Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning, West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th NOVEMBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 3 (including Cllr S Sullivan)

Meeting commenced: 7:30 pm

DRAFT MINUTES

		ACTIONS
F&GP/20/44	**APOLOGIES FOR ABSENCE**	
44.1	None	
F&GP/20/45	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
45.1	None	
F&GP/20/46	**QUESTIONS FROM THE FLOOR**	
46.1	None	
F&GP/20/47	**MINUTES OF PREVIOUS MEETING**	
47.1	Cllr Lloyd **proposed,** and Cllr Alexander **seconded** that the draft minutes for the meeting held on 13th October were agreed as a true and fair record of the proceedings. **Agreed**	
F&GP/20/48	**MATTERS ARISING AND ACTIONS**	
48.1	Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group **– Ongoing**	**CLERK**
48.2	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint **- Ongoing**	**Cllr Lloyd**
48.3	Clerk to ask Business Chamber how funds granted are to be used **– Actioned**	
48.4	Committee to defer Facebook development until it decides there is a suitable time to progress it **- Ongoing**	**CLERK**
48.5	Clerk to provide Community Committee with alternative water supplier - Clerk informed that this was on the agenda for the community meeting on 27th October but the meeting ran out of time before the item was reached – will be on next Community agenda. **Actioned**	

48.6	Clerk and Chair to discuss whether more detail needs to be shown on list **– Actioned**	
48.7	Asset register to be updated and brought to next F&GP meeting – **Ongoing**	**CLERK**
48.8	Budget working party to meet on 14th October **– Actioned**	
48.9	Clerk to ascertain how long hirers who are paying for room hire despite non-attendance will continue with these payments **–** It was noted that one group has informed they are unable to sustain continued payment of donation room-hire. The other group informed that they will be making a decision on this in December. A letter of thanks for their support of the Steyning Centre to be written to both groups.	**CLERK**
48.10	Clerk to provide a Cil report at next meeting with dates on which money is to be spent inserted and that it becomes a monthly report**– See item 49.1**	
48.11	Playground cleaning procedures to be reviewed by budget working party **– See item 49.5**	
48.12	SPC Meetings calendar uploaded to web site **– Actioned**	
48.13	Bowls Club Lease proposed amendments to be checked by solicitor – **Actioned**	
48.14	Newly reviewed Finance Risk Assessment to be posted on web site – **Actioned**	
48.15	Clerk to produce table of outstanding tasks as well as matters arising for next meeting. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the outstanding task list be discussed by the Personnel Committee in the first instance and then to take it forward if it is agreed. **Agreed.**	**CLERK**
48.16	Nominations for Millennium Awards to be sent to Clerk for next month's meeting – **Actioned**	
48.17	Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion **– See item 50.2**	
F&GP/20/49	**FINANCE MATTERS**	
49.1	To approve list of payments. Cllr Lloyd **proposed, seconded** by Cllr Alexander to approve the October 2020 list of payments. **Agreed**	
49.2	Cllr Lloyd **proposed, seconded** by Cllr Young to agree the F&GP income and expenditure report for October 2020. **Agreed** Clerk to explore to possibility reporting the committed expenditure facility in the account's software and report back to the next meeting	**CLERK**
49.3	Report from Cllr Lloyd following the 'All F&GP member budget' working party to consider its recommendations and to discuss and agree any actions as required including end of year 20/21, and draft 21/22 budgets. Cllr Lloyd made a statement concerning the current lock down uncertainties which make it very difficult to make budget plans at this time. The income from the Steyning Centre has a large impact on the budget and with the current lockdown and forced closures of the centre it is almost impossible to consider the budget figures at the present time. Cllr Lloyd **proposed, seconded** by Cllr Alexander to defer the finalising of the budget for 2020-21 until the December meeting of Full Council which will be after the current lockdown is over and further information from central Government and HDC is available. **Agreed**	**CLERK**
49.4.1	The SPC CIL report for 2019/20. Cllr Lloyd **proposed, seconded** by Cllr Alexander to receive and agree the SPC CIL report as presented by the Clerk and be uploaded. **Agreed.**	**CLERK**
49.4.2	Cllr Campbell requested that the CIL report become monthly and to also include s106 Cllr Campbell **proposed** that the Clerk to directed to provide an updated paper at each monthly meeting of F&FP showing:-	**CLERK**

1. - All s106 funds available to the council, subdivided by public authority holding said funds and also showing relevant details of the development from which, the funds were derived
2. - Details of the criteria for applying each s106 funding tranche.
3. - All Community infrastructure Levy funds available to the Council, subdivided by date of receipt by SPC so that in each case the time limit for spending is apparent; and
4. - A summary of the criteria for applying the CIL funds

