

MONTHLY MEETING OF THE COUNCIL

8TH JUNE 2020

SUPPORTING PAPERS

Agenda Item 8

Minutes of Monthly Full Council meeting, 4th May

The draft Minutes were circulated to all councillors on 5th May, asking for suggested amendments by 12th May. None were received.

Simon Cross – **Clerk to the Council**

22nd May 2020

Agenda Item 9

Monthly Update Report

1. **Introduction**
2. **Minute 123/20 – Committees – Community Engagement Committee – village bus service**
3. **Minute 263/20 – Appointment of a Chairman for the Municipal Year 2020/21**
4. **Minute 276/20 – Amenities Committee – Sea Road Fig tree**
5. **Minute 280/20 – Clerk’s Report, Item 7 – Social Media – East Preston Book Exchange**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 2nd March 2020.

2. **Minute 123/20 – Committees – Community Engagement Committee – village bus service**

I received the following update from my Angmering P.C. counterpart, Katie Herr, on 29th April:

Hi Simon,

We were due to have sent out our Neighbourhood Plan Survey by now and had the results pending. Due to COVID-19 we decided not to send the survey out and put it on hold.

Because of this I have no clear response from the councillors as they were going to make a decision once receiving back the data from the survey.

It was noted by Paul Bicknell to put the needed figure in next years budget – but this was not voted on, just mentioned.

I am sorry I do not have a definitive answer for you.

Kind Regards

Katie

3. **Minute 263/20 – Appointment of a Chairman for the Municipal Year 2020/21**

Following their annual meetings, we have been advised of the following appointments at our fellow Eastern Arun councils:

	Chairman	Vice-Chairman
Ferring	Cllr Stephen Abbott	Cllr Lesley Young
Littlehampton	Cllr David Chace	Cllr Michelle Molloy
Kingston	Cllr Geraldine Walker	Cllr Roger Wetherall
Rustington	Cllr John Street	Cllr Alison Cooper

No word from Angmering P.C. to date.

4. **Minute 276/20 – Amenities Committee – Sea Road Fig tree**

The day after the meeting, I hand-delivered a letter to Mrs Lee, thanking her for her letter to council and advising her of the outcome. I handed the letter to Mrs Lee herself. Not in the letter as I was not sure I could word it correctly, but face-to-face I let Mrs Lee know the council could arrange for her to have part of the trunk should she want to make it into a garden side-table or similar.

Cllr Toney has arranged for some cuttings to be taken from the tree, should Mrs Lee wish to plant those on her land. It would be against the council's Native Planting Policy for the cuttings to be planted on council land.

On the day after the meeting, the council received an email from Mrs M who had been present at the meeting. In her email, Mrs M said, "Thanks so much, Simon, for [the details for] the meeting last night - it was good to be there. I was very touched by the trouble taken to help the lady grieving for the loss of the fig tree.... the loss of any tree is so sad, not least due to their longevity, and magnificence."

5. **Minute 280/20 – Clerk's Report, Item 7 – Social Media – East Preston Book Exchange**

There is now an additional Book Exchange location of the bench outside the library. This currently supports two boxes, one especially for children. Vicki Davey, WSCC Library Cluster Manager, has seen the boxes outside the library and, whilst there is no official view from WSCC, believes the Library Service would be supportive of any initiative that encourages reading. Mrs Davey does not see the library re-opening until at least 4th July.

Following the success of the Book Exchange, the council has received a suggestion to install book shelves in at least one of its bus shelters. This will be considered by the Amenities Committee when time permits.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Item 11a

Annual Financial Matters – Accounts for year-ending 31st March 2020

Council is asked to approve the accounts for the year-ending 31st March 2020 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr McElroy to introduce this item.

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

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

Simon Cross – **Clerk to the Council**

26th May 2020

Agenda Items 12a and 12b

Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2020

Council is asked to agree Section 1 – *Annual governance statement 2019/20* - of the Annual Governance and Accountability Return for the year-ending 31st March 2020 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Council is asked to agree Section 2 – *Accounting statements 2019/20* - of the Annual Governance and Accountability Return for the year-ending 31st March 2020 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Cllr McElroy to introduce this item.

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

Appendix B shows the two sections of the form the council needs to agree can be signed by the Chairman and me. Appendix B also includes the Internal Auditor's completed page of the Annual Governance and Accountability Return.

Simon Cross – **Clerk to the Council**

22nd May 2020

Agenda Item 13

Committees

Since the last meeting, the following committee meetings have taken place: Community Engagement and Major Events both on 26th May.

