



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

Minutes of the Annual Slinfold Parish Council's Meeting 21st May 2025

1. Election of Chair and Vice Chair

(a) To elect a Chair

It was **RESOLVED** to elect Councillor Adrian Roberts as Chair for 2025-26.

(b) To elect a Vice Chair

It was **RESOLVED** to elect Councillor Nigel Smith as Vice Chair for 2025-26.

2. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

In attendance: Councillors Casdagli, Pyle, Roberts, Slipper, Skeates, Nigel Smith, Paula Smith and Walker.

Apologies: Councillor Sherwin-Smith which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson, Clerk, County Councillor Christian Mitchell and one member of the public.

3. Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

There were none.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair

To note any comments.

There were no members of the public that wished to speak.

5. Minutes from the previous meeting on 24th April 2025

It was **RESOLVED** to approve the minutes as a true and accurate record.

6. General Power of Competence

To adopt the General Power of Competence for 2025-26

Councillors **RESOLVED** to adopt the power of competence for 2025-26 as they qualified with 2/3 of Councillors elected and a CILCA qualified clerk.

7. Committees and Working Groups

To form and appoint members to committees

Councillors **RESOLVED** to form the following committees and membership:

Finance and Establishment: Councillors Pyle, Roberts, Skeates, Slipper and Nigel Smith.

Recreation Youth and Environment: Councillors Casdagli, Roberts, Sherwin-Smith, Slipper and Walker.

Highways and Byways: Councillors Casdagli, Pyle, Roberts, Sherwin-Smith, Slipper and Nigel Smith.

Planning: Councillors Sherwin Smith, Skeates, Nigel Smith and Paula Smith.

Neighbourhood Plan Working Group: Councillors Pyle, Roberts, Skeates, Nigel Smith, Paula Smith and Walker.

Disaster Recovery Working Group: Councillors Pyle, Roberts and Nigel Smith.

Councillors **RESOLVED** to adopt the Terms of References for the above Committees (see appendices).

8. Appointments to outside bodies

To confirm any councillor appointments to outside bodies.

Councillors **RESOLVED** to approve the following appointments:

Councillors Slipper and Walker to Slinfold Village Hall.

Councillor Sherwin Smith to the Parish Cottages.

Councillors Casdagli, Pyle, Slipper and Nigel Smith to the Cherrytree Farm Committee.

Councillors Sherwin Smith, Slipper and Walker to St Peter's Church

9. Meeting dates

To consider and adopt meeting dates for 2025-26

Councillors **RESOLVED** to adopt the following meeting dates:

Council: the last Thursday of every month, except for August and 18th December 2025.

Finance and Establishment: 19th June 2025.

Recreation, Youth and Environment and Highways and Byways: 10th July 2025.

The Planning Committee and Working Groups would meet when required.

10. Councillor Reports

To receive reports from the District and County Councillors

Councillor Greenwood sent her apologies but provided a written report before the meeting (see appendices).

Councillor Youtan sent her apologies. County Councillor Mitchell advised that the Council was in negotiations to provide an alternative for the 63 bus service through Slinfold, which would be stopped by Stagecoach at the beginning of June, and would report back when he had more information.

11. Annual Governance and Accountability Return (AGAR) 2024-25

(a) Internal Audit Report

To review and approve

Councillors reviewed and **RESOLVED** to approve the internal report, noting the comments about bank reconciliations which they would consider at another meeting.

(b) Section 1 of the AGAR

To review and approve

Councillors **RESOLVED** to approve section 1.

(c) Section 2 of the AGAR

To review and approve

Councillors **RESOLVED** to approve section 2.

(d) Notice of electors' rights

To confirm dates

It was **RESOLVED** to approve 5th June 2025-16th July 2025 as the period for electors' rights.

12. Planning Applications

(a) To consider the following applications

DC/25/0670 & DC/25/0667 The Cowshed Nowhurst Lane Broadbridge Heath Horsham Erection of a porch.

Councillors **RESOLVED** to object to this application based on the reasons given by Horsham District Council Conservation officer:

'The Cowshed is a historic farm building with a historic functional relationship to Smithawe Farm and forms part of the listed building. This was established when the building was converted to residential use and lbc was sought for the alterations. It is important that the agricultural character of the building is maintained and the building does not become more domestic in appearance. The porch will add a domestic feature that will dilute the opportunity to understand and appreciate the historic building as having been an ancillary, agricultural building.'

