



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 September 2024 at Slinfold Village Hall commencing at 7:30pm

Members of the public are welcome to attend 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 September 2024

AGENDA

1. **Attendance and Apologies for Absence**
To accept apologies for absence.
2. **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 held on 26th July 2024**
To review and approve.
5. **Chairman's Report**
6. **Councillor Reports**
 - (a) District Councillors
 - (b) County Councillors
 - (c) Councillor Martin Boffey, Leader of Horsham District Council
7. **Planning Applications**
 - (a) To consider the following applications
 - DC/24/1271** 19 Streetfield Road Slinfold West Sussex RH13 0SE Fell 1x Oak.
 - DC/24/1357** Meadowhurst Lyons Road Slinfold West Sussex Surgery to 2x Oak.
 - DC/24/1399** 4 Parkside Park Road Slinfold West Sussex Surgery to 2x Oak.
 - DC/24/0705** Waterside Five Oaks Road Slinfold West Sussex Change of use of the ex-garage and food preparation to habitable accommodation ancillary to the main dwelling and erection of a rear and side extension to building.
 - (b) To consider any planning applications received since the publication of the agenda.
 - (c) To receive an update from the Neighbourhood Plan Working Group.
 - (d) To consider any comments relating to planning appeal APP/Z3825/W/24/3349245 for Lower Broadbridge Farm.
8. **Finance & Administration**

- (a) To review the schedule of payments since the last meeting (July 26th) and the August 2024 bank reconciliation.
- (b) To review the variance report for budget vs actual expenditure.
- (c) To review the external audit report for 2023-24.
- (d) To review the Council's internal audit recommendations for 2023-24.
- (e) To approve the Council's insurance premium for 2024-2025.
- (f) To consider a grant from the Community Shed.

9. Grounds and Buildings Maintenance

- (a) To discuss a draft easement for the air conditioning units and Slinfold Stores.
- (b) To receive an update on a padel court at Slinfold Tennis Club.
- (c) To receive an update on works to the disabled toilet at the Football Club.
- (d) To receive an update on the maintenance of Six Acres and Cherrytree balancing ponds.
- (e) To receive any update on the scout hut.
- (f) To receive an update on tree maintenance and ditches at Cherrytree Farm.
- (g) To discuss any bids for the Grounds Maintenance Schedule.

10. Highways and Byways

- (a) To receive an update on the 20mph buildouts.
- (b) To receive an update on the A29 TRO consultation.
- (c) To receive an update on the footpath on AJW land and applying for a definitive map modification order.
- (d) To receive an update on Hayes Lane drainage.

11. Recreation, Youth and Environment

- (a) To receive an update on the freehold of some land at Slinfold Golf Course.
- (b) To receive an update on the Spring Lane litter bin.
- (c) To receive an update on youth services.

12. Events

To discuss Christmas events.

13. Committees and those on Outside Bodies

To receive any updates.

14. Parish Magazine

To discuss any articles for the next edition.

15. Items for the next agenda

To discuss.