49.4.3 Cllr Northam **proposed** an amendment to Cllr Campbell's proposal that the Clerk be directed to provide an updated paper being reported quarterly to a meeting of F&FP showing (the same details as above). The motion was not seconded. It was noted that the decision was made at the last F&GP Meeting that the report would be produced monthly. Cllr Goldsmith **seconded** Cllr Campbells proposal. **Agreed**

49.5 Playground opening. To discuss ongoing arrangement whereby Caretakers have been cleansing SPC playgrounds twice a day during the Covid crisis. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the cleansing of the playground equipment of twice a day ceases with immediate effect subject to the Clerk producing a temporary information sign in the first instance and getting costs for a more permanent sign to be reported at the next meeting. **Agreed** ***CLERK*** ***CLERK***

49.6 To discuss payment of outstanding invoice for Mr James Corrigan and to agree to delegate the personnel Committee to make a recommendation to F&GP as to the need for any ongoing personnel consultancy support. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the agreed 30 hours of work should be paid. **Agreed.** Clerk to talk to Mr Corrigan to gain clarity on the invoice and on the whereabouts of the second report and if it has been received and to report to next meeting. ***CLERK*** ***CLERK***

F&GP/20/50 GOVERNANCE ITEMS

50.1 To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the bowls Club lease is signed subject to the following amendments :- ***CLERK***

1. that a change be made at 3.31 and amended to read –'maintain the exterior of the building'
2. that there is a provision for the Club to maintain the inside and the top of the hedgerow on all 4 sides plus the outer face which faces Mill Road.
3. The liability be limited to the assets of the Club. **Agreed.**

50.2 To discuss that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions subject to any recommendations from the personnel Committee as to the need for any on-going personnel consultancy support. Cllr Lloyd **proposed, seconded** by Cllr Young that the decision of the need for ongoing personal consultancy support is delegated to the Personnel Committee. **Agreed** ***CLERK***

50.3 To discuss the forming of a working party to develop a 3-year business plan, taking into consideration the effect on the Council's finances if the Covid pandemic continues into the new financial year. Cllr Lloyd suggested that this be deferred to the Spring as long as there are no obligations with the Auditor to do the business plan at this time. Cllr Campbell **proposed, seconded** by Cllr Alexander that it is referred to the budget working party. **Agreed.** ***CLERK***

F&GP/20/51 FREEDOM OF INFORMATION REQUESTS

51.1 The Clerk updated there are currently three FOI / SAR requests. Two are review requests. The FOI panel had been requested to convene to assist with two of these. There is a new FOI request relating to details regarding Allotment finances.

51.2 To discuss a motion from Cllr Campbell regarding FOI information for publication. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Committee to discuss and approve a ***CLERK***

recommendation to Full Council that the Clerk shall be directed by Full Council that information given in response to an FOI or EIR request must be uploaded to the SPC register of requests and answers maintained on the SPC Website as soon as practicable after any response is given. **Agreed**

F&GP/20/52 **INFORMATION/CORRESPONDENCE ITEMS**

52.3 None for this meeting

F&GP/20/53 **CONFIDENTIAL SESSION**

53.1 Cllr Lloyd **proposed, seconded by** Cllr Northam to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain**. Agreed**

F&GP/20/54 **MILLENNIUM AWARD**

54.1 To discuss nominations for the Annual SPC Millennium awards. Due to the nominations received Cllrs Alexander and Northam declared personal interests and left the meeting. There were nominations for 2 groups and one individual. Following a brief discussion Cllr Lloyd **proposed seconded** by Cllr Norcross to award a certificate/s to the successful nominee/s and it is hoped to be able to award this at the next full council meeting**. Agreed.** ***CLERK***

F&GP/20/55 **DATE OF NEXT MEETING – 8th December 2020 @7.30pm.**

The Chair closed the meeting at 9.39 pm

Signed ………………………………………………….. Date 8th December 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting
Video - https://archive.org/details/2020-11-10-steyning-parish-council-f-gp-meeting-offical-copy