DC/25/0330 Deercopse Guildford Road Clemsfold Horsham Retention of kennels housing applicant dogs and noise mitigation and adapted measures to buildings (retrospective)

Councillors **RESOLVED** to object to this application as it believed the noise resulting from dogs barking would have a detrimental impact on the lives of the neighbouring properties.

CA/25/0048 Fell 1x Walnut (Works to Trees in a Conservation Area) 2 Churchyard Cottages Clapgate Lane Slinfold West Sussex

Councillors **RESOLVED** to have no objection to this application.

(b) To consider any applications received since the publication of the agenda

DC/25/0706 11 Lowfield Road Slinfold West Sussex RH13 0SG Demolition of existing rear extension and erection of a single storey rear extension.

Councillors **RESOLVED** to have no objection.

(c) To receive an update on any planning appeals

It was noted that the Lyons Road planning appeal had been withdrawn.

(d) To receive an update from the Neighbourhood Plan Working Group

Horsham District Council was hosting a seminar on Neighbourhood Plans soon.

13. Finances and Administration

(a) To review the schedule of payments and bank reconciliation since the 24th April 2025

Councillors **RESOLVED** to approve the payment schedule and bank reconciliation for April 2025 (see appendices)

(b) To review the latest variance report

Councillors reviewed the report and **RESOLVED** to approve it.

(c) To discuss Neighbourhood Plan Funding

Councillors **RESOLVED** to earmark £5,000 from general reserves for Neighbourhood Plan expenditure.

(d) To review the Council's Standing Orders

Councillors **RESOLVED** to amend the Council's Standing Orders with the following changes:

'section 18(a)v replace £25,000 with £60,000

replace 18(f) with 'where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details'

remove sections 14 a,b,c and 18c

(e) To receive an update on the Section 104 Agreement with Elivia Homes

The Council signed a Section 104 agreement for surface water drainage works under the Six Acres kickabout area 2 years ago. However, the National House Building Council would not sign the agreement as they had some issues with Elivia Homes restructuring following the acquisition of another company. The clerk advised Elivia Homes that they were in breach of the licence signed in 2020- clause 6.1.2 which stated that one of the grounds for terminating the Licence was "a failure or refusal of the Licensee or sewerage undertake to enter into the first section 104 agreement". The clerk suggested they would need to enter into an easement with the Council instead unless they could provide a new Section 104 agreement for the Council meeting on 26th June. The clerk had also requested that the Council was the last signatory to the agreement and the £30,000 was transferred within 5 working days of signing. However, Elivia Homes advised Southern Water had to be the last signatory but the funds would be transferred within 5 working days of the agreement being completed.

14. Village Day

Village Day was a great success. All raffle tickets were sold which raised £1,000 and an additional £216 was made from the stalls and dog show which was donated to the scouts. The Chair thanked Councillor Slipper for all her hard work organising the event and Tony Burroughs for collecting excellent raffle prizes.

Parish Council Report – May

Crackdown on Litter

You may remember that I mentioned last month about problems we have been experiencing with litter and that the Council were looking at ways to tackle it.

Recently, a joint operation to crackdown on illegal trade vehicles took place near the A264 on the outskirts of Horsham, exposing a high number of illegally operating commercial vehicles.



An enforcement day exercise involved Horsham District Council, working in partnership with Sussex Police, the Environment Agency, the Driver and Vehicle Standards Agency and West Sussex County Council. Several vehicles were stopped and checked for waste carriers licenses, valid driving licenses, insecure loads, defective tyres and general roadworthiness.

In recent years Horsham District Council has worked hard to tackle environmental crime such as fly tipping and general road safety. We will continue to carry out enforcement days in an effort to reduce fly tipping, ensure loads are secure and not littered onto our roads, and generally improve road safety for the benefit of our residents and the local environment.

The Council is asking that if road users or members of the public spot offenders littering or fly tipping they should report incidents to them by going to their website at: <https://www.horsham.gov.uk/waste-recycling-and-bins>

where you can report fly tipping, littering (to include dashcam footage if you have it) and you can also check if a tradesperson has a waste carriers licence.

Consultation: Town Council

Horsham District Council is asking how you would like to see Horsham town centre managed in the future – and it is an important time to share your views.

Moving to a large Unitary Authority means the future of facilities such as the current HDC managed bandstands, the War Memorial, Hills Farm Cemetery, the Museum and Art Gallery, its community halls, Horsham Park, and its allotments would be decided by a large organisation possibly not based in the Horsham area.