16. Next meeting dates

Finance and Establishment Committee- 17th October 2024

Council Meeting- 31st October 2024

List of Payments made between 27/07/2024 and 26/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Samantha Bell	BACS	54.99		Duplicate Village Day
01/08/2024	Tony Burroughs	BACS	56.00		First Aid Training
01/08/2024	QM Studios	BACS	80.00		Duplicate payment Village Day
01/08/2024	Complete Weed Control Ltd	BACS	120.00		Duplicate
01/08/2024	Vince Pyle	BACS	157.27		Duplicate payment
01/08/2024	Carl Osborne	BACS	180.00		Duplicate payment
01/08/2024	HMRC	BACS	2,484.79		PAYE Duplicate
01/08/2024	SSE	BACS	16.07		Duplicate
01/08/2024	Tony Burroughs	BACS	-56.00		Duplicate
01/08/2024	Jane Slipper	BACS	91.39		Cosy Cafe Expenses
19/08/2024	Horsham District Council	DD	43.20		Bins
19/08/2024	St John's Ambulance	BACS	240.24		First Aid Village Day
19/08/2024	Andy Winyard	BACS	261.60		Lights FC Toliet
19/08/2024	SSE	BACS	380.03		Streetlights
30/08/2024	Samantha Bell	DD	22.54		Pension August
30/08/2024	Samantha Bell	DD	-22.54		Pension August
30/08/2024	NEST	DD	22.54		S Bell August
30/08/2024	Mike Simpson	BACS	15.00		Home Office
30/08/2024	Samantha Bell	BACS	237.45		Salary August
30/08/2024	John Pilkington	BACS	245.40		Salary August
30/08/2024	Tony Burroughs	BACS	239.20		Salary August
30/08/2024	Slinfold Village Hall	BACS	340.00		Hall Hire
30/08/2024	Tony Burroughs	BACS	364.74		EO Expenses
30/08/2024	LGPS	BACS	674.04		August
30/08/2024	Jonathan Carter	BACS	750.00		Cherrytree Trees
30/08/2024	Mike Simpson	BACS	2,111.52		Salary August
30/08/2024	SSE	BACS	376.62		Streetlights
18/09/2024	Horsham District Council	DD	28.80		Waste collection
18/09/2024	SSE	BACS	376.62		Streetlights
26/09/2024	Moore	BACS	756.00		External Audit 23-24
26/09/2024	Slinfold Village Hall	BACS	160.00		Cosy Cafe Hire
26/09/2024	4 The Youth	BACS	2,093.03		1803 Sep-Dec
26/09/2024	WSALC	BACS	688.63		Subscription 24-25 1736
26/09/2024	Carl Osborne	BACS	150.00		Hedge cutting cherrytree
26/09/2024	Carl Osborne	BACS	160.00		Ditch clearance Cherrytree
26/09/2024	Jane Slipper	BACS	89.48		Cosy Cafe expenses
Total Payments			13,988.65		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	31/08/2024		14,736.22
			<u>14,736.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,736.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,736.22
		Balance per Cash Book is :-	14,736.22
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	33,110	66,220	33,110			50.0%	
1080 Bank Interest	1,281	2,000	719			64.1%	
1100 Grants Received	875	0	(875)			0.0%	
1120 Environment Cleansing	1,826	3,492	1,666			52.3%	1,826
1999 Miscellaneous Income	775	0	(775)			0.0%	
	<u>37,867</u>	<u>71,712</u>	<u>33,845</u>			52.8%	<u>1,826</u>
Income :- Receipts							
	<u>37,867</u>	<u>71,712</u>	<u>33,845</u>				
Net Receipts							
6001 less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>36,041</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	22,621	39,000	16,379		16,379	58.0%	
4025 EO Expenses	365	0	(365)		(365)	0.0%	
4055 Training	56	0	(56)		(56)	0.0%	
4060 Audit	179	650	471		471	27.5%	
4065 Miscellaneous Expenditure	457	0	(457)		(457)	0.0%	
4080 Subscriptions	0	689	689		689	0.0%	
4100 Insurance	0	1,691	1,691		1,691	0.0%	
4110 Recruitment & Training	0	200	200		200	0.0%	
4120 Home Office	60	60	0		0	100.0%	
4130 Hall Hire	328	200	(128)		(128)	164.0%	
4140 Website and email	560	900	340		340	62.2%	
4150 Software	192	0	(192)		(192)	0.0%	
	<u>24,818</u>	<u>43,390</u>	<u>18,572</u>	<u>0</u>	<u>18,572</u>	57.2%	<u>0</u>
Administration :- Indirect Payments							
	<u>(24,818)</u>	<u>(43,390)</u>	<u>(18,572)</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	0	1,000	1,000			0.0%	
1205 Insurance Reclaimed	0	305	305			0.0%	
1210 Grounds Maintenance Reclaim	0	700	700			0.0%	
	<u>0</u>	<u>2,005</u>	<u>2,005</u>			0.0%	<u>0</u>
Football Club :- Receipts							
4200 Repairs & Improvements	218	0	(218)		(218)	0.0%	
	<u>218</u>	<u>0</u>	<u>(218)</u>	<u>0</u>	<u>(218)</u>		<u>0</u>
Football Club :- Indirect Payments							
	<u>(218)</u>	<u>2,005</u>	<u>2,223</u>				
Net Receipts over Payments							