ITEM 6.1

Bank Reconciliation up to 01/12/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
02/11/2020	CR	928.00		928.00		R	HDC Rates	
02/11/2020	20.34		183.59	183.59		R	Receipt(s) Banked	
02/11/2020	20/36		99.79	99.79		R	Receipt(s) Banked	
03/11/2020	CR		267.76	267.76		R	Receipt(s) Banked	Cricket Club Rent
03/11/2020	BP		17.80	17.80		R	Receipt(s) Banked	
04/11/2020	581/20.21	5,524.11		5,524.11		R	Ferring Nurseries	
04/11/2020	582/20.21	425.37		425.37		R	Clare Austin	
04/11/2020	583/20.21	1,651.00		1,651.00		R	Jack Lee Cleaning	
04/11/2020	585/20.21	1,000.63		1,000.63		R	Laser electric steyning centre	
04/11/2020	584/20.21	85.00		85.00		R	TC Maint - playground repairs	
05/11/2020	VIS	37.08		37.08		R	Amazon - batteries + tape	
06/11/2020	VIS	37.95		37.95		R	Sitelock	
06/11/2020	DR	1.04		1.04		R	HBC Charges	
06/11/2020	20/37		91.80	91.80		R	Receipt(s) Banked	
06/11/2020	CR		28.80	28.80		R	Receipt(s) Banked	
09/11/2020	CR		255.41	255.41		R	Receipt(s) Banked	NHS Blood R.H.
10/11/2020	20/39		306.00	306.00		R	Receipt(s) Banked	
10/11/2020	20/40		28.01	28.01		R	Receipt(s) Banked	
11/11/2020	586/20.21	65.00		65.00		R	Keiron - plumbing	
11/11/2020	586A/20.21	180.00		180.00		R	Tom Packer web site	
11/11/2020	587/20.21	293.00		293.00		R	SCS Film	
11/11/2020	588/20.21	20.32		20.32		R	Tessa - Wine for film	
11/11/2020	589A/20.21	186.00		186.00		R	B Picking unlocking	
11/11/2020	590A/20.21	216.00		216.00		R	Mulberry Audit	
11/11/2020	591A/20.21	6,435.04		6,435.04		R	idverde grass cutting	
11/11/2020	592A/20.21	738.30		738.30		R	British Gas Steyning centre	
11/11/2020	587A/20.21	0.60		0.60		R	SCS film	
12/11/2020	20/38		38.09	38.09		R	Receipt(s) Banked	
12/11/2020	CR		32.00	32.00		R	Receipt(s) Banked	
12/11/2020	CR		56.02	56.02		R	Receipt(s) Banked	
12/11/2020	CR		15.00	15.00		R	Receipt(s) Banked	
16/11/2020	VIS	28.78		28.78		R	Zoom	
16/11/2020	VIS	6.99		6.99		R	Amazon - gutter stops	
17/11/2020	593A/20.21	432.50		432.50		R	Ferring nurseries	
17/11/2020	594A/20.21	49.50		49.50		R	SHS	
17/11/2020	595A/20.21	326.80		326.80		R	HDC Waste	
19/11/2020	VIS	135.00		135.00		R	PMSE Data protection	
19/11/2020	VIS	64.93		64.93		R	B&Q - Paint	
19/11/2020	DD	37.01		37.01		R	HSBC Charges	
23/11/2020	VIS	12.38		12.38		R	Cityplumbing	
23/11/2020	596A/20.21	44.35		44.35		R	TC Maintenance playgrounds	
23/11/2020	597A/20.21	291.10		291.10		R	KCS photocopying	
23/11/2020	598A/20.21	40.21		40.21		R	PiP Services	
23/11/2020	599A/20.21	2,868.13		2,868.13		R	HMRC tax	
23/11/2020	600A/20.21	1,730.47		1,730.47		R	Pensions WSCC	
25/11/2020	VIS	8.00		8.00		R	Zoho	
25/11/2020	VIS		71.20	71.20		R	Receipt(s) Banked	
26/11/2020	CR		3,900.00	3,900.00		R	Receipt(s) Banked	Steyning in Bloom Donation

Steyning Parish Council

Bank Reconciliation up to 01/12/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/11/2020	CR		1,277.20	1,277.20		R	Receipt(s) Banked PRE SCHOOL R.H.
30/11/2020	BACS	7,017.03		7,017.03		R	Salaries - Various
		30,917.62	6,668.47				

Detailed Income & Expenditure by Phased Budget Heading 01/12/2020

Month No: 8

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	15,539	2,264	(13,275)	3,400			457.0%
1004	Reimbursed Charges & donations	155	120	(35)	200			77.6%
1010	Miscellaneous income	0	736	736	1,100			0.0%
1076	Precept Received	322,305	322,305	0	322,305			100.0%
1090	Bank Interest Received	16	168	152	250			6.3%
	Administration :- Income	**338,015**	**325,593**	**(12,422)**	**327,255**			**103.3%**
4000	Salaries	82,990	91,336	8,346	137,000		54,010	60.6%
4002	Printing, stationery, postage	1,312	2,136	824	3,200		1,888	41.0%
4003	Staff Ill Health Insurance	0	1,200	1,200	1,350		1,350	0.0%
4004	Telephones and Alarm	1,406	2,000	594	3,000		1,594	46.9%
4005	Insurance	4,079	5,800	1,721	5,800		1,721	70.3%
4006	Salaries Outsourcing	0	0	0	900		900	0.0%
4007	Data Protection	849	1,000	151	1,700		851	50.0%
4010	Audit Fees	(893)	1,400	2,293	1,750		2,643	(51.0%)
4016	Legal Fees/Elections	0	6,664	6,664	10,000		10,000	0.0%
4017	Bank Charges	218	432	214	650		432	33.5%
4021	General Grants	2,218	1,336	(882)	2,000		(218)	110.9%
4025	CCTV Maintenance	0	80	80	160		160	0.0%
4030	Steyning in Bloom	4,964	4,400	(564)	4,400		(564)	112.8%
4032	Royal British Legion	0	350	350	415		415	0.0%

