16<sup>th</sup> May**

A resident of the top part of The Street called in to see me and to ask some questions about the 700 bus service. He regularly sees half-empty buses passing his property, making him wonder why the service is as regular as it is. He also wondered about the ecological impact of so many buses passing through the village, especially near him, where the service passes by children walking to and from school.

I forwarded his questions to Rob Vince, Key Account Manager at Stagecoach South. Here is Rob's reply:

*Hello Simon*

*It's an extremely valid question.*

*There are a total of 156 scheduled bus movements through East Preston on a normal weekday. I do appreciate that this may initially seem excessive. However, as you quite rightly identify, there are parts of the route between Brighton and Littlehampton that are extremely well used and other*

*sections where the passenger loadings are much lighter. Quite simply, it is more efficient to continue running through these areas rather than splitting the route up and requiring customers who wish to undertake longer journeys having to constantly change buses. This generally results in many abandoning bus travel and taking the car.*

*In relation to East Preston specifically, our services are busy between Littlehampton and Rustington/Angmering (station) and then again between Ferring/Goring and Brighton, so it makes sense to keep the service joined up. However, given the terrible delays we encounter at the level crossings it does make me think sometimes!*

*In terms of the environment, our new buses have the cleanest Euro 6 engines available. The emissions package includes Exhaust Gas Recirculation (EGR), Variable Geometry Turbos (VGT), Diesel Particulate Filters (DPF) and Selective Catalytic Reduction (SCR). Consequently, the isolated environmental impact of the buses will be very low and pales into insignificance when compared to that of private car movements in the village.*

*We do not have any current plans to re-route or reduce the level of service through East Preston, although it is something we periodically review. The other question that may emerge from this discussion is why we don't send a certain number of buses through the village and by-pass the rest? The reality is that this just becomes confusing for our customers, particularly if services suffer from traffic congestion causing them to run out of sequence. Similar trials in other areas suggest that this just deters people from travelling by bus and they return to using their cars which is clearly not beneficial to greener travel.*

*I hope this helps but if you have any other specific questions, as always, do feel free to get in touch.*

*With kind regards  
Rob*

The resident also asked me about the charging for the car-park. Once I had explained it to him, he understood the reasoning why and accepted its need.

#### **8. Worthing Borough Council, Annual Council Meeting, 17<sup>th</sup> May**

Out of work time, I attended this meeting with Paul Amoo, but thought members might be interested in hearing just a little about it.

Paul was invited as the incoming Mayor of Worthing, Cllr Hazel Thorpe MA(ed), has been a college governor with Paul. Paul thought the invite was for a reception lunch and invited me as his +1. On the way to the reception, I realised we would actually be attending a meeting first. Coals to Newcastle for me.

We took our seats in the public gallery in Worthing Town Hall's Council Chamber. At midday, we all had to stand as the councillors, all in official robes, processed into the chamber. Asked to be seated, the meeting started with prayers, following which the outgoing mayor, who did not introduce himself, reflected on his year in post. It was only later, I learned he was Cllr Paul Baker.

Cllr Bob Smytherman gave a speech proposing Cllr Thorpe as the new mayor, and this was seconded by a somewhat shorter speech from Cllr Heather Mercer. A vote of Ayes and Nos was taken, and Cllr Thorpe duly elected Mayor of Worthing. The meeting adjourned whilst the outgoing and incoming Mayors changed into their newly-appropriate robes. With Cllr Thorpe in the chair, the meeting reconvened. Over the next hour, following Cllr Thorpe's

acceptance speech, the following appointments were made – some voted on verbally, some by a show of hands, those appropriate not voted on at all:

Mayor's Consort  
Deputy Mayor  
Deputy Mayoress  
Leader of the Council  
Deputy Leader of the Council  
Cabinet Chairmen  
Advisors to Cabinet Chairmen  
Youth Mayor  
Deputy Youth Mayor

The retiring Mayor and Mayoress were, during this, presented with their past service badges.

Due to a previous commitment, I had to leave the meeting before its conclusion. For me personally, I am lot happier with the ceremonial simplicity in place in East Preston.

#### **9. Annual meeting with WSCC Library Service, 20<sup>th</sup> May**

Vicki Davey, Cluster Manager with responsibility for East Preston Library, and I met for the annual meeting about the Millennium Wall-hanging. Although the meeting should take place before 31<sup>st</sup> March each year, this year it was not possible to find a mutually-convenient date in time.