Draft Minutes from each of these meetings, may have been circulated to all councillors ahead of this evening's meeting.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Item 13a

Amenities Committee

Trees – On Thursday 28th May the Fig Tree by the Village Hall was felled; Councillor Toney, Dorothy Lee and the Assistant Clerk were all present - it was a very sad moment indeed. As the tree surgeon began work on top of the tree it appeared to have extensive movement. One section of the tree, towards the top end and a section in the centre were both hollow in the middle and when the bottom stump was revealed, the centre of the stump appeared to have signs of disease.



Section of the Sea Road fig tree photographed on Thursday, 28th May 2020, courtesy of Dawn Reid. The photograph clearly shows the decay in the middle of the tree.

Councillor Toney has taken some cuttings from the tree and a section of the tree was saved to give to Dorothy. The Amenities Committee will decide what type of tree would be a suitable replacement for the area.

CCTV – The CCTV was installed at the Parish Council's office on 11th and 12th May. There is one internal camera providing coverage of office entrance, two external cameras at the front of the office, covering the north and south approaches and the Village Green Car Park and one external camera covering the rear entrance to the office. Images are captured, stored on

a recorder and can only be accessed by an authorised users, on-site. D-TECT the CCTV company, has installed the relevant signage, to make the public aware of the CCTV.

Sea Road Toilets – The two Unisex toilets have been closed for approximately 10 days, the door company removed the external doors to fit the new locking mechanisms. The new locks will indicate if the toilets are in use or not. The HAT door will have an additional overriding lock fitted, so it can be closed if the council requires, this can be added whilst on site. Please see Agenda Item 14a below for more details.

Village Green Wild Flower Beds – The council has received several compliments on this year's wildflower displays on the Village Green. Given the current lockdown enforcement, the beautiful coloured display is uplifting and brings a welcome distraction from the current health crisis.

New memorial bench – Work has started on installing a new bench on the Village Green, in memory of Kim Taylor. The bench is to be located in the north-eastern corner, between the gate and the table-football table. Kim's partner Lizzie has already thanked the council for pushing on with this piece of work.

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

1st June 2020

Agenda Item 13b

Audit & Governance Committee

The committee has not met. There is one recommendation from the committee below plus an Internal Audit report to note.

Simon Cross – **Clerk to the Council**

20th May 2020

Agenda Item 13c

Community Engagement Committee

The committee met via the Zoom online meeting application on Tuesday, 26th May.

I was elected Chairman of the committee for another year and Cllr Duff was similarly re-elected Vice-Chairman.

This meeting followed on from major Events with all Committee members present.

It was agreed to postpone the pre-school picnic until next year.

Committee felt that a Come and Meet Your Councillors event could be held in early September as social distancing could be observed and dry weather would be a bonus.

It was felt that the September beach clean could go ahead as planned.

There was some discussion about a Newsletter and it was agreed to plan another with distribution sometime in July.

Two blue plaques were agreed and the owners of the properties occupied by Sir Maurice Craig and Stanley Holloway would now be approached officially.

The idea of an Outdoor Film Show and Community Flower Displays would be discussed again once further information had been obtained.

Given the uncertainty of how Government guidelines would change there were several items to be carried over to the next meeting.

Cllr Elizabeth Linton –

Chairman of the Community Engagement Committee

27th May 2020

Agenda Item 13d

Finance & General Purposes Committee

The committee has not met.

Simon Cross – **Clerk to the Council**

20th May 2020

Agenda Item 13e

Major Events Committee

The committee met via the Zoom online meeting application on Tuesday, 26th May.

I was elected Chairman of the committee for another year and Cllr Gander was similarly re-elected Vice-Chairman.

Funday Sunday was discussed and a provisional date agreed for 4th October as that is the national silver Sunday date. This will only be held if Government guidelines permit.

With great reluctance it was agreed to cancel the Food and Drink Festival as members thought that social distancing would be required and it was not something Committee felt they would be able to control. This decision is in line with other open air festival cancellations for the remainder of the year eg. Weald and Downland Museum and Amberley Open Air Museum.

The Christmas Celebrations decision is being considered at the next meeting.

Cllr Elizabeth Linton –

Chairman of the Community Engagement Committee

27th May 2020

Agenda Item 13f

Personnel Committee

The committee has not met.