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	80	1,500	1,420	3,000		2,920	2.7%
4040 Town Clock	0	330	330	450		450	0.0%
4045 Misc & Petty Cash	0	184	184	275		275	0.0%
4047 Training	120	1,000	880	1,500		1,380	8.0%
4049 Showcase	0	0	0	200		200	0.0%
4055 HR Services	3,010	3,336	326	5,000		1,990	60.2%
4060 Chairman's Function	0	0	0	500		500	0.0%
4061 Councillors' Allowances	0	64	64	100		100	0.0%
4063 Legionnaires	533	1,664	1,131	2,500		1,967	21.3%
4070 Software Packages	1,621	1,336	(285)	2,000		379	81.0%
4071 ICT Equipment	1,025	1,300	275	1,700		675	60.3%
4072 Website Development	665	1,000	335	1,000		335	66.5%
4073 Neighbourhood Plan Exp	0	1,050	1,050	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	2,000	238	3,000		1,238	58.7%
Administration :- Indirect Expenditure	**107,847**	**134,648**	**26,801**	**198,050**	**0**	**90,203**	**54.5%**
Net Income over Expenditure	**230,168**	**190,945**	**(39,223)**	**129,205**			
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	0	0	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**60,750**	**0**	**60,750**	**0.0%**
Net Expenditure	**0**	**0**	**0**	**(60,750)**			

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Ideas regards Project funding for 2021/22 Item 6.5

2020 / 21 Projects

1. – LED Lighting -	£5,000
2. – Notice Boards -	£1,000
3. – Bin relocation -	£700
4. – MPF/Allot access -	£2,000
5. – Remove concrete MPF	£4,000
	£12,700

2021 / 22 Projects

1. – Further LED installation	£4,000 ?
2. - Allotment water installation	£?
3. – Chandlers Way development	£?
4. – Abbey Road development	£?
5. – Speed Limit project	£?
6. – Laptops/Tablets for Councillors	£?
7. - MPF/Allot access -	£2,000?
8. – CCTV installation	£?
9. – Further Solar Panel installation	£?
10.- Water fountain installations	£?
11. – Interactive white boards	£?
12. – Saxon room windows	£?
13. – High street Christmas Lights	£?
14. – Street light change to LED lights	£?