Vicki is very happy for the wall-hanging to remain in the library for the foreseeable future, even going so far as to say it would be disappointing to see it go. We agreed it may need a bit of cleaning, and the Community Engagement Committee will discuss this in due course.

In advance of the Community Engagement Committee meeting on 28<sup>th</sup> May, Vicki and I talked about Reading Friends initiatives in the area. Cllr Gander has raised Reading Friends as something this council may like to consider and, by the time you read this, initial discussion will have taken place at the Community Engagement meeting. Within Vicki's area, there are two related initiatives already underway. At Littlehampton library, there is a Reading Friends group aimed at the town's homeless community. At Rustington library, a reminiscence group has started, using WSCC reminiscence packs as a starting point for reading and discussions. These latter sessions are open to anyone but aimed at those with any form of dementia.

Vicki said she was open to consider any suggestions the council had linked to the Reading Friends idea.

As a direct result of a suggestion I made during the meeting, the library will now be represented at the Memories of East Preston event during East Preston Festival. Vicki agreed this would be a good way in which the library could raise its social profile in the village.

#### **10. Final internal audit for 2018/19, 22<sup>nd</sup> May**

Rachel Hall visited to carry out her final internal audit for the council. As members will be aware, the council has accepted the Audit & Governance Committee's recommendation to use a different company, possibly just for a year.

As Rachel left, she again said East Preston Parish Council was her favourite council. Our methods are in line with what she would expect and she always found something amusing within our Full Council Minutes.

#### **11. New cameras at Roundstone Level Crossing**



New cameras have been added to the Roundstone Level Crossing by Network Rail. These are for catching drivers who jump the flashing red lights there, possibly endangering not just themselves but others too.

After I had publicised this in the e-newsletter dated 22<sup>nd</sup> May, a member of the public wrote in: “Reading the article about the new cameras at the level crossing which are yellow. There are already cameras there - the existing white ones not put up that long ago. That's how people have been caught. Why do we need additional ones? Looks like a concentration camp in that area and I thought I lived in a village!!”

In responding, I advised the white cameras are those used by the signal box at Lancing to ensure the crossing is clear before closing the gates. The yellow cameras will obviously be serving a related but very different purpose.

#### **12. Extended yellow box at Roundstone Level Crossing**

Council will be aware we sometimes receive calls asking for the yellow box at Roundstone Level Crossing to be extended. This was asked again this month, and the reply from WSCC is copied here:

The yellow box junction over the level crossing is there as part of Network Rail's level crossing order, so any request to extend it should be directed to them. However, I would suggest that there is not scope to extend it southwards, as suggested by Ms Barnes. Yellow boxes must not be entered unless it can be seen that the exit is clear. Because the B2140 has a double bend through the level crossing, it is already very difficult for northbound road users to be able to see whether or not the exit is clear and extending the box would make it even harder, if not impossible, so I would not consider that it would be appropriate to do this.

