

**NOTTH HORSHAM PARISH COUNCIL  
THURSDAY 25<sup>th</sup> JUNE 2015 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

**3. DECLARATIONS OF INTEREST**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation

**6. CASUAL VACANCIES TO THE PARISH COUNCIL**

As Members are aware there remains four casual vacancies (one in each of the four Wards) on the Parish Council following the May election.

Due to the timing of these Casual Vacancies (i.e. immediately following the Election, the co-option procedure is different in that the Council –

- (a) is not required to advertise the vacancies
- (b) the opportunity for ten local government electors to demand an election does not apply
- (c) the Council must fill the vacancies within 35 days, starting with the date of the election. The timing is calculated excluding Saturdays, Sundays and Bank Holidays, thus giving a date for co-option **by 25<sup>th</sup> June 2015**

Members are advised that 'advertisements' have been placed on the Council's website and Facebook page and, at the time of writing the Report, an item prepared for the West Sussex County Times. Approaches have also been made to local people.

In the event that the vacancies are not filled by the date of the Council meeting, the vacancies will be advertised in the usual manner within each of the Wards.

## **RECOMMENDATION**

**Members are asked to note this section of the Report**

### **7. CHAIRMAN'S ANNOUNCEMENTS**

At the time of writing the Report there are no Chairman's Announcements

### **8. RECOMMENDATION FROM THE FINANCIAL AND ADMINISTRATION COMMITTEE**

The following Recommendation from the Finance and Administration (F&A) Committee meeting held on 4<sup>th</sup> June 2015 is put to Council for consideration –

To approve the Parish Council's accounts for the year ended 31<sup>st</sup> March 2015 and for the Chairman to sign Sections 1 (Accounting Statement) and Section 2 of (Annual Governance Statement)

Members will be circulated with the papers for the year end 31.3.2015, which are –

- Sections 1, 2 and 4 of the Annual Return
- Explanation of significant Variances (above 15%)
- Reconciliation of Boxes 7 and 8 on the Annual Return
- Cash and Investment Reconciliation at 31.3.2015
- Income and Expenditure Account to 31.3.2015
- Balance Sheet at 31.3.2015

Members are advised that there were no comments on the accounts from members of the Finance & Administration Committee. The requirement is that Sections 1 and 2 of the Annual Return are now signed by the Chairman and the Parish Clerk.

## **RECOMMENDATION**

**To approve the Parish Council's accounts for the year ended 31<sup>st</sup> March 2015 and for the Chairman to sign Sections 1 (Accounting Statement) and Section 2 of (Annual Governance Statement)**

### **9. COUNCIL AND COMMITTEE BUDGET MONITORING**

Members will be circulated with the internal spreadsheet detailing final Council and Committee Budget monitoring to 31<sup>st</sup> March 2015.

## **RECOMMENDATION**

**Members are asked to note the Budget Monitoring information**

### **10. INTERNAL AUDITOR'S REPORT**

Members are advised that the Internal Auditor made his second and final visit of the 2014/2015 financial year on Monday 8<sup>th</sup> June 2015. His Report covers the following aspects –

Books of Account; Financial Regulations; Risk Management and Insurance; Budget and Precept; Income; Petty Cash; Payroll; Assets and Investments; Bank Reconciliations; and Year End Accounts. The comments are as follows –

**Introductory comment** – I am pleased to report that **overall the systems and procedures you have in place are entirely fit for purpose and I would go so far as to say are a model of good practice.** I therefore make no recommendation for change at this stage.

**Books of Account** - 'the RBS system was tested to verify the brought forward balances and to review the entries made to the cashbooks. Entries were posted in a clear and logical manner and the brought forward balances were correct. I have no recommendation to change this system'.

**Financial Regulations** - 'The Financial Regulations and Standing Orders were reviewed in year and Council agreed and minuted these properly. These documents are current and I make no recommendation to change at this time. I selected at random items to test from the Financial Regulations and am pleased to report that these were being followed properly.