ITEM 6.6

Steyning Parish Council - Draft Budget 1st April 2021 / 31st March 2022

CONSOLIDATED P & L ACCOUNT

CODE	EXPENDITURE	CURRENT BUDGET 20/21	BEST CASE BUDGET 21/22	WORST CASE BUDGET 21/22	Projected yr. end 20 140% uplift where appropriate & fixed budgets	Green = change from yr. end budget Black = no change Budget 21/22		
4000	Salaries	£ 137,000.00	£ 139,795.00	£ 116,300.00	£ 123,500.00	£ 116,300.00	This includes £13,200 saving on cleaning play equip. : 2 x toilet cleans per day £2,500: and £5,000 reduction in caretaking staff	
4002	Printing/Stationery/Stamps	£ 3,200.00	£ 2,162.00	£ 2,500.00	£ 2,162.00	£ 2,162.00		
4003	Staff Health Insurance	£ 1,350.00	£ 1,350.00	£ 1,350.00	£ 1,350.00	£ 1,350.00		
4004	Telephones and alarm	£ 3,000.00	£ 2,700.00	£ 2,700.00	£ 2,700.00	£ 2,700.00		
4005	Insurance	£ 5,915.00	£ 5,250.00	£ 5,250.00	£ 5,250.00	£ 5,250.00		
4006	Salaries outsourcing	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00		
4007	Data Protection	£ 1,700.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00		£ 129,862.00
4010	Audit Fees/Internal Audit	£ 1,750.00	£ 1,500.00	£ 1,850.00	£ 1,500.00	£ 1,500.00		
4016	Legal Fees / Election	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 2,500.00	£ 2,500.00		
4017	Bank Charges	£ 650.00	£ 650.00	£ 283.00	£ 283.00	£ 283.00		
4021	General Grants Fund	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00		
4023	Youth Service Expenditure	£ 26,930.00	£ 27,200.00	£ 27,200.00	£ 26,930.00	£ 26,930.00		
4025	CCTV Maintenance Town	£ 160.00	£ 160.00	£ 160.00	£ 160.00	£ 160.00		
4030	Steyning Bloom	£ 4,400.00	£ 4,600.00	£ 4,600.00	£ 4,400.00	£ 4,400.00		
4032	Royal British Legion	£ 415.00	£ 412.00	£ 412.00	£ 415.00	£ 415.00		
4033	Christmas Lights	£ 1,500.00	1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00		£ 169,550.00
4036	SALC NALC subs	£ 1,950.00	£ 1,880.00	£ 1,880.00	£ 1,888.00	£ 1,880.00		
4039	Publicity & Advertising	£ 3,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00		
4040	Town Clock	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00		
4045	Misc. & Petty Cash	£ 275.00	£ 275.00	£ 275.00	£ 275.00	£ 275.00		
4047	Training	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 750.00	£ 750.00		
4049	Showcase	£ 200.00	£ 200.00	£ 200.00	£ -			
4053	Entertainment Licence	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00		
4055	HR Services/James Corrigan	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00		
4060	Chairman's Function	£ 500.00	£ 500.00	£ 100.00	£ 100.00	£ 100.00		
4061	Councillors' Allowances	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -		
4063	Legionnaires	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00		
4070	Software support and packages	£ 2,000.00	£ 2,400.00	£ 2,400.00	£ 2,000.00	£ 2,000.00		
4071	IT Equipment	£ 1,700.00	£ 1,700.00	£ 1,700.00	£ 1,700.00	£ 1,700.00		£ 188,705.00
4072	Website development	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00		
4073	Neighbourhood Plan exp.	£ 1,050.00	£ 1,050.00	£ 1,050.00	£ 1,050.00	£ 1,050.00		
4075	Isolation and Lonliness	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00		
4100	Neighbourhood Wardens	£ 45,000.00	£ 45,105.00	£ 45,105.00	£ 45,000.00	£ 45,000.00		
4101	Swimming Pool	£ 15,750.00	£ 15,750.00	£ 15,750.00	£ 15,750.00	£ 15,750.00		
4200	Street Light Energy	£ 785.00	£ 810.00	£ 810.00	796.00	£ 810.00		
4201	Street Light Maintenance	£ 1,920.00	£ 1,960.00	£ 1,960.00	£ 1,920.00	£ 1,960.00		
4202	Lamppost testing	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00		
4210	Sweeping / Litter	£ 20,000.00	£ 17,300.00	£ 17,300.00	£ 19,000.00	£ 16,850.00	Actual cost	
4211	Town Improvements	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 500.00	£ 1,500.00		£ 275,725.00
4250	Public Toilets (Open/close)	£ 2,500.00	£ 2,200.00	£ 2,200.00	£ 1,900.00	£ 2,184.00		

4252	Electricity	£ 5,680.00	£ 5,830.00	£ 5,830.00	£ 5,680.00	£ 5,680.00	
	Public Toilets £650 Spent: £672						
	MPF £500 Spent: £0						
	Steyning Cen. £4,530 Spent: £351						
4253	Water	£ 3,800.00	£ 4,750.00	£ 4,750.00	£ 3,800.00	£ 4,200.00	This could be under estimated if new water piping put in
	Allotments £600 Spent: £1,191						
	Public Toilets £500 Spent: £128						
	MPF £600 Spent: £238						
	Steyning Cen. £2,100 Spent: £408						
4254	Rates	£ 11,050.00	£ 11,100.00	£ 11,050.00	£ 11,050.00	£ 11,050.00	
	Public Toilets £400 Spent: £198						
	Steyning Cen. £10,650 Spent: £4,470						
4256	Repairs and renewals	£ 1,200.00	£ 1,300.00	£ 1,200.00	£ 955.00	£ 1,200.00	
4257	Gas (Steyning Centre)	£ 3,600.00	£ 3,800.00	£ 3,400.00	£ 3,600.00	£ 3,800.00	
4259	Grit	£ 600.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
4260	Pressure wash High Street	£ 700.00	£ 700.00	£ 400.00	£ 350.00	£ 700.00	
4276	Annual tree and hedge cutting	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 2,500.00	£ 5,000.00	
4300	Grass cutting	£ 7,000.00	£ 5,380.00	£ 5,380.00	£ 5,500.00	£ 5,380.00	
4310	Grounds Maintenance	£ 17,000.00	£ 7,000.00	£ 7,000.00	£ 13,680.00	£ 17,000.00	
4311	Tree Reports and essential works	£ -	£ 10,000.00	£ 10,000.00			
4312	Waste removal PF	£ 1,025.00	£ 1,450.00	£ 1,450.00	£ 1,157.00	£ 1,450.00	
4320	Play Equip Inspections	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	
4321	Play equip maintenance	£ -	£ 1,500.00	£ 1,500.00			
4341	Repairs and renewals	£ 750.00	£ 750.00	£ 750.00	£ 1,000.00	£ 750.00	
4342	Repairs & renewals SC	£ 12,000.00	£ 10,500.00	£ 9,000.00	£ 7,500.00	£ 12,000.00	
4352	Litter and bins	£ 5,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 3,200.00	
4360	Allotments maintenance	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00	
4401	Trade Waste SC	£ 2,900.00	£ 2,900.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
4402	Annual Maint. Contracts	£ 10,000.00	£ 10,000.00	£ 8,500.00	£ 8,000.00	£ 10,000.00	
4404	Alarm System SC	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4406	Cleaning & Consumables	£ 2,500.00	£ 3,800.00	£ 3,000.00	£ 3,271.00	£ 3,000.00	
4407	Coffee machine supplies	£ 350.00	£ 175.00	£ 80.00	£ 100.00	£ 100.00	
4408	Film night	£ 4,150.00	£ 4,250.00	£ 4,250.00	£ 3,000.00	£ 3,300.00	Assume break even
4977	Earmarked res. Special projects	£ 12,700.00	£ 13,411.00	£ 11,550.00	£ 9,000.00	£ 12,700.00	
	TOTAL EXPENDITURE	£ 427,655.00	£ 423,955.00	£ 393,375.00	£ 376,872.00	£ 386,619.00	