Ben Whiffin

Area Highway Manager – Arun District

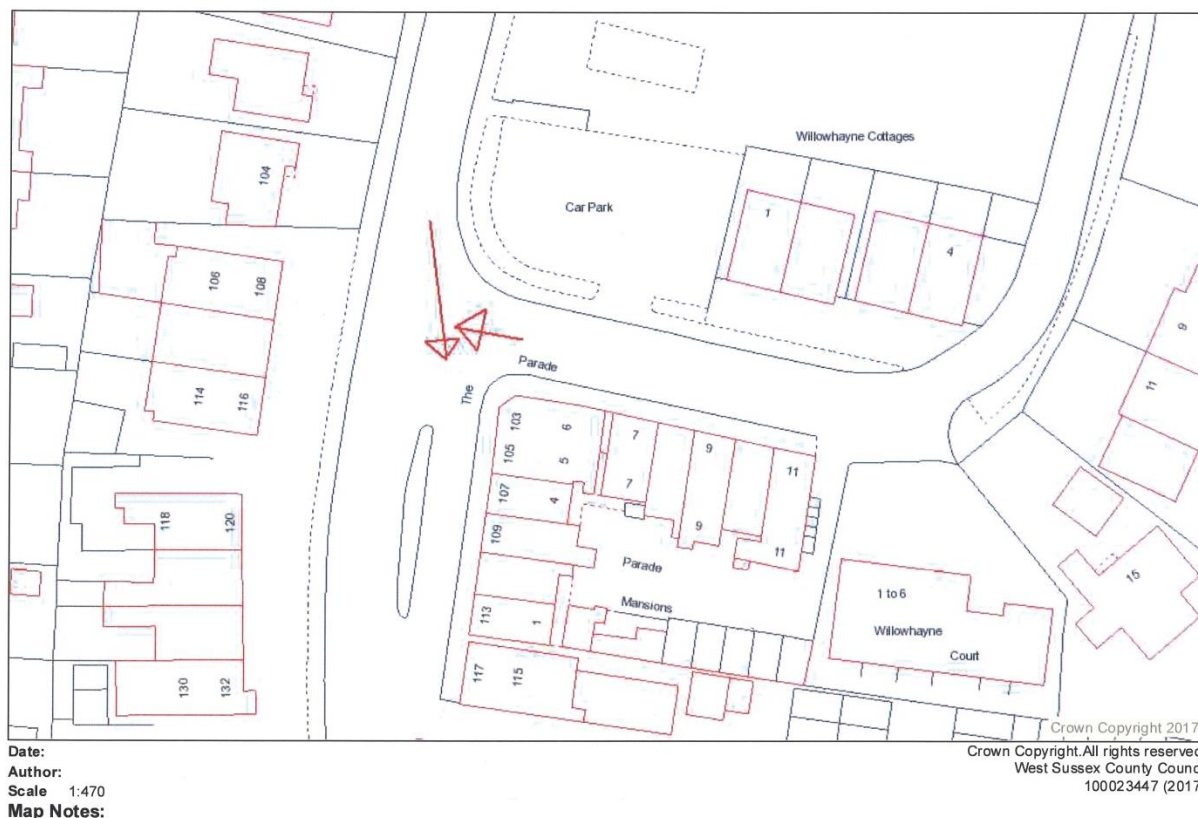
#### **13. Reversing the traffic flow in Willowhayne Crescent**

The council is also sometimes asked about reversing the traffic flow around Willowhayne Crescent. This was asked again this month, and the reply from WSCC is copied here:

I've discussed this request with Rob [Torrance – WSCC Traffic Officer- Arun District] and we are of the opinion that any reversal of the one-way system would introduce potential vehicle conflict at the southern junction with Sea Lane. This is because at present drivers cross the bell mouth (southern end) to Willowhayne to access parking outside the parade of shops (see my attached plan). If we did think a reversal was a feasible option, we would need to also look at traffic movement in front of the shops, and which would probably need to be another one-way restriction that in all likelihood would suffer from similar non-compliance.

Ben Whiffin

Area Highway Manager – Arun District



#### 14. **Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- Post warning of Nottingham Knockers in the village, 15<sup>th</sup> May – 901 people
- Post warning of local bicycle and motorcycle thefts – 727 people
- Repost of government warning about Oak Processionary Moth caterpillars - 683
- Poster advertising Horticultural Society Coffee & Doughnut Morning on 11<sup>th</sup> May – 657
- † post advising Chopperwhoppers are coming to the Food & Drink Festival - 657
- Poster advertising charity stoolball match on 12<sup>th</sup> June – 546
- WSCC Public Notice of roadworks on the A280 Angmering by-pass in June - 517
- MailChimp repost of East Preston Parish Council news, 8<sup>th</sup> May - 504

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 24<sup>th</sup> May)

The number of people currently like the council on Facebook is 1,218, an increase of seven over the last report.

No posts placed on Nextdoor.

#### **15. MailChimp stats**

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

Parish Council news – 1<sup>st</sup> May – sent to 794, opened by 545 to date (68.8%)

Parish Council news – 8<sup>th</sup> May – sent to 793, opened by 525 to date (66.4%)

Parish Council news – 22<sup>nd</sup> May – sent to 793, opened by 529 to date (66.7%)

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

“Two questions. Did Terry get re-elected? How can I get rid of a mattress?”

“Should I switch my telephone account to Utility Warehouse.”

“Can you please let us know the polling station for us? We have not received any polling cards.”

“Simon, I always make people sneeze when I get into a train carriage. Do you think I overdo the aftershave?”

“Does the pizza van need a licence?”

“Can we book the boules piste?” (Not through the office, but there are contact details for such enquiries on the noticeboard beside the piste itself.)

#### **17. Recent bouquets and complaints**

(In addition to anything reported above)

“I wish I had a prize to give because I would give it to East Preston Parish Council for getting all their forms back to me before anyone else. You're always so efficient.” (an officer at ADC)

Both Rustington councillors Jamie Bennett and Peter Warren said how much they like the e-newsletters this council sends out. It's good to know my Rustington counterpart forwards it to her councillors and flattering to know at least some of them appreciate it.