Simon Cross – **Clerk to the Council**

20th May 2020

Agenda Item 13g

Planning & Licensing Committee

The committee was scheduled to meet via the Zoom online meeting application on Tuesday, 26th May. This meeting was cancelled due to unforeseen circumstances and related technical difficulties.

Simon Cross – **Clerk to the Council**

27th May 2020

Agenda Item 14a

Amenities Committee – Sea Road toilet doors

CLlr McElroy to introduce this item.

Council is asked to agree retrospectively to £3,200 expenditure (excl. VAT) on the Sea Road toilets doors.

The initial spec for doors for the refurbished Sea Road toilets was changed part-way through the project for stronger aluminium doors. However, these were supplied without locks that indicated whether or not the toilets were in use. Personally, I am surprised and disappointed the supplier did not suggest we might want that on our doors, upselling.

After some negotiation, the supplier agreed to make these changes at a cost of £3,200 (excl. VAT). As the company had a window available during the first week of June when they could collect and work on the doors, it was agreed they should do so, hence this request being retrospective. The doors of the two unisex cubicles were collected on Saturday, 30th May. When they came to collect the doors, the engineer decided the works to the door of the Hoist-Assisted Toilet could be done on site.

The £3,200 comprises:

Re: East Preston Toilets

Male and female toilets:

Remove both doors to take back to the factory for amendments and board openings.

Fit a vacant / not vacant locking mechanism leaving the five point locking mechanism in place for when the door needs to be locked of an evening.

Replace barrels so that the thumb turn internally will be removed and changed for a key lock.

Add 250mm stainless steel kick plates to both doors inside and outside.

Touch up any minor scratches that have happened to the doors.

Revisit site to reinstall amended doors.

Disabled toilet:

Retro fit an external bar with padlock for extra security.

Add 250mm stainless steel kick plates to door inside and outside.

Net total £3200.00

VAT £640.00

Gross total £3840.00

The company required payment upfront.

It is recommended this money be taken from the council's reserves rather than against any 2020/21 budget line.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Items 14b and 14c

Amenities Committee – flower-planting contract

Cllr McElroy to introduce this item.

Council is asked to agree to waive Standing Order 18c to allow a two-year extension to the existing flower-planting contract.

Standing Order 18c states: "A public contract regulated by the Public Contracts Regulations 2015 an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) Is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity in the Contract Finder website regardless of what other means it uses to advertise the opportunity."

Council is asked to delegate to the Amenities Committee extension of the existing flower-planting contract for two years, depending upon the terms agreed with the existing contractor.

The Amenities Committee was almost ready to carry out a tendering exercise for the flower-planting contract, but COVID-19 lockdown prevented that from continuing. The government issued special guidelines allowing local authorities to extend contracts both to free up time for the local authorities for more important matters and also to free up time for contractors to concentrate more on their core business whilst operating with fewer staff.

In March, the government issued a *Procurement Policy Note – Responding to COVID-19*. The document was mainly to assist local authorities needing “to procure goods, services and works with extreme urgency.” The document refers to the Public Contract Regulations 2015 and, with reference to extending or modifying a contract during its term, refers to Regulation 72(1). This states:

Contracts ... may be modified without a new procurement procedure ... in any of the following cases:

(c) where all of the following conditions are fulfilled:

- (i) The need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen;*
- (ii) The modification does not alter the overall nature of the contract;*
- (iii) Any increase in price does not exceed 50% of the value of the original contract or framework agreement.*

The pandemic could not have been foreseen and the council was being diligent in preparing a tendering exercise. It is unknown as to whether or not the pandemic will occur again next winter.

Agreement to this Resolution will delegate authority to the Amenities Committee to agree an extension to the existing contract provided it is happy with the terms to be proposed by the existing contractor. Should the Amenities Committee not be happy with the terms to be proposed, the council will need to undertake a tendering exercise.

I appreciate this supporting paper may not be the clearest I have ever written. I am not proposing anything the council has not done before – i.e. extend and existing contract – but the circumstances are different. If anyone would like to see the full *Procurement Policy Note – Responding to COVID-19* let me know.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Item 15a

Audit & Governance Committee – Internal Audit report for the year-ending 31st March 2020

Cllr Mathias to introduce this item.

Council is asked to note the final Internal Audit report for the year-ending 31st March 2020.

Andy Beams of Mulberry & Co carried out the final Interim Audit for the year ending 31st March 2020 on Tuesday, 19th May. As councillors will see from the report, Mr Beams carried out the audit remotely, because of the pandemic. Owing to its length, his final report has been circulated to councillors under separate cover. In discussion with Mr Beams about the council's Asset Register, he agreed to be available for longer if his company is selected for future audits so we can address the officers' concerns the Asset Register has become unwieldy.