CODE	INCOME										
1000	Donations received	£	3,400.00	£	3,400.00	£	2,800.00	£	13,400.00	£3,400	Excludes grant of £10K for Covid in 2020
1001	HDC Cleansing Grant	£	20,000.00	£	24,600.00	£	24,350.00	£	24,000.00	£ 24,000.00	
1002	Cil Receipts	£	-	£	2,000.00	£	2,000.00				
1003	Club Lease Rentals	£	3,400.00	£	3,100.00	£	2,500.00	£	2,000.00	£ 2,500.00	
1004	Reimbursed charges	£	700.00	£	700.00	£	700.00	£	300.00	£ 700.00	
1005	Allotment Rents	£	4,400.00	£	4,600.00	£	4,400.00	£	4,400.00	£ 4,600.00	
1007	Room Hire	£	63,000.00	£	54,600.00	£	27,600.00	£	15,000.00	£ 30,000.00	
1010	Misc Income	£	1,750.00	£	1,600.00	£	650.00	£	500.00	£ 650.00	
1015	Coffee machine income	£	1,050.00	£	600.00	£	450.00	£	100.00	£ 600.00	
1017	Income Film night	£	6,500.00	£	5,000.00	£	4,200.00	£	2,000.00	£ 3,300.00	
1020	Feed in Tariff	£	900.00	£	1,200.00	£	1,200.00	£	1,188.00	£ 1,200.00	
1076	Precept Received	£	322,305.00	£	322,305.00	£	322,305.00	£	322,305.00	£ 322,305.00	Assuming capped and no increase
1090	Bank Interest (5)	£	250.00	£	250.00	£	220.00	£	150.00	£ 300.00	
	TOTAL INCOME	£	427,655.00		423,955.00	£	393,375.00	£	385,343.00	£393,555	
	TOTAL INCOME OVER EXPENDITURE	£	-	£	-	£	-	£	8,212.00	£6,936	

Notes

I have included two additional expenditure lines in yellow by removing same amounts from 4310 and 4342 - for greater accountability purposes

I have included additional line for Cil income - also in yellow

You will note that both worst and best case scenario's are zero increasees to existing precept

Bank Balances as of 30th November regards the SPC Accounts - Item 6.5.2

Account 1 – Current Account - £99,813.02

Account 2 – Savings Account - £175,653.17

Account 3 – Emergency Reserves - £80,000.00

Total - £355,466.19

- **Outstanding Earmarked reserves - N plan £4,463 + HR Services £2,818 = £7,281**
- **Outstanding expected Income - Possible £9,690 – {Cil monies expected to be received}**

Item 6.5.3

Steyning Centre – Actual income and Losses

November

Income £1,713.68

Losses £5,445.92

December

Income £2,390.90

Losses £2,373.66

Staff Costs for November

Admin assistant – £714.16

Caretaking and Cleaning and Maintenance (Steyning Centre/Public toilets/Allotments) - £2,839.12

Staff Costs for December

Caretakers hours to cover the bookings in December are between 86.5 and 95 hours at £8.72 per hour for the whole of December, remembering that the centre is closed for 10 days over the Christmas period

There will be some maintenance and cleaning duties during the closed period

This will increase for January unless there are any more lockdowns.