Thanks to Alison from a resident who complained about overflowing dog-bins on the greensward at Kingston and returned the following day to say the bins had been emptied.

In an email about the new cameras at the Roundstone Level Crossing, a resident of the eastern part of The Street wrote, “The people we have met are very friendly and as I mentioned before we think that the council do a great job in looking after the area, it always looks clean and well cared for. Keep up the good work.”

From the Secretary to the governors of East Preston Infant School, “Many thanks for your help regarding advertising our governor vacancies. Our governing body is now full.”

#### **18. Leave**

Alison is off on 3<sup>rd</sup> June. No other leave has been booked currently.

### **19. June Meetings and Events**

This list may be incomplete and is subject to change.

3 <sup>rd</sup>	Full Council (19:00, East Preston Infant School)
4 <sup>th</sup>	SLCC Arun Clerks meeting (12:30, Bersted) (SC and DR only)
6 <sup>th</sup>	East Preston Business Community Business Breakfast (08:00, Grub & gumption)
7 <sup>th</sup>	East Preston Festival starts
9 <sup>th</sup>	D-Day Service (12:00, St Mary the Virgin Church) Community Speed Watch stall (12:00, Council Office forecourt)
10 <sup>th</sup>	Audit & Governance Committee (postponed) Planning & Licensing Committee (18:00, East Preston Infant School)
11 <sup>th</sup>	WSCC Joint Eastern Arun Area Committee (19:00, The White Swan, Arundel) (ST only)
13 <sup>th</sup>	St Barnabas Hospice Outreach Project visit (10:00, Village Green car-park) Come and Meet Your Local Councillors (10:30 – 12:30, Council Office forecourt)
16 <sup>th</sup>	East Preston Festival ends
24 <sup>th</sup>	Planning & Licensing Committee (18:00, East Preston Infant School)
27 <sup>th</sup>	Southern Water Stakeholder Workshop (09:30, Amex Stadium, Brighton) (JG only) Community Speed Watch team meeting (tbc) (ST, SC, DM and DS only)
29 <sup>th</sup>	Armed Forces Day (10:30, Littlehampton)

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**

23<sup>rd</sup> May 2019

## **Agenda Items 24a-h**

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

**Council is asked to note the following reports:**

#### **Eastern Arun Parishes meeting, 21<sup>st</sup> May**

##### **Rustington**

Report to be circulated at Full Council.

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

28<sup>th</sup> May 2019

## **WSCC Joint Eastern Arun Area Committee, Highways and Transport sub-group, 23<sup>rd</sup> May**

### **Rustington**

I have only include the items that I feel will be of interest to East Preston residents.

1. Planning was granted on the 9th May for the A284 Lyminster by-pass north of the railway. Work should start late Spring 2020.

2. As far as the A259 is concerned there is still some site clearance to be done on land that has yet to be purchased. Compulsory Purchase Orders have been published and negotiating with land owners has commenced, but if there are more than 5 objections there is likely to be a public enquiry. This will add 6-8 months to the anticipated start date which, without a public enquiry, would be November 2019. A decision to award the contract is due to be made on 20th June.

3. I expressed East Preston's interest when the topic of the local bus provision was discussed. This will be considered by the Eastern Parishes group who will then feed back into this forum.

4. The Traffic Regulation Order for Sea and Manor Roads will be considered in the November JEAAC meeting and if it is not granted this time the application will need to be resubmitted.

The next meeting is scheduled for 24th October at 14:00.

Cllr Elizabeth Linton – **Vice-Chairman of the Council**

24<sup>th</sup> May 2019

## **Agenda Item 27**

### **Exclusion of the public and the press for the remainder of the meeting**

**Council is asked to agree the public and the press are excluded from the remainder of the meeting owing to the confidential nature of the remaining business.** This exclusion is in line with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2019

## **Agenda Item 28a**

### **Personnel Committee**

The council is asked to consider matters relating to the council's handyman.