Horsham town is unique in Horsham District, in that many services and community facilities that are otherwise managed by parish councils, are managed by HDC. A newly formed Horsham Town Council could however take over running these services.

Click the button below to find out more and share your views.

[Have your say](#)

Housing Pressures

Horsham District Council is set to tackle the pressures on local housing by developing a new housing strategy, Homes for Tomorrow – Shaping the Future Together. As part of this we are holding a Housing Summit, including residents and housing providers, in order to identify and discuss local housing issues and work collaboratively on finding solutions.

The new strategy will focus on providing the right homes for those who need them, increasing the number of affordable homes, and addressing homelessness in the District.



[Read More Online](#)

Friday Lates

Friday Lates are back!

Horsham's popular Friday Lates live music and food entertainment nights are returning for the spring and summer of 2025.

Organised by Horsham District Council and Food Rocks Markets, the events take place every Friday night from 6pm to 8pm throughout June, July and August this year at the Horsham Carfax Bandstand.

This year's line-up is more varied than ever and as always the events are completely free to attend. Friday Lates start on 6 June.



[View Schedule](#)

Horsham FC Celebration

Horsham District Council is delighted to be joining forces with Horsham Football Club to stage a very special evening of live entertainment and celebration in Horsham's Carfax on 30 May to recognise the team's recent victories, winning the Isthmian Premier Division and the Sussex Senior Cup.

The event will be a precursor to the popular Friday Lates, which start on 6 June, and it will take place between 6pm and 8pm with the usual wide range of local food stalls on offer for all to enjoy.

As well as the live entertainment, food and drink, the club's players and officials will be on the Carfax Bandstand with their trophies.

Everyone is invited to come along and enjoy the celebrations sporting their Horsham Football Club kit if possible. Some food vendors will be offering discounts for those wearing the club's football shirt. The club will also have their own stall selling merchandise and promoting season ticket sales.



May Half Term Activities

Horsham Museum & Art Gallery

May Half-Term Children's Crafts

Tuesday 27 May - Friday 30 May

Come and visit the museum this May half-term for another week of crafting. Our theme this May will be Brilliant Bugs - join us as we make crafts inspired by some of the amazing tiny creatures that live in our museum garden!



Bookworms Children's Trail

Tuesday 20 May - Saturday 28 June

The museum has been taken over by a group of bookworms! Search the museum for bookworms and learn about some of their favourite fun facts in our new children's trail. Taking part in the trail is free.



The Gallery at Horsham Museum

Saturday 5 April - Saturday 5 July

Visit the gallery from 5 April to discover a new collection of paintings from talented local artists. All artworks are available to buy alongside a selection of prints and greetings cards by the featured artists.



[Find out more](#)

Parks & Countryside

Sunset Session at Southwater Country Park

Thursday 29 May, 6pm - 8pm

As the sun sets join us for a relaxed evening in the park including live music from Paul Stanworth, cold drinks and a Pimm's bar, hot and cold food and evening watersports hire.

This is the first of four FREE sessions taking place on the last Thursday of the month from now till August. More details of our next acts will be released soon.



Children's Fun Sessions in Horsham Park

Tuesday 27 May - Thursday 28 August, 2pm and 3.15pm

Our children's fun sessions are free 45-minute children's entertainment shows on Horsham Park Podium.

Shows are every Tuesday, Wednesday and Thursday at 2pm and 3.15pm during the May half-term and summer school holidays.

There is no need to book - just turn up and enjoy.



Pond Dipping at Warnham Local Nature Reserve

Wednesday 28 May, 10.15am - 2.45pm

Our ever popular pond dipping event is back for half-term. Sessions will be held throughout the day, starting at 10.15am and finishing with the 2.45pm session.

Children are FREE, adults pay the normal entry fee.

Book in person at the Visitor Centre or call 01403 756238

Pop-Up In The Park at Bennetts Field

Wednesday 28 May, 1pm - 3pm

Pop-Up In The Park is coming to Bennetts Field this May half-term! Simply pop along for an afternoon of hunts, quizzes, arts and crafts and garden games!



Den Building at Leechpool Woods

Friday 30 May, 10am - 12pm

Come join the gang and help create a den in the woods!

In this two hour session, you'll be in a small team tasked with building and decorating the best den of the day. Our leaders from Wonderbugs Forest School, will be there to help, but everyone will be expected to get stuck in.

This session is for children aged 8 and over.