ITEM 7.1.

MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

Our Ref:

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

23 October 2020

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31st March 2021

Executive Summary
Following completion of our interim internal audit on 23 October 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

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

The Clerk is experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is not VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of June 2020 and showed a refund position of £4,353.41. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 have not yet been returned by the external auditor. There is evidence within the minutes of the Finance & general Purposes Committee of review of the internal audit report.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor alongside their contact information.

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of all the required information in a clear and transparent way. I note the addition of the staff organisational chart and pay multiple which were missing at the date of the last audit.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice, Data Protection Policy and Subject Access Request Policy on its website. All of which have been reviewed and adopted since May 2020. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure, and a diary of meetings is published on the council website. The council has a scheme of delegation which was last reviewed by council in October 2020.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is included as a hyper-links on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website and subsequently replaced by final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. They were last reviewed and adopted by council in May 2020. The council website also includes details of the legislative changes made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. They were last reviewed and adopted by council in May 2020. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation for each account. These are reported to council along with deatilas of

To approve list of payments for September 2020 6.2 To agree Income & Expenditure reports for September 2020

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000
- Clerk has authority to spend within the budget heading for items - £0 - £500.

It was noted that the emergency authorisation level for the Clerk is £1,000.

Receipts and payments are reported to the Finance & general Purposes Committee along with updated income and expenditure reports, and these are reported in the minutes.

I checked a sample of payments randomly chosen from the list presented to the October meeting. Copies of invoices were provided and confirmed to amounts authorised.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council has no section 137 expenditure.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place. I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council has a risk assessment, which includes risk management and financial controls and procedures. The minutes of the Finance & General Purposes Committee meeting in October 2020 show this was updated and adopted.

The council has a valid insurance policy in place with AXA. This is a long-term agreement which expires in August 2020. The policy includes Public Liability and Employers Liability cover of £10 million and a Fidelity Guarantee (Employee Dishonesty) cover of £150,000. Based on the balances held by the council, **I recommend the Fidelity Guarantee level is reviewed to cover the maximum balances held during the year.**

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

I confirmed that the 2020-21 budget and precept setting process is about to commence. A timetable for the process was agreed at the Finance & General Purposes Committee meeting in October, with the precept scheduled to be agreed by council in January 2021.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and reviewed and this is documented in the minutes of meetings.

At the interim audit date, a review of the council's budget (as at the end of August) showed income as 42.1% of budget (with the second half of the precept yet to be received) and expenditure as 25.2% of budget.

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Apart from the precept, the council's other income sources are from the hire of the Steyning Centre, allotment fees, grants and CIL/s.106 income.

The precept accounts for approximately 75% of the council's budgeted income. The council conducted a thorough review of their projected year0end budget at the Finance & General Purposes Committee meeting in October, and due to a reduction in spending and receipt of a grant for £10,000 from the District Council, have mitigated much of the impact of Covid-19 on the reduced income form the Steyning Centre.

It is clear the council is keeping under close review their financial positions, and at the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council has a petty cash float of £30. This is used for incidental expenses and is reconciled on a quarterly basis. A review of the information provided for the interim audit show copies of receipts match the written records.

At the interim audit date, I am of the opinion the control objective of "Petty cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The council uses an external company to process payroll. Payments are made by the council and approved in the same way as other expenditure. A review of the payroll summaries and payslips provided for the interim audit show PAYE and NI deductions have been correctly calculated.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement
Asset and investments registers were complete and accurate and properly maintained.

The council has a detailed fixed asset register in place in Excel format, which includes cost/proxy cost and insurance values. Assets are correctly stated at historic or proxy cost. A review of the asset register was compared with the insurance documents and appear consistent with the detail on the insurance schedule. and appeared to be consistent.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

At the interim audit date, the sample reconciliations were reviewed for each bank account and there were no errors identified.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

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.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	16 June 2020	To be reviewed at year end
Inspection period begins	18 June 2020	To be reviewed at year end
Inspection period ends	31 July 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Andy Beams
For Mulberry & Co

ITEM 7.2

Section 3 - External Auditor Report and Certificate 2018/19

In respect of **STEYNING PARISH COUNCIL**

1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares as Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Controller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with the International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2. External auditor report 2018/19

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Government and Accountability Return. In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council have answered "No" to Assertions 1, 2, 3, 5 and 7 in the Annual Governance Statement. This relates to the following areas:

- Maintaining effective financial management during the year

- Monitoring and maintaining a detailed budgetary process

- Internal Controls not being reviewed or followed

- Risk assessment procedures not being undertaken annually as required

- Implementing points raised in internal and external audit reports

The Council accepted that they had inadequate contract management with particular regard to street cleaning, bin emptying and grass cutting.