The Personnel Committee considered the terms of the council handyman's employment at its meeting on 8<sup>th</sup> April. The committee agreed to make the following recommendations to the council:

[REDACTED]

[REDACTED]

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2019

# Appendix A

## Agenda Item 11a

### Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2019

Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2019 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

East Preston Parish Council Income and Expenditure Account		
Year ended 31 March 2018	For the year ended 31 March 2019	Year ended 31 March 2019
	<b>INCOME</b>	
234,773.12	Precept + ADC Council Tax Base Grant	242,829.95
8,205.00	Rent income & Water Contribution (Property: 124 Sea Rd)	8,850.00
2,000.00	Rent income (Sports) - Parish Council	2,000.00
858.39	Other income (Amenities & Admin)	8,981.57
5,656.02	Community Engagement income	4,153.94
23,088.01	WRG Trust income (inc Sports & V/Hall Rent)	491.49
	WRG Trust income (inc Sea Rd Toilets Refurb Donations)	4,960.00
	WRG Trust - Parish Council Impress	22,738.04
7,467.50	Reversal of School Crossing Accrual 31 March 2017	0.00
2,863.65	AoSERA Street Lighting	2,885.11
-229.49	AoSERA - Unpaid VAT	0.00
505.83	Village Green Parking income	2,007.14
3,356.32	Bank interest received	3,554.60
<u>288,544.35</u>	<b>TOTAL INCOME</b>	<u>303,451.84</u>
	<b>EXPENDITURE</b>	
-35,816.27	General Administration	-33,729.59
-58,937.41	Staff Costs (Salaries, Officer Training & Travel, VO Clothing/Supplies)	-67,642.57
-1,178.71	Property Costs - 124 Sea Rd	-1,103.86
-2,050.00	Grant Aid Section 137	-3,100.00
0.00	Crime Prevention (Youth Club)	-10,060.00
-1,523.30	Donations/ Contributions	-1,914.38
-44,638.18	Amenities	-58,232.35
-3,340.19	Street Lighting	-3,205.95
-23,088.01	WRG Trust Total Expenditure	-28,189.53
-2,522.93	Annual Contingency Budget	-3,233.42
-75,000.00	General Reserve	5,011.58
-18,578.58	Community Engagement	-20,015.08
-13,130.62	Loan Capital Repayment	-13,618.28
-1,923.50	Loan Interest	-1,435.84
<u>-281,727.70</u>	<b>TOTAL EXPENDITURE</b>	<u>-240,469.27</u>
<u>6,816.65</u>	<b>TOTAL NET INCOME / (EXPENDITURE)</b>	<u>62,982.57</u>
	<b>GENERAL FUND</b>	
185,270.68	Balance 1 April	242,383.17
6,816.65	Total net Income after interest	62,982.57
<u>192,087.33</u>	Balance before transfers	<u>305,365.74</u>
	Transfers to/ (from) Reserves	
-7,500.00	School Crossing Patrol	-2,500.00
-14,299.16	WRG Trust Sea Road Disabled Toilets Refurbishment	-20,310.00
-1,605.00	Parish Shopfront	-3,000.00
-1,000.00	Village Clock	-1,000.00
-300.00	Receptions	0.00
0.00	CCTV Village Green	-6,700.00
20,000.00	Village Improvement Fund	0.00
5,000.00	EP Youth Provision	0.00
50,000.00	Lashmar Rd MUGA	0.00
<u>242,383.17</u>	<b>Balance 31 March</b>	<u>271,855.74</u>

**East Preston Parish Council**  
**Balance Sheet**  
**as at 31 March 2019**

Year ended 31 March 2018		Year ended 31 March 2019
	<b>CURRENT ASSETS</b>	
54.00	Debtors	413.81
4,389.26	VAT recoverable	5,202.59
320,061.18	Cash & Bank	379,248.09
<u>324,504.44</u>		<u>384,864.49</u>
	<b>CURRENT LIABILITIES</b>	
-9,060.89	Creditors	-9,773.37
-6,280.00	Accruals	-2,925.00
0.00	Receipts in Advance	-20.00
<u>-15,340.89</u>		<u>-12,718.37</u>
<u>309,163.55</u>	<b>NET ASSETS</b>	<u>372,146.12</u>
	<b>Represented by</b>	
242,383.17	General Fund	271,855.74
42,076.22	Village Improvement Fund	42,076.22
7,500.00	School Crossing Patrol	10,000.00
14,299.16	WRG Trust Sea Lane Toilets Refurbishment	34,609.16
1,605.00	Parish Shopfront	4,605.00
1,000.00	Village Clock	2,000.00
300.00	Receptions	300.00
0.00	CCTV Village Green Reserve	6,700.00
<u>309,163.55</u>		<u>372,146.12</u>