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>255 Tennis Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	332	332			0.0%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
	<u>0</u>	<u>1,002</u>	<u>1,002</u>				<u>0</u>
Tennis Club :- Receipts							
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
	<u>900</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>		<u>0</u>
Tennis Club :- Indirect Payments							
	<u>(900)</u>	<u>1,002</u>	<u>1,902</u>				
Net Receipts over Payments							
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	110	110			0.0%	
	<u>0</u>	<u>110</u>	<u>110</u>				<u>0</u>
Community Shed :- Receipts							
	<u>0</u>	<u>110</u>	<u>110</u>				
Net Receipts							
<u>270 Slinfold Stores</u>							
1200 Rental Income	250	1,000	750			25.0%	
1205 Insurance Reclaimed	0	327	327			0.0%	
	<u>250</u>	<u>1,327</u>	<u>1,077</u>			<u>18.8%</u>	<u>0</u>
Slinfold Stores :- Receipts							
4200 Repairs & Improvements	5,030	0	(5,030)		(5,030)	0.0%	3,530
	<u>5,030</u>	<u>0</u>	<u>(5,030)</u>	<u>0</u>	<u>(5,030)</u>		<u>3,530</u>
Slinfold Stores :- Indirect Payments							
	<u>(4,780)</u>	<u>1,327</u>	<u>6,107</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	3,530						
	<u>(1,250)</u>						
Movement to/(from) Gen Reserve							
<u>300 Community Services</u>							
4310 Community Events	2,862	3,000	138		138	95.4%	
4320 Youth Services	2,433	7,500	5,067		5,067	32.4%	
4370 Newsletters/Promotions	1,385	2,600	1,215		1,215	53.3%	
4380 Community Improvement Projects	0	1,500	1,500		1,500	0.0%	
4390 Grants Made	500	1,500	1,000		1,000	33.3%	
4395 Cosy Café	1,410	1,500	90		90	94.0%	
	<u>8,590</u>	<u>17,600</u>	<u>9,010</u>	<u>0</u>	<u>9,010</u>	<u>48.8%</u>	<u>0</u>
Community Services :- Indirect Payments							
	<u>(8,590)</u>	<u>(17,600)</u>	<u>(9,010)</u>				
Net Payments							

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Recreation</u>							
4400 Bin collection	157	370	214		214	42.3%	
4405 Dog bins	573	1,150	577		577	49.9%	
4410 Grounds Maintenance	3,411	6,700	3,289		3,289	50.9%	
4415 Equipment	0	180	180		180	0.0%	
4420 King George V	512	500	(12)		(12)	102.5%	
4430 Playground Inspections	204	0	(204)		(204)	0.0%	
4435 Grounds Maintenance (Other)	750	0	(750)		(750)	0.0%	
Recreation :- Indirect Payments	<u>5,607</u>	<u>8,900</u>	<u>3,293</u>	<u>0</u>	<u>3,293</u>	<u>63.0%</u>	<u>0</u>
Net Payments	<u>(5,607)</u>	<u>(8,900)</u>	<u>(3,293)</u>				
<u>400 Highways & Byways</u>							
4200 Repairs & Improvements	0	2,000	2,000		2,000	0.0%	
4500 Hayes Lane Drainage	4,050	0	(4,050)		(4,050)	0.0%	4,050
4510 Streetlights & Maintenance	3,335	7,000	3,665		3,665	47.6%	
Highways & Byways :- Indirect Payments	<u>7,385</u>	<u>9,000</u>	<u>1,615</u>	<u>0</u>	<u>1,615</u>	<u>82.1%</u>	<u>4,050</u>
Net Payments	<u>(7,385)</u>	<u>(9,000)</u>	<u>(1,615)</u>				
6000 plus Transfer from EMR	4,050						
Movement to/(from) Gen Reserve	<u>(3,335)</u>						
<u>999 VAT Data</u>							
115 VAT on Receipts	10,674	0	(10,674)			0.0%	
VAT Data :- Receipts	<u>10,674</u>	<u>0</u>	<u>(10,674)</u>				<u>0</u>
515 VAT on Payments	3,187	0	(3,187)		(3,187)	0.0%	
VAT Data :- Indirect Payments	<u>3,187</u>	<u>0</u>	<u>(3,187)</u>	<u>0</u>	<u>(3,187)</u>		<u>0</u>
Net Receipts over Payments	<u>7,486</u>	<u>0</u>	<u>(7,486)</u>				
Grand Totals:- Receipts	48,791	76,156	27,365			64.1%	
Payments	55,735	78,890	23,155	0	23,155	70.6%	
Net Receipts over Payments	<u>(6,943)</u>	<u>(2,734)</u>	<u>4,209</u>				
plus Transfer from EMR	7,580						
less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>(1,190)</u>						

SLINFOLD PARISH COUNCIL

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015

- 1 The audit of accounts for Slinfold for the year ended 31 March 2024 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of Slinfold on application to
 - (a) Mike Simpson
 - (b) Slinfold Football Club, Cherrytree Farm, Hayes Lane, RH13 0SQ
 - (c) Please email clerk@slinfold-pc.gov.uk or call 0789485048 to arrange a time to view (free of charge) between 9am-5pm Monday to Friday.
- 3 Copies will be provided to any person on request at a cost of £1 per copy

Announcement made by (Name of Clerk)

Mike Simpson

Date of Announcement

4th September 2024

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Slinfold Parish Council**

1 Respective responsibilities of the auditor and the authority

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

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.

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

There is no evidence to suggest that the external audit report was considered and discussed by the Council. In future, all points raised on the external audit report should be considered, discussed and if necessary actioned at a meeting and clearly evidenced in the minutes of this meeting in line with best practice as suggested by Paragraph 5.98 of JPAG Practitioners' Guide 2023.

3 External auditor certificate 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

29/08/2024