As will be seen in the report, Mr Beams remains of the opinion, "the systems and internal procedures at East Preston Parish Council are well established and followed."

Simon Cross – **Clerk to the Council**

26th May 2020

Agenda Item 15b

Audit & Governance Committee – Internal Audit contract until 31st March 2023

Cllr Mathias to introduce this item.

Council is asked to contract with Mulberry & Co. for Internal Audit services for the three years ending 31st March 2023.

Last year, the council tendered for Internal Audit services by contacting six companies then on the Sussex and Surrey Associations of Local Councils website. Four offered their services and at its meeting on 11th March 2019, the Audit & Governance Committee agreed to recommend Mulberry & Co. to Full Council, initially for a single year. On 1st April 2019, Full Council agreed to this recommendation (Minute 316/19, Resolution 1298).

The company has now completed a year of Internal Audit services including the completion of Section 3 of the Annual Governance and Reporting form. The reports provided have been comprehensive and advice given good.

Mulberry & Co. has confirmed the price will remain similar. Mulberry & Co. charged £168 for the Interim Audit Report and a very reasonable £105 for the Final Audit, but that obviously did not include any travel expenses. Both these figures exclude VAT.

Simon Cross – **Clerk to the Council**

22nd May 2020

Agenda Item 16a

Working Parties

The Leases Working Party has not met since the last meeting of the council.

Simon Cross – **Clerk to the Council**

26th May 2020

Agenda Item 17

Clerk's Report

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. East Preston Voluntary Service**
- 5. East Preston Business Community Business Breakfast, 6th May**
- 6. Social media**
- 7. MailChimp stats**
- 8. A selection of things we have been asked since the last meeting**
- 9. Recent bouquets and complaints**
- 10. Leave**
- 11. June meetings and events**

1. Introduction

This is the report mainly covering May 2020 and matters which may not arise elsewhere on the agenda.

2. Police matters

On 6th May, a local resident contacted us with his concerns about groups of teenagers congregating near to and around the back of the Scout Hall on Langmeads Field. He had reported this twice to Sussex Police but was unsure of the police response. I forwarded his concerns to PCSO Neil Billingham and Matt Rookes, ADC's anti-social behaviour officer. PCSO Billingham replied, "We have been targeting this area and were discussing it only this morning. I will get an Intelligence Log submitted to raise it to a higher level, but, as I am on early turn today and tomorrow then off Bank Holiday, I will also ask the late turn Officers if they can target this over the next two days. I am on an operation on Saturday and Sunday (on late turn) specifically targeting this type of behaviour, so I will be looking at all the open space areas across the district then as well. I have seen a couple of Logs regarding this, so the messages are getting through. Please can you thank the resident and by all means update them or forward this email."

3. Freedom of Information / Data Protection requests

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

4. **East Preston Voluntary Service**

The service continues to run supporting 150 households in the village with a similar number of volunteers. Just this week, we have started to see some volunteers drop out of the scheme as they return to work. The impact of this is, as yet, unknown.

Recent feedback received has included:

“Simon just to say how fantastic Nick my volunteer is can’t fault him on anything so thank all of you for your help made life a lot easier even if I do feel like a locked on Canary”. (resident of Normandy Lane)

“I have to write and thank you for the Volunteer Service you have provided within the community here in East Preston, such a great help at this time. For those isolating and many I am sure that are very anxious about leaving their homes to go to the shops. I have a lovely volunteer, Debbie. She has been wonderful and goes above and beyond to get my shopping, lovely lady always smiling and very polite. Thank you again.” (resident of Orchard Road)

“Dear Steve. Thank you very much for helping me out with the first cut of my lawn. My daughter can manage now.” (resident of Hillview Crescent)

“A very Big Thank You. I just wish to thank all involved with organizing the Volunteers for people who are vulnerable and self-isolating as I am. My volunteer, Marian, has been very very helpful to me, a complete gentleman, he has taken a bit worry off my mind. So thank you all for organizing this service. Well done. A Happy Resident of E.P.” (resident of Beechlands Close)

5. **East Preston Business Community Business Breakfast, 6th May**

Cllr Linton and I attended this Business Breakfast which was mainly checking in with some of the regular Business Breakfast attendees.