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

Signed  
Chairman

RFO

Date



# Appendix B

## Agenda Items 12a and 12b

### Annual Financial Matters – Annual Return for year- ending 31<sup>st</sup> March 2019

**Council is asked to agree Sections 1 and 2 of the Annual Return for the year-ending 31<sup>st</sup> March 2019 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

#### Section 1 – Annual Governance Statement 2018/19

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 2019, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

### EAST PRESTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	302,346	309,163	<i>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.</i>
2. (+) Precept or Rates and Levies	234,773	242,830	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	53,771	60,622	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	58,937	67,642	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	15,054	15,054	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	207,736	157,773	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	309,163	372,146	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	320,061	379,248	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1,112,615	1,122,685	<i>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.</i>
10. Total borrowings	42,391	28,773	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 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/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



## Annual Internal Audit Report 2018/19

### EAST PRESTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)		NIA	
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/05/2019 DD/MM/YY DD/MM/YY

RACHEL HALL (ACA)

Signature of person who carried out the internal audit

RACHEL HALL

Date 22/05/2019

\*If the response is 'no' you must include a note to 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).

## **Appendix C**

### **Agenda Item 15a**

#### **Audit & Governance Committee – Internal Audit for the year-ending 31<sup>st</sup> March 2019**

**Council is asked to note the final Internal Audit report for the year-ending 31<sup>st</sup> March 2019.**

**EAST PRESTON PARISH COUNCIL**

**FINAL INTERNAL AUDIT REPORT**

**FOR THE YEAR ENDED 31 MARCH 2019**

#### **INTRODUCTION**

An internal audit of the Parish Council's financial records for the year 2018/2019 has recently been completed. The audit included all financial transactions for the period 1 October 2018 to 31 March 2019 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

Audit work is generally carried out by sampling - a random sample is initially chosen from the nominal ledger (I would normally choose a selection of large items, regular items, and "one-off" items). Over the course of the year (interim and final audit) I have reviewed approximately 50% of all transactions. Walk through checks are often used to confirm that internal controls operate correctly - for example, I would

pick a purchase order at random, make sure it has been approved (both on the order and in the minutes), match it to the purchase invoice, and agree the resulting payment to the cheque book stub/BACS authorisation list and bank statement. Walk through checks are also carried out in reverse - ie choose a payment from the bank statement, trace it to the cheque book stub/BACS authorisation list, to the invoice, to the purchase order, and finally to the minutes.

## SCOPE

The audit included detailed examination of the nominal ledger; review of bank statements and cheque book stubs; review of supplier invoices; review of receipts; review of agendas and minutes of meetings; review of the fixed asset register and insurance policy; review of VAT returns and recording of VAT on purchases; confirmation that payroll is processed and authorised correctly, and that the figures in the accounts agree to the payroll records; review of budgets and variances; and confirmation that bank reconciliations and reports are prepared regularly and reviewed at meetings of the Parish Council.

## FINDINGS

- 1) I carried out a detailed review of payments and receipts, and a review of the nominal ledger in the period
- 2) The fixed asset register has been correctly updated to include additions in the year. The “insured value” column needs to be updated to show current values, and also to identify those assets that are insured separately
- 3) I reviewed the minutes for the period 1 October to 31 March, and confirmed that payments were correctly authorised, and that regular reports were provided to Council meetings
- 4) I reviewed the VAT returns and posting to the VAT account in the nominal ledger
- 5) The accounts were reviewed for accuracy, and agreed to the trial balance and nominal ledger. The annual return was checked to confirm that the figures recorded agreed to the accounts.

## SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.

Excellent systems and internal controls are in place to ensure the correct documentation and recording of income and expenditure.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be above average, and accurately record the Council’s financial position.

.....

RACHEL HALL (ACA)  
22 May 2019

### **Agenda Item 17a**

#### **Personnel Committee – Sick Leave / Back to Work Policy**

**Council is asked to adopt a Sick Leave / Back to Work Policy.**

##### **Sick Leave and Back to Work Policy**

###### **A) NOTIFICATION OF INCAPACITY FOR WORK**

- 1) All employees must notify the Parish Office by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 9.00 a.m. The Clerk to the Council must notify either the Chairman of the Council or the Chairman of the Personnel Committee.
- 2) You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.
- 3) If your incapacity extends to more than seven calendar days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

###### **B) EVIDENCE OF INCAPACITY**

- 1) Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work. (Appendix A)
- 2) If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate (a Fit Note) and forward this to us without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

###### **C) PAYMENTS**

- 1) You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.
- 2) Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.
- 3) Any contractual sickness/injury payments are shown in your individual contract of employment
- 4) Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP.
- 5) If you are entitled to any payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.
- 6) Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which

we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

#### **D) RETURN TO WORK**

- 1) You should notify the Office (or Chair of the Council/Chair of Personnel Committee) as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- 2) If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) Upon returning to work after any period of sickness/injury absence, you will be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.
- 4) If you have provided an open Doctor's Certificate (fit note) or you wish to return before the Doctor's Certificate (fit note) has expired, you must obtain a Doctor's Statement of Fitness before you will be allowed to return to work. This may include information on a phased return to work. Any adjustments to your working pattern or duties will be discussed with you at the return to work interview.