Following this the Council began to discuss budgetary analysis, procedure and requirements for the financial year 2020/2021 in September 2019 with a budget setting timeline which ended in January 2020 with a Full Council agreement on final 2020/21 budget precept request based on F&GP recommendations.

Regarding the street cleaning and bin emptying contract management, tendering for a new street cleaning contract was successfully concluded in March 2020 with the new contract to coincide with the expiry of the previous contract. SPC employed a new contractor from three tenders submitted and after due process.

For the grass cutting contract management, this contract was also up for tender for the next three-year period from April 2020 and again, after due process and having discussed the six tender documents submitted, the working party made recommendation to the F&GP Committee and then to Full Council to appoint the same contractor for the next three years since the Clerk's officer worked very hard to build better relations and communication with the grass cutting contractor at the end of the 2018/19 financial year.

Sections 1 and 2 of the Annual Governance and Accountability Return were approved after the start of the period for electors' rights which is contrary to Regulation 12(3), Part 4 of the Audit and Account Regulations 2015.

The council approved the final accounting statements after 30 June which does not comply with the Accounts and Audit Regulations 2015.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council should consider whether the significant expenditure in the year suggests that an increase in the value of Box 9 of Section 2 of the Annual Governance and Accountability Return is required for 2019/20 as significant expenditure has not resulted in an increase in the current year.

The Internal Auditor has answered "Yes" to all responses despite the Council answering "No" to 5 of the 8 assertions in the Annual Governance Statement and having accepted there were some deficiencies in the year. We report on Sections 1 and 2 of the Return rather than the Annual internal Audit Report and are satisfied that these have been prepared correctly subject to other points raised by us in this report.

3. External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name MOORE

External Auditor Signature Moore

Date 26/11/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning, West Sussex, BN44 3XZ

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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)
HELD ON 9TH NOVEMBER 2020 AT 11.30AM

Present: Cllrs Norcross, Hanson, Alexander, Lloyd, Young and Northam

Clerk and Deputy Clerk : John Fullbrook and Hazel Roxby

Members of the Public: None

DRAFT MINUTES

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllr Trundle.

2.0 ELECTION OF CHAIRMAN

2.1 Cllr Lloyd **proposed, seconded** by Cllr Alexander that Cllr Norcross be Chairman for this meeting of the personnel committee. **Agreed**

2.0 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest declared by Cllrs.

4.0 CONFIDENTIAL SESSION

4.1 Cllr Norcross **proposed, seconded** by Cllr Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 5 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

5.0 STAFFING MATTERS

5.1a To discuss and agree to recommend any actions regarding staff pay rates and proposed incremental rises
Cllr Norcross **proposed, seconded** by Cllr Hanson to accept to recommend to F&GP Committee to increase the Admin Assistants hourly rate by 2.75% from £8.72 to £9.00 . **Agreed**

5.1b Cllr Alexander **proposed seconded** by Cllr Lloyd to agree an incremental increase of £895.00 per annum for the Clerk subject to a satisfactory appraisal by the Chairman and Vice Chair of the Council and that the increment be backdated to June 2020 as per the Clerks contract. **Agreed**.
It was noted that an appraisal of the Clerk hasn't been carried out since March 2019.

5.2 To receive new draft staff part-time contracts and recommend any actions arising
The Clerk informed that redrafting the caretaker's contracts was agreed in July 2020, however this has been

the first opportunity since then to discuss this.
Cllr Norcross **proposed, seconded** by Cllr Northam that the Clerk should circulate a draft NALC contract for the caretakers to the personnel committee in contrast to the HR drafted contract. **Agreed.**

5.3 To receive James Corrigan report and discuss and agree to recommend any actions arising
Cllr Norcross **proposed, seconded** by Cllr Alexander that the report from James Corrigan be sent out to all councillors for information and any comments from councillors on the report should be received by a date (to be determined) with a view to creating a strategy to resolve fractions within the council. **Agreed**

Cllr Northam left the meeting at 12.37pm due to a prior arrangement.

5.4 To discuss the Clerks recommendation for the work to be undertaken over the forthcoming lockdown period and for these to be taken to Full Council for agreement.
Cllr Norcross **proposed, seconded** by Cllr Hanson to recommended to full council that the caretakers to carry out maintenance work during lockdown using the minimum hours of work previously agreed so as not to incur extra budget expenditure. **Agreed**

6.0 DATE OF NEXT FULL COUNCIL MEETING: 16th NOVEMBER 2020 at 7.30pm

Meeting closed 1.14pm