6. **Social media**

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

- Post informing residents the Sea Road toilets will be temporarily closed whilst the doors are amended – 2,138 people
- News East Preston Book Exchange was now operating outside the library too – 1,478
- Repost of East Preston Infant School Year 1 video – 571
- News there was also a children’s book exchange operating outside the library - 548

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 31st May)

The number of people currently liking the council on Facebook is 1,320, a increase of 9 over the last report.

7. 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 – 16th April – sent to 834 recipients, opened by 615 (73.7%) (updated stats)

Parish Council news – 30th April – sent to 834, opened by 585 (70.3%)

Parish Council news – 7th May – sent to 833, opened by 563 (67.8%)

Parish Council news – 13th May – sent to 833, opened by 581 (70%)

Parish Council news – 27th May – sent to 835, opened by 553 (66.2%)

8. Things we have been asked since the last meeting

Maybe because we are living in unusual times, we have not been asked anything unusual recently.

9. Recent bouquets and complaints

(In addition to anything reported above)

From a resident of The Ridings for advice on the topic of objecting to a Planning Application, "Thanks for your help as ever."

From the Chairman of Felpham Parish Council for advice given on the subject of blue (heritage) plaques, "My thanks for the info, it gives us somewhere to start."

From Mr B., a resident of Sea Road, "Just thought I would say how much I appreciate the wild flower garden on the Green this year. Should look great for V. E. Day."

In response to the e-newsletter sent on 13th May, a resident of The Street emailed, "Thanks for your e/mail. I especially enjoyed the pictures! Hopefully the lock down comes to an end soon, getting a little bit fed up".

A resident of Cotswold Way also responded to the same e-newsletter, "Thank you Simon, your news is all ways welcome xxx".

A resident of Normandy Drive, also in response to the 13th May e-newsletter, "Thanks for the latest village news and lovely pics from around the village. We had a lovely time on VE Day all having a tea party in our own front gardens, strains of Vera Lynn echoing down the road, flags and bunting fluttering everywhere!!"

District Cllr Kelly emailed, "For the first time in nearly two months I managed to get an early Sunday morning stroll around EP with my new puppy. May I say how lovely and clean the village is and how beautiful the wild flower displays in both Two Acres and the Village Green are. It brought a breath of fresh air to an otherwise dismal lockdown period. My congratulations to all concerned with both the cleanliness and maintenance of the Village and the wonderful displays of wild flowers."

10. Leave

No member of council staff currently has any leave booked in June.

11. June Meetings and Events

This list may be incomplete and is subject to change.

- 3rd East Preston Business Community Business Breakfast (08:00, Zoom)
- 8th Planning & Licensing Committee (18:00, tbc)
Full Council (19:00, Zoom)
- 11th Planning Review 2020: Town & Parish Councils (14:00, Zoom) (SC only)
- 15th Amenities Committee (19:00, Zoom)
- 22nd Planning & Licensing Committee (18:00, Zoom)
Annual Parish Meeting (19:00, Zoom)
- 29th Finance & General Purposes Committee (10:00, Zoom)
Major Events Committee (19:00, Zoom)

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**

1st June 2020

Agenda Items 18

Other meetings and events – Part 1

There are no reports for council to note.

Simon Cross – **Clerk to the Council**

26th May 2020

Agenda Item 20

East Preston Youth Club

Council is asked to agree Cllr Chapman is the council's representative to the East Preston Youth Club.

Other councillors wishing to be members of the East Preston Youth Club committee may do so, but do so as independents rather than council representatives. This should be discussed with Cllr Chapman.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Item 21

South Strand Community Toilets

Council is asked to agree Cllr Bradshaw is the council's representative to the East Preston Youth Club.

Simon Cross – **Clerk to the Council**

1st June 2020

Agenda Item 11

Annual Financial Matters – Accounts for year-ending 31st March 2020

Council is asked to approve the accounts for the year-ending 31st March 2020 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.