#### **E) GENERAL**

- 1) Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.
- 2) In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.
- 3) We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.
- 4) If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.

#### **Appendix A**

##### **RETURN TO WORK INTERVIEW FORM**

Form RTW

**This form should be completed on the employee's return to work following any period of absence.**

##### **Part 1: Self-Certification** *(to be completed by employee)*

Name:	Job Title:
1 <sup>st</sup> Day of Absence:	Date Returned to Work:
Number of working days absent:	Are you: full time / part time * *Delete as appropriate
State briefly why you were unfit for work (specify nature of illness or injury. Words like "illness" or "unwell" are not enough)	

I reported my absence to:	on (date):

Signed (employee): ..... Date: .....

**Part 2: Return To Work Discussion** *(to be completed by Manager)*

<b>Interviewer's Name:</b>
<b>Dates of absence</b>  <b>From:</b>  Total sickness absence in last 12 months .....
<b>Reason for absence</b>  .  Has the employee consulted his/her GP Medical Certificate/Self-certificate issued ..... yes/no
Signed _____ Date _____ Interviewer: _____



### **Agenda Item 17b**

#### **Personnel Committee – Bereavement Policy**

**Council is asked to adopt a Bereavement Policy.**

##### **Bereavement Support Policy For Councillors And Staff**

Although grieving is a natural process which can be helped by the sympathy and understanding of family and friends, sometimes a person may need support to work through it in a positive way. Family and friends don't always know how to help - they may be embarrassed by a person's grief and may even avoid meeting a bereaved person in the mistaken belief that a meeting may increase distress.

It is important that we offer a 'listening ear' to those who have been bereaved. We will aim to listen with understanding, to accept those suffering loss as they are, and support them through the grieving process. Talking and sharing feelings with someone can help. For some people relying on family and friends is the best way to cope. However, if this support is not available, the Council will endeavour to offer mentoring support and signpost to external agencies who may help including the person's GP or Cruse On 0808 808 1677. (<https://www.cruse.org.uk/>)

##### **For Staff:**

##### **Bereavement / Compassionate Leave**

East Preston Parish Council recognises that time off work following the death of a close relative or friend for mourning, supporting other family members and/or to make funeral arrangements and to attend the funeral are necessary. Therefore, some paid leave can be given, up to a maximum of up to 5 days, if agreed with the Clerk and either the Chair of the Council or Chair of Personnel Committee. In situations which are similarly distressing, consideration will be given to granting paid or unpaid time off at the discretion of the Clerk and the Chair of the Council or the Chair of the Personnel Committee. It should be noted that five days paid leave is a maximum for exceptional circumstances and should not be considered as an automatic entitlement.

In the event of bereavement, an employee will be able to take unpaid leave or annual leave at short notice to supplement their bereavement leave. Requests should be directed to the Clerk and either the Chairman of the Parish Council or the Chair of the Personnel Committee.

An employee who suffers a family bereavement while on annual leave may convert their annual leave into bereavement leave and take their annual leave at a future date.

##### **Unpaid leave**

Unpaid leave on compassionate grounds may be granted after bereavement. An employee must consult with the Clerk, the Chairman of the Council and/or the Chair of the Personnel Committee before starting unpaid leave.

##### **Return to Work**

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances the Council will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be

agreed in advance by the Clerk and either the Chairman of the Council or the Chair of Personnel Committee and would be subject to an agreed maximum number of days.

### **Employee Support**

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either the Clerk, the Chairman of the Council or the Chair of Personnel Committee. The Council will work to ensure that any reasonable adjustments that may be necessary are discussed and put in place. The employee will be supported in their return to the full range of duties and responsibilities that they had prior to the bereavement. Alternatively, their duties and responsibilities may be adjusted (as necessary) with the prior agreement of the Clerk and either the Chairman of the Council or the Chair of the Personnel Committee.