Payment procedures, including invoice authorisation, purchase order matching and cheque signing are satisfactory and in accordance with Financial Regulations. I make no recommendation to change'.

**Risk Management and Insurance** – 'A regular review of risks is carried out and I am satisfied that all appropriate risks are accounted for and documented properly. I was pleased to see that the Council has a good system of risk assessment and documentation'.

**Budget and Precept** – 'The budget is drawn up in the correct and proper manner and regular reviews of income and expenditure against budget are carried out and reported to Committee. The budgets are drawn up, monitored and managed in accordance with Financial Regulations and I make no recommendation to change this process. The Council has an excellent system of recording and the monitoring of budgets and reserves'.

**Income** – ‘Income was tested to documentary evidence. It is banked properly and recorded correctly on the Annual Return’.

**Petty Cash** – ‘No petty cash’

**Payroll** – ‘Payroll as calculated by Capita was verified to the 12 posting on the accounts system. There are no significant changes to payroll costs year on year. Councillors are paid allowances. Expenses were properly approved and minuted’.

**Assets and Investments** – ‘The Asset Registers are up to date and properly maintained’.

**Bank Reconciliations** – The bank reconciliations for all accounts are properly prepared and presented to Council and Committee for verification and approval. The year-end reconciliation was correct. The system of reconciliation is working correctly’.

**Year End Accounts** – Accounts were prepared on the income and expenditure basis. Debtors and creditors are properly shown and agreed to documentary evidence. Boxes 7 and 8 on the annual return are reconcilable. The variance analysis showed reasons for the changes from the prior year’.

There are no points to take forward and Members are advised that the full Report will be available at the Committee meeting

## **RECOMMENDATION**

**Members are asked to note this section of the Report**

### **11. PROPOSED DEVELOPMENT NORTH OF THE A264**

#### **Current Position**

Members will be aware that at the Local Plan Committee meeting of 26<sup>th</sup> May 2014, the following Resolutions were made -

- (a) that Counsel, Ashley Bowes, be instructed to represent the Parish Council at the forthcoming re-convening of the Examination in Public
- (b) that, at the current time, no further independent legal advice be sought
- (c) that an independent Traffic Survey be commissioned by the Parish Council to be funded from the new Planning Reserve and, if necessary, the Planning, Environment and Transport Committee budget

Members are advised that an informal meeting of the Local Plan Committee took place on Saturday 6<sup>th</sup> June, with Counsel, Ashley Bowes, being present. The purpose of the meeting was to assess the current situation and be advised by Counsel as to the Parish Council's next steps.

Counsel advised the following –

- (i) that an initial letter be sent to the appropriate authority to make late representations to the Examination in Public
- (ii) that a timetable be set for future work
- (iii) that a motion be drafted by Counsel for amendments to be made to the Plan to be put before the next Council meeting of Horsham District Council on 25<sup>th</sup> June 2015
- (iv) that the commissioning of an independent Traffic Survey may now be too late
- (v) that Viability Assessments were now pertinent but only after establishing whether late representations will be permitted.

Members are advised that Counsel has now been formally instructed as in (i) detailed above and the letter sent to the Examination in Public's Programme Officer is enclosed for Members' information. Councillor Torn will be able to answer any further questions.

**RECOMMENDATION**

**Members' views are sought**

**12. NEIGHBOURHOOD PLAN**

Members are advised that Chris Carey has now been formally instructed to prepare a Preliminary Report to any further action regarding a Neighbourhood Plan, for an agreed fee of £600.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**13. REPORTS REGARDING OUTSIDE ORGANISATIONS**

At the time of writing the Report, there are no advance Reports

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**14. COUNCIL REPRESENTATION AT BRITANNIACREST RECYCLING LTD (BCR) – COMMUNITY LIAISON GROUP**

An invitation has been received from Britanniacrest for the Parish Council to join the Community Liaison Group being established for local