[Book now](#)





Slinfold Parish Council

Cherrytree Farm, Hayes Lane, Slinfold, RH13 0SQ

Email: clerk@slinfold-pc.gov.uk

TERMS OF REFERENCE FOR THE HIGHWAYS AND BYWAYS (HB) COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations

1. Membership and Meetings

- a) Membership of the committee will be as decided at the Annual Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The Chairman of Planning can also be an *ex officio* member.
- c) The committee shall be subject to a quorum of three.
- d) The committee shall meet as required but at least 3 times a year. Catch up's to check on progress may be held in between times virtually using Zoom/WebEx but these shall not be decision-making meetings.

2. Chairman

- a) The Chairman of the committee will be elected by the Parish Council.

3. Conduct of Meetings

- a) All meetings will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
- c) A record of committee meetings i.e. minutes shall be circulated to the full council

4. Powers

The committee shall be empowered to:

- authorise expenditure up to £2,000 provided such expenditure is consistent with the responsibilities and areas of operation of the Highways and Byways Committee;
- deal with The Police, Horsham District and West Sussex County Council's with regard to any highways or byways matter on the Parish Council's behalf;
- put forward a budget proposal for related expenditure not later than the end of November each year;
- consider relevant communications, consultations, visit relevant sites and consider any comments from members of the public before deciding whether to submit recommendations to the Parish Council.

5. Responsibilities and Main Functions

To consider matters in relation to Highways and Byways in the parish of Slinfold

- a) To deal with the provision and maintenance of Parish Council assets on the public highway (Highways = Roads, Public Footpaths and Bridleways and Footways). Assets will include:-
 - i. Bus Shelters
 - ii. Village Signs and Gateways
 - iii. War Memorial
 - iv. Fencing and Vegetation
- b) The efficient and effective reporting of issues to West Sussex County Council (WSCC) relating to roads, pavements, public footpaths and bridleways (Public Rights of Way) trees and drainage in the parish.
- c) To actively promote Slinfold parish PROW's and inspect and report back issues on the same.
- d) To participate in any relevant meetings and work within the community in relation to Highway and Byways matters to include Community Speedwatch and the Flood Action Group
- e) To seek to influence residents and other stakeholders e.g. businesses, community groups etc. to maintain safety and take pride in the street scene i.e. the good look and feel of a rural parish.
- f) To take note of notices and any new legislation or regulations, changes in policy or other developments affecting the highways and byways.
- g) To liaise with the District and County Councils, the Environment Agency and any other group or organisation regarding highway and transport issues and infrastructure to include broadband, traffic management, bus routes timetables/issues, cycling and drainage schemes.
- h) The protection and enhancement of the Slinfold Conservation Area.
- i) To fundraise, bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the committee.
- j) To review quotes >£2,000 making a recommendation to the Parish Council for approval.
- k) To work with other committees as and when projects require the involvement of other committees.
- l) To support the Clerk in the allocation of work to the Environment Officers.
- m) All correspondence shall be conducted through the Chairman and/or the Clerk of the Parish Council wherever this is possible.



Slinfold Parish Council

Cherrytree Farm, Hayes Lane West Sussex RH13

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TERMS OF REFERENCE FOR THE FINANCE AND ESTABLISHMENT COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

1. Membership and Meetings

- a) Membership of the committee will be as decided at the Annual Council Meeting in May each year, subject to the proviso that the chairman and vice-chairman of the Parish Council and chairmen of committees shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of half of its members or three whichever is the greater.
- c) The committee shall meet 3 to 4 times a year.

2. Chairman

- a) The Chairman shall be appointed at the Annual Council Meeting in May. Should the Chairman of this committee stand down during the year then the council will resolve at the next available meeting to appoint a new Chairman.

3. Conduct of Meetings

- a) All meetings of the Finance Committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

4. Powers

The committee shall be empowered to make any financial decisions on behalf of the Parish Council subject to the following exceptions:

- (1) Determination of the Council's overall borrowing limit.
- (2) Determination of the Council's short-term borrowing limit.
- (3) Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
- (4) Issue of a precept.
- (5) Final approval of the Council's overall budget and reserves policy.
- (6) Amendment of the Council's financial regulations or standing orders.
- (7) Any single item of expenditure (including aggregated stage payments) in excess of £7,500, any project budget in excess of £7,500, or any contract, order or agreement leading to such expenditure, unless

already provided for by way of an agreed maximum approved by Full Council, or an overall project-specific budget or earmarked reserve approved by Full Council.

