



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: clerk@slinfold-pc.gov.uk

You are duly summoned to the meeting of Slinfold Parish Council on Thursday 26th October 2023 at Slinfold Village Hall commencing at 7:30pm

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

Mike Simpson

Clerk to the Council
20th October 2023

AGENDA

- 1. Attendance and Apologies for Absence**
To accept apologies for absence.
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation**
To receive any declarations of interests from Members in respect to items on the agenda.
- 3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments.
- 4. Minutes from the previous meeting on 28th September 2023**
To review and approve.
- 5. Chairman's Report**
- 6. Councillor Reports**
To receive reports from the District and County Councillors.
- 7. Planning Applications**
 - (a) To comment on any planning appeals
 - (b) To consider any planning applications received since the publication of the agenda
 - (c) To receive an update on The Cobblers
- 8. Finance & Administration**
 - (a) To review the schedule of payments and bank reconciliations since the 28th September 2023
 - (b) To review the latest variance report for budget vs actual expenditure
 - (c) To discuss setting the budget and precept for 2024-25
 - (d) To consider the external audit report for 2022-23 and confirm the conclusion of the audit
- 9. Grounds and Buildings Maintenance**
 - (a) To receive an update on works to Slinfold Football Club
 - (b) To receive an update on Slinfold Stores
 - (c) To receive an update on Six Acres playground
 - (d) To receive an update on the Scout Hut
 - (e) To receive an update on the Six Acres balancing pond

- (f) To receive an update on the grounds maintenance schedule
- (g) To receive any update on a padel court at Slinfold Tennis Club

10. Events

- (a) To discuss any events for Christmas
- (b) To discuss Remembrance Sunday

11. Highways

- (a) To consider writing to Sussex Safer Roads Partnership about deploying a mobile speed camera on the A29
- (b) To discuss any issues related to the 20mph scheme

12. Climate and Ecology Bill

To consider supporting the Bill

13. Parish Magazine

To discuss any contributions for the parish magazine

14. Committees and those on Outside Bodies

To receive an update

15. Items for the next agenda

To discuss

16. Next meeting date

30th November 2023

Payment schedule 29th September-26th October 2023

Date	Payee	Details	Amount	VAT
02.10.23	HDC	Dog bin collection	£288.34	
03.10.23	NEST	S Bell pension	£72.83	
04.10.23	HMRC	PAYE 2nd Quarter	£1,920.12	
17.10.23	HDC	Litter bins	£27.00	
18.10.23	Moore	External Audit 23	£420.00	84
18.10.23	Slinfold Village Hall	Cosy Café Hall hire (1803&1790)	£360.00	
18.10.23	Slinfold Village Hall	Youth services hall hire	£168.00	
18.10.23	Slinfold Village Hall	Meeting room September	£28.00	
18.10.23	Simon Meadows	Bus Shelter repair	£490.00	
18.10.23	Robert Acton	Litter equipment	£110.00	£22.00
18.10.23	SSE	Streetlights	£785.50	
Total			£4,669.79	106

Bank balance 20th October 2023

68,626.38

Add outstanding receipts 0.00

Less outstanding payments 0.00

68,626.38

Cashbook

Opening balance April 2022 27,060.78

Receipts 108,020.51

Payments -66,454.91

Total 68,626.38

Reserve breakdown

	Mar-23					Oct-23
General Reserve	73,417.22	-3,177.20	-40,000			30,240.02
Six Acres	134,869.00	-2,850.00		-15,000.00		117,019.00
CIL Reserve	64,996.14	34,664.16	-20,995.40	-20000	10,000.00	48,664.90
Environment						
Cleansing	0.00	3,177.20		1,747.46		6,672.12
Scout hut	0.00	50,000.00				50,000.00
Cambridge & Counties	85,765.04					85,765.04
Total Reserves	359,047.40					338,361.08

Cost Centre	Budget	Actual	Variance	Transfer from Reserves
1.00 Running the Council				
Audit	650.00	702.00	108.00%	
Legal/Consultancy less recoveries	140.00	0.00	0.00%	
Subscriptions	100.00	500.27	500.27%	
Clerk and Environment Officers	40,140.00	19,078.10	47.53%	
Clr Expenses	150.00	0.00	0.00%	
Insurance	2,800.00	1,691.29	60.40%	
Recruitment and Training	350.00	0.00	0.00%	
Administration	860.00	0.00	0.00%	
Home Office	0.00	60.00		
Hall Hire	860.00	117.00	13.60%	
Office & IT	430.00	1,645.37	382.64%	(Office & website)
Community shed subscriptions	0.00	175.00		
Total - Running the Council	46,480.00	23,969.03	51.57%	
2.00 Community Services				
Playground maintenance/inspection	830.00	213.50	25.72%	350 R105 Six acres clearance (Six Acres Reserve)
Community Events	1,900.00	1,998.35	105.18%	
Youth Services	6,480.00	1,194.16	18.43%	
Streetlights and Maintenance	4,970.00	4,358.84	87.70%	
General Services e.g. Drainage	900.00	2,226.40	247.38%	Hayes Lane and Defib
Bins/Litter Equip	1,540.00	1,197.42	73.01%	
Grass/Hedge Cutting/Maintenance	2,890.00	3,764.94	130.27%	2500 S106 Tree works (Six Acres Reserve)
Newsletters/Promotions	2,600.00	1,871.35	71.98%	
Community Improvement Projects	1,620.00	1,780.57	109.91%	
Grants	1,500.00	34.85	2.32%	20,995.40 I50-Maintenance Grant FC: I97-FC pipework:X51&X76- store electrics:Y83-Gatwick Primary School: I116 Grant for fence:I118:GranttoSVH
Total - Community Services	25,330.00	18,640.38	73.59%	
Total Expenditure	71,810.00	42,609.41	59.34%	23845.4
3.00 Income				
Precept	66,220.00	33,110.00	50.00%	
Rent and Interest	2,100.00	250.00	11.90%	
Other	0.00	750.00		
Shed subs		175.00		
Misc				
CIL	0.00	34664.16		
HDC Grants (Cleansing& Coronation)	0.00	1,947.46		
Cherrytree Insurance and maintenance	0.00	595.39		
VAT Reclaim	0.00	1,041.73		
Total - Income	68,320.00	72,533.74	106.17%	
Receipts/Expenditure	-3,490.00	29,924.33		

Section 3 - External Auditor Report and Certificate 2022/23

In respect of

Slinfold Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance 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.

It has been confirmed by the Council that the Locum Clerk was paid for their services via a third party (Mulberry & Co). Based on this, there is a perceived threat over independence since the firm that provides the services of the Locum Clerk were the Internal Auditors for the year. Independence requires the absence of any actual or perceived risk and as the Locum Clerk was involved in the preparation of financial statements throughout the year, it is our view that regardless of any safeguards that may have been put in place to mitigate the actual risk, there remains at minimum, a perceived threat over independence. This suggests Assertion 6 on the Annual Governance Statement should have been answered 'No'.

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

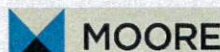
Incomplete information was received with regards to reserves breakdown between general and earmarked for the purposes of our testing, which was later received on request. The council should in future ensure that amounts are scheduled in their entirety.

3 External auditor certificate 2022/23

We certify/~~do not 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 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Moore

Date

28/09/2023