East Preston Parish Council Income and Expenditure Account For the year ended 31 March 2020	
Year ended 31 March 2019	Year ended 31 March 2020
	INCOME
242,829.95	Precept + ADC Council Tax Base Grant 265,941.80
8,850.00	Rent income (Property: 124 Sea Rd) 8,760.00
2,000.00	Rent income (Sports) - Parish Council 2,550.00
8,981.57	Other income (Amenities & Admin) 2,159.14
4,153.94	Community Engagement & Major Events 3,699.20
491.49	WRG Trust Income (inc Sports & V/Hall Rent) 503.52
4,960.00	WRG Trust Income (inc Sea Rd Toilets refurbishment) 11,158.00
22,738.04	WRG Trust - Impress from PC - n/a 2020 0.00
2,885.11	AoSERA Street Lighting 3,179.63
2,007.14	Village Green Parking income 3,088.97
3,554.60	Bank interest received 4,580.90
<u>303,451.84</u>	<u>TOTAL INCOME 305,621.16</u>
	EXPENDITURE
(33,729.59)	General Administration (36,229.73)
(67,642.57)	Staff Costs (Salaries, Officer Training & Travel, VO Clothing/Supplies) (81,791.05)
(1,103.86)	Property Costs - Flat 124 Sea Rd (1,146.06)
(3,100.00)	Grant Aid Section 137 (4,605.16)
(10,060.00)	Crime Prevention 0.00
(1,914.38)	Donations/ Contributions (2,879.38)
(58,232.35)	Amenities (28,009.19)
(3,205.95)	Street Lighting (3,614.97)
(28,189.53)	WRG Trust Total Expenditure (36,042.17)
(3,233.42)	Annual Contingency Budget (6,918.92)
5,011.58	General reserve (36,445.47)
(20,015.08)	Community Engagement (18,812.49)
(13,618.28)	Loan capital repayment (14,124.04)
(1,435.84)	Loan interest (930.08)
<u>(240,469.27)</u>	<u>TOTAL EXPENDITURE (271,548.71)</u>
<u>62,982.57</u>	<u>TOTAL NET INCOME / (EXPENDITURE) 34,072.45</u>
	GENERAL FUND
242,383.17	Balance 1 April 271,855.74
62,982.57	Total net Income after interest 34,072.45
<u>305,365.74</u>	<u>Balance before transfers 305,928.19</u>
	Transfers to/ (from) Reserves
(2,500.00)	School Crossing Patrol 0.00
(20,310.00)	WRG Trust Sea Lane Toilets Refurbishment 34,609.16
(3,000.00)	Parish Shopfront (500.00)
(1,000.00)	Village Clock (1,000.00)
0.00	Receptions (250.00)
(6,700.00)	CCTV Village Green 1,836.31
0.00	EP Youth Provision (10,000.00)
<u>271,855.74</u>	<u>Balance 31 March 330,623.66</u>

**East Preston Parish Council
Balance Sheet
as at 31 March 2020**

Year ended 31 March 2019		Year ended 31 March 2020
	CURRENT ASSETS	
413.81	Debtors	0.00
5,202.59	VAT recoverable	4,759.87
<u>379,248.09</u>	Cash & Bank	<u>419,595.60</u>
<u>384,864.49</u>		<u>424,355.47</u>
	CURRENT LIABILITIES	
(9,773.37)	Creditors	(13,261.90)
(2,925.00)	Accruals	(4,875.00)
<u>(20.00)</u>	Receipts in Advance	<u>0.00</u>
<u>(12,718.37)</u>		<u>(18,136.90)</u>
<u>372,146.12</u>	NET ASSETS	<u>406,218.57</u>
	Represented by	
271,855.74	General Fund	330,623.66
42,076.22	Village Improvement Fund	42,076.22
10,000.00	School Crossing Patrol	10,000.00
34,609.16	WRG Trust Sea Lane Toilets Refurbishment	0.00
4,605.00	Parish Shopfront	5,105.00
2,000.00	Village Clock	3,000.00
300.00	Receptions	550.00
6,700.00	CCTV Village Green Reserve	4,863.69
0.00	EP Youth Provision	10,000.00
<u>372,146.12</u>		<u>406,218.57</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

Agenda Items 12a and 12b

Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2020

Council is asked to agree Sections 1 and 2 of the Annual Governance and Accountability Return for the year-ending 31st March 2020 can be signed by the Chairman and the Clerk/Responsible Financial Officer.

Section 1 – Annual Governance Statement 2019/20

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 2020, 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
	✓		

*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/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

AU eastpreston-pc.gov.uk PRESS

Section 2 – Accounting Statements 2019/20 for

EAST PRESTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	309,163	372,146	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	242,830	265,942	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,622	39,679	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	67,642	81,791	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,054	15,054	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	157,773	174,704	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	372,146	406,218	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	379,248	419,596	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	739,429	749,480	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	28,773	14,649	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2020 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 2019/20

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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

03/10/19 19/05/20

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

A Beams

Date

19/05/20

*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).