(8) Any expenditure which would result in the sum total of the Council's overall net expenditure budget and any additional expenditure approved by Full Council being exceeded by more than £10,000, or which would deplete uncommitted reserves to a level more than £5,000 below the level specified in the Council's reserves policy.

(9) Any other restrictions or financial constraints imposed by Full Council.

- a. The committee shall be empowered to approve legal documents on behalf of the Parish Council subject to the proviso that the sale, disposal, acquisition or transfer of title of any land or buildings regardless of value, or any other assets valued in excess of £7,500, shall be pre-authorised by Full Council.
- b. The committee shall be empowered to act on behalf of the Parish Council in all matters concerning staff pay and conditions of employment, subject only to the restrictions above.
- c. The committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts and appointment of contractors, subject always to the expenditure restrictions outlined and to compliance with relevant standing orders and financial regulations.

Notes:

(1) Provided Full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation or tender, or appointment of a contractor, shall be at the discretion of the committee.

(2) Where an existing contract is being renewed or awarded to a different contractor or contractors, Full Council approval shall only be required if costs will increase by more than £7,500 as a result.

- d. The committee shall be empowered to determine fees to be charged by the Council.
- e. The committee shall be empowered to appoint an internal auditor on the Parish Council's behalf.
- f. Subject to compliance with Standing Orders and Financial Regulations, the committee shall be empowered to approve risk assessments and policies and procedures for controlling risk on the Parish Council's behalf.
- g. Subject to compliance with standing orders, financial regulations, the expenditure restrictions outlined above, and the proviso that any covenants or leases shall require final approval by Full Council, the committee shall be empowered to act on the Parish Council's behalf in respect of legal and financial arrangements relating to the Cherry Tree, KGV and Six Acres, **Slinfold Stores**, sports and recreational facilities, and the management and maintenance of those facilities.
- h. The committee shall be empowered to act on the Council's behalf in respect of the Freedom of Information Act and GDPR.
- i. The committee shall be empowered to take appropriate action in respect of alleged breaches in the Code of Conduct. This will involve liaison with the District Council's Monitoring Officer
- j. **The committee shall be empowered to determine grant applications subject to compliance with standing orders, financial regulations and the expenditure restrictions outlined above.**

5. Responsibilities and Main Functions

- a. The committee shall be responsible for ensuring that the Council's finances and resources are managed in a responsible and prudent manner, and assessing financial, contractual and organisational risk and the impact of expenditure on the Parish Council's reserves and long-term plans on an ongoing basis.
- b. The committee shall examine the Council's accounts and the annual return.
- c. The committee shall monitor the income and expenditure of the Parish Council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Council's overall financial position.

- d. The committee shall consider budget proposals from the Clerk and committees, and agree upon an overall budget, reserves policy and precept requirement every year subject to final approval by Full Council.
- e. Subject to approval of amounts in excess of £7,500 (or £7,500 per annum in the case of transfers to earmarked reserves) by Full Council, the committee shall delegate spending powers to standing committees by way of:

- (1) An overall discretionary budget for each financial year.
- (2) Additional budgets in respect of specific projects as appropriate.
- (3) Earmarked reserves.

- f. All members of the committee shall **(if they choose to be)** be authorised signatories on the Parish Council's bank and on-line accounts; any two to sign.
- g. The committee shall examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- h. Subject to the provisions of any leases or other legal agreements, the committee shall be responsible for overseeing the maintenance, management, regulation, security and development of Cherry Tree, KGV and Six Acres sports and recreational facilities, and ensuring that they are fit for purpose and maintained in such condition as to be safe and welcoming to visitors.
- j. The committee shall carry out a formal overall review of risk assessments at least annually, ensuring that any unacceptable risks or shortcomings in assessment are addressed as soon as possible.
- k. The committee shall ensure that the Parish Council maintains adequate levels of insurance cover, reviewing the schedule of cover annually on renewal.
- l. The committee shall ensure that the Parish Council's standing orders and financial regulations are reviewed from time to time, submitting any amendments to Full Council for approval.
- m. The committee shall ensure that the Council has in place formal grievance and disciplinary procedures for its staff.
- n. The committee shall ensure that proper records are kept of the Parish Council's properties and significant assets.
- o. The committee shall ensure that all meetings of the Parish Council and its committees are conducted in accordance with standing orders, financial regulations and terms of reference, and with due regard to NALC guidelines on chairmanship.
- p. The committee shall take whatever advice it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.
- q. In addition to all of the above, the committee shall put in place whatever internal controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
- r. The committee shall review the effectiveness of the Council's internal control and internal audit annually.