### **Health and Safety**

Bereavement can have an impact on concentration, sleep, and decision-making. The health and safety assessment of the workplace will include consideration of the impact of bereavement on employees, their duties and responsibilities, and the context in which they are working. Any employee who is concerned about their ability to conduct their duties safely in the weeks following bereavement must discuss this with the Clerk, the Chair of the Parish Council or the Chair of the Personnel Committee.

### **For Councillors**

The Parish Council will have a 'buddying' service for councillors offering support and advice in the early days of bereavement and beyond. This service may also help alleviate the feeling of being isolated and alone which is prevalent in grief.

### **Culture and Diversity**

East Preston Parish Council recognises that different cultures respond to death in significantly different ways. Councillors who are unsure of how to respond to a bereaved employee or fellow councillor from a different culture should ask the bereaved or someone else from their cultural group about what is appropriate.

## **Agenda Item 22a**

### **Sussex Community Rail Partnership**

**Council is asked to note the following email received via the Partnership on 24<sup>th</sup> May and to let the Clerk know of any suggestions for improving Angmering railway station.**

#### **GTR Passenger Benefit Fund**

**Briefing by Sussex Community Rail Partnership 9<sup>th</sup> May 2019**



#### **What is the Passenger Benefit Fund?**

Following the disruption linked to timetable changes in May 2018, GTR is contributing £15million to a fund to provide tangible benefits for passengers. More details here:

<https://www.passengerbenefitfund.co.uk>

#### **How much will my station get?**

All GTR stations are allocated a minimum of £30,000. Stations where passengers were most affected by the timetable disruption will get either £50,000 or £80,000. See the **attached table** for details.

#### **What can the fund be spent on?**

Passenger groups can decide to spend the fund on local station improvements or projects, or on projects with wider passenger benefits. GTR has provided some suggestions of the kind of projects that might be of interest (**attached below**), and passenger groups can also submit their own ideas. The fund is for additional work, not already funded, that has been chosen by local passenger reps. Funds can be pooled between a number of stations to fund larger projects.

#### **How can we put forward ideas for the fund?**

Passenger groups like SCRP and Rail User Groups can put forward ideas as a group. GTR can attend meetings to discuss ideas and answer questions. Individual passengers can also submit their ideas via the website.

GTR asks that up to 5 proposals per station are submitted, ranked in priority order. If some of the ideas are not operationally possible, GTR will contact the group and ask them to choose another idea.

At the end of the engagement process, GTR will review the submitted ideas and produce a list of schemes that passengers want to take forward. This list will be discussed with passenger groups and stakeholders before producing a final list for implementation.

Some stations may have no ideas submitted. Their funding will be allocated to wider passenger benefit schemes.

**All ideas must be submitted by 30 July 2019.**

#### **Engagement**

GTR has written to local district councils and Rail User Groups (where these exist) with details of their stations' allocations and asking them to respond with suggestions.

SCRP will work with Line Steering Groups, local councils and other stakeholders to help us come up with creative and feasible ideas that benefit local communities and passengers and have wide local support.

## **GTR's suggestions for the passenger benefit fund**

### **Passenger Benefit Fund - local passenger benefit schemes**

Please find a list of possible passenger benefit schemes that would benefit passengers at their stations. These schemes are suggestions only and would be in addition to the work GTR has planned to deliver in 2019/20. To vote for your favourite schemes or suggest your own ideas please use the Passenger Benefit Fund submission form.

- Fit solar panels to the station
- Adding a 'living plant wall'/bee garden or other environmental options
- Improvements to the station toilets.
- Additional customer seating
- Additional waiting shelters
- Canopies over ticket vending machines
- Additional ticket vending machines
- Additional cycle parking facilities
- Increasing cycle security measures at stations
- Additional customer information screens

### **Passenger Benefit Fund - wider passenger benefit schemes**

We are seeking to implement schemes that would benefit passengers across GTR's routes and stations. Please let us know how we can benefit passenger's journeys from the moment they leave home to the moment they return home. Your ideas need to be tangible and benefit as many passengers as possible. We have provided a list of example schemes below for guidance only:

- Adding delay notification functionality to the GTR apps
- Provision of real-time, relevant station and journey information either in station or through the app e.g. lifts or toilets out of service
- Improving the communication of alternative end to end journey options (like 'Waze' for road travel) during disruption
- Improving the information provided during and post disruption in stations or through the app
- Keeping station toilet facilities open 24/7, with accessibility via The Key Smartcard