Establishment

- s. New councillors – the committee shall make recommendations regarding councillor vacancies;
- t. the committee may make recommendations for the number and purpose of Council committees and working groups
- u. The committee shall be responsible for the review of and recommendations to the full PC regarding: -
 - a. Salaries, pensions and pay awards
 - b. Staff appraisal and disciplinary matters
 - c. Job descriptions, benchmarking staff roles and recruitment



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ Email:
clerk@slinfold-pc.gov.uk

TERMS OF REFERENCE FOR THE RECREATION YOUTH AND ENVIRONMENT (RYE) COMMITTEE

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations

1. Membership and Meetings

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of three.
- c) The committee shall meet as required but at least 2 times a year.

2. Chairman

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

Conduct of Meetings

- a) All meetings of the Recreation Youth and the Environment (RYE) committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

4. Powers

The Recreation Youth and the Environment (RYE) Committee shall be empowered to:

- a) Authorise expenditure up to £3,000, provided such expenditure is:
 - Consistent with the responsibilities and main function of the Recreation Youth and the Environment (RYE) Committee;
- And
- Within the budget set for Recreation Youth and the Environment (RYE) related matters as authorised by the Full Council or the Finance committee during the course of the financial year.
 - b) To respond on the Parish Council's behalf to consultations regarding matters which may have an impact on Recreation Youth and the Environment (RYE).

5. Responsibilities and Main Functions

- a) The efficient and effective management of all open and green space/recreational matters in the Parish including KGV, Cherry Tree and Six Acres.
- b) To seek high standards of health and safety, repair and maintenance in connection with Parish Council land and any equipment or buildings on it.
- c) To work with the community, sports associations, local authority and contractors in relation open spaces set aside for leisure, recreation and amenity.
- d) To approve work up to £3,000 with regard to open spaces and review quotes >£3,000 for Recreational facilities making a recommendation to the Parish Council for approval. Some contracts are renewed annually without the need for re-negotiation (e.g. play inspections). Others such as grounds maintenance are reviewed every 2-3 years.
- e) To consider and respond to documents relating to the Community Youth Worker/open and green space/recreation and the environment (excluding highways) attending meetings as required.
- f) To support the Clerk in recreational and environment matters relating to the Environmental Officer.
- g) To monitor the activities and deal with reports from specialists e.g. Trees, Play Inspections etc.
- h) Fund raising for grants to finance any initiatives which are consistent with the responsibilities of the Recreation Youth and the Environment (RYE) Committee.
- i) A record of all Recreation Youth and the Environment (RYE) meetings shall be reported to the full council and noted in the minutes.
- j) All correspondence shall be conducted through the Chairman or the Clerk of the Parish Council wherever possible.
- k) The Recreation Youth and the Environment (RYE) Committee may canvas opinions for and against changes to open spaces set aside for leisure, recreation and amenity.
- l) Put forward a budget proposal for related expenditure not later than the end of November each year.



**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	30/04/2025		61,531.55
			<u>61,531.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,531.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,531.55
		Balance per Cash Book is :-	61,531.55
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

List of Payments made between 25/04/2025 and 21/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2025	HMRC	DD	2,573.43		PAYE 4th Quarter 24-25
28/04/2025	Carl Osborne	BACS	540.00		Invoice 450
30/04/2025	Tony Burroughs	BACS	239.20		Salary April
30/04/2025	Samantha Bell	BACS	248.18		Salary April
30/04/2025	Samantha Bell	BACS	-248.18		Salary April
30/04/2025	Samantha Bell	BACS	248.14		Salary April
30/04/2025	John Pilkington	BACS	248.80		Salary April
30/04/2025	LGPS	BACS	689.85		April
30/04/2025	Mike Simpson	BACS	2,154.39		Salary April
01/05/2025	Horsham District Council	DD	100.00		Road Closure Village Day
01/05/2025	Horsham District Council	DD	42.25		Cherrytree waste
02/05/2025	NEST	DD	23.52		SB April 2025
02/05/2025	Tony Burroughs	BACS	47.22		EO expenses
21/05/2025	Netwise	BACS	144.00		Emails (4182)
21/05/2025	Mulberry & Co	BACS	231.00		Internal Audit 2025
21/05/2025	Slinfold Village Hall	BACS	323.00		Hall hire (2120/2137/2127)
21/05/2025	Slinfold Concert Band	BACS	150.00		VE Day 2025
21/05/2025	WI Slinfold	BACS	59.50		Teas VE Day
21/05/2025	Calli's Corner	BACS	65.00		Village Day
21/05/2025	Rebecca Doe	BACS	125.00		Pony VE Day
21/05/2025	QM Studios	BACS	80.00		PA Hire Village Day
21/05/2025	Michaela Jeal	BACS	200.00		Singing village day
Total Payments			8,284.30		

Detailed Receipts & Payments by Budget Heading 30/04/2025

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>							
118 Horsham Lottery	13	0	(13)			0.0%	13
1076 Precept	37,659	75,317	37,659			50.0%	
1080 Bank Interest	3,639	8,180	4,541			44.5%	
1090 CIL Income	17,654	0	(17,654)			0.0%	17,654
1100 Grants Received	500	2,500	2,000			20.0%	500
1120 Environment Cleansing	0	3,700	3,700			0.0%	
	<u>59,464</u>	<u>89,697</u>	<u>30,233</u>			<u>66.3%</u>	<u>18,166</u>
Income :- Receipts							
	<u>59,464</u>	<u>89,697</u>	<u>30,233</u>				
Net Receipts							
6001 less Transfer to EMR	18,166						
	<u>41,298</u>						
Movement to/(from) Gen Reserve							
<u>200 Administration</u>							
4000 Clerk & Environment Officers	6,154	54,000	47,846		47,846	11.4%	
4025 EO Expenses	0	500	500		500	0.0%	
4055 Training	0	150	150		150	0.0%	
4060 Audit	0	650	650		650	0.0%	
4070 Legal & Consultancy	25	30	5		5	83.3%	
4075 Bank Fees	0	30	30		30	0.0%	
4080 Subscriptions	731	720	(11)		(11)	101.5%	
4091 Chair's Allowance	0	400	400		400	0.0%	
4100 Insurance	0	2,000	2,000		2,000	0.0%	
4110 Recruitment & Training	0	100	100		100	0.0%	
4120 Home Office	0	180	180		180	0.0%	
4130 Hall Hire	65	600	535		535	10.8%	
4135 FC Office Hire	0	300	300		300	0.0%	
4140 Website and email	440	570	130		130	77.2%	
4150 Software	203	350	147		147	58.0%	
4160 Stationery/printing	0	100	100		100	0.0%	
	<u>7,617</u>	<u>60,680</u>	<u>53,063</u>	<u>0</u>	<u>53,063</u>	<u>12.6%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(7,617)</u>	<u>(60,680)</u>	<u>(53,063)</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	330	330			0.0%	
1210 Grounds Maintenance Reclaim	0	650	650			0.0%	
	<u>0</u>	<u>1,130</u>	<u>1,130</u>			<u>0.0%</u>	<u>0</u>
Football Club :- Receipts							
	<u>0</u>	<u>1,130</u>	<u>1,130</u>				
Net Receipts							

Detailed Receipts & Payments by Budget Heading 30/04/2025

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	359	359			0.0%	
1210	Grounds Maintenance Reclaim	0	520	520			0.0%	
	Tennis Club :- Receipts	0	1,029	1,029			0.0%	0
	Net Receipts	0	1,029	1,029				
<u>260 Community Shed</u>								
1205	Insurance Reclaimed	0	92	92			0.0%	
	Community Shed :- Receipts	0	92	92			0.0%	0
	Net Receipts	0	92	92				
<u>270 Slinfold Stores</u>								
1200	Rental Income	0	1,000	1,000			0.0%	
1205	Insurance Reclaimed	0	354	354			0.0%	
	Slinfold Stores :- Receipts	0	1,354	1,354			0.0%	0
4200	Repairs & Improvements	750	0	(750)		(750)	0.0%	750
	Slinfold Stores :- Indirect Payments	750	0	(750)	0	(750)		750
	Net Receipts over Payments	(750)	1,354	2,104				
6000	plus Transfer from EMR	750						
	Movement to/(from) Gen Reserve	0						
<u>300 Community Services</u>								
4310	Community Events	87	3,200	3,113		3,113	2.7%	
4320	Youth Services	2,338	8,600	6,262		6,262	27.2%	
4370	Newsletters/Promotions	0	2,700	2,700		2,700	0.0%	
4390	Grants Made	0	1,000	1,000		1,000	0.0%	
4395	Cosy Café	284	2,500	2,216		2,216	11.4%	284
	Community Services :- Indirect Payments	2,709	18,000	15,291	0	15,291	15.0%	284
	Net Payments	(2,709)	(18,000)	(15,291)				
6000	plus Transfer from EMR	284						
	Movement to/(from) Gen Reserve	(2,425)						

Detailed Receipts & Payments by Budget Heading 30/04/2025

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	156	385	229		229	40.4%	
4405 Dog bins	169	1,180	1,011		1,011	14.3%	
4410 Grounds Maintenance	0	1,172	1,172		1,172	0.0%	
4412 Grounds Maintenance Extra Cuts	130	0	(130)		(130)	0.0%	
4420 King George V	310	470	160		160	66.0%	
4425 Six Acres	693	1,800	1,107		1,107	38.5%	693
4430 Playground Inspections	0	215	215		215	0.0%	
4435 Grounds Maintenance Cherrytree	470	2,300	1,830		1,830	20.4%	
Recreation :- Indirect Payments	1,927	7,522	5,595	0	5,595	25.6%	693
Net Payments	(1,927)	(7,522)	(5,595)				
6000 plus Transfer from EMR	693						
Movement to/(from) Gen Reserve	(1,235)						
<u>400 Highways & Byways</u>							
4510 Streetlights & Maintenance	0	7,100	7,100		7,100	0.0%	
Highways & Byways :- Indirect Payments	0	7,100	7,100	0	7,100	0.0%	0
Net Payments	0	(7,100)	(7,100)				
<u>999 VAT Data</u>							
115 VAT on Receipts	318	0	(318)			0.0%	
VAT Data :- Receipts	318	0	(318)				0
515 VAT on Payments	285	0	(285)		(285)	0.0%	
VAT Data :- Indirect Payments	285	0	(285)	0	(285)		0
Net Receipts over Payments	33	0	(33)				
Grand Totals:- Receipts	59,782	93,302	33,520			64.1%	
Payments	13,288	93,302	80,014	0	80,014	14.2%	
Net Receipts over Payments	46,494	0	(46,494)				
plus Transfer from EMR	1,727						
less Transfer to EMR	18,166						
Movement to/(from) Gen Reserve	30,054						

Annual Internal Audit Report 2024/25

Slingfold Parish Council
www.slingfold-pc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 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	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.			✓ None Here
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 bank account reconciliations were properly carried out during the year.	✓		
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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
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
07/05/2025

Name of person who carried out the internal audit
*TRACEY BUESDEN MULBERRY
 LAS*

Signature of person who carried out the internal audit


Date
07/05/2025

*If the response is 'no' please 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).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENT Slinfold 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 2025, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

21 05 2025

and recorded as minute reference:

MINUTE REFERENCE
11 B

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

Chair

Clerk

www.slinfold-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

ENT Slinfold Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	273,282	271,146	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	66,220	66,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	148,624	31,495	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	50,437	50,899	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	166,543	73,673	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	271,146	244,289	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	271,146	244,289	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	810,891	811,669	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

Date

21 05 2025

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

21/05/25

as recorded in minute reference:

MINUTE REFERENCE 11C

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

[Signature]

**SLINFOLD PARISH COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

1. Date of announcement (a) 4th June 2025

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

(b) **Mike Simpson, Clerk to Slinfold Parish Council, Slinfold Football Club, Cherrytree Farm, Hayes Lane, RH13 0SQ**
Email – clerk@slinfold-pc.gov.uk

commencing on (c) 5th June 2025

and ending on (d) 16th July 2025

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore
Rutland House, Minerva Business Park, Lynch Wood, Peterborough
PE2 6PZ

5. This announcement is made by (e) Mike Simpson, Clerk to Slinfold Parish Council

COOP

Opening Balance	91,709.53
Add Receipts	215,952.59 (123,615 in transfers)
Less payments	292,624.20 (168,000 in transfers)
Balance	15,037.92

Unity Trust

Opening Balance	85000
Add Receipts	1849.59
Less payments	28028 (28,000 transfer to COOP)
Balance	58821.59

Nationwide

Opening Balance	89466.74
Add Receipts	0
Less payments	4466.74 (Transfer to COOP)
Balance	85000

Charity Bank

Opening Balance	83000
Add Receipts	2429.59
Less payments	0
Balance	85429.59

Total	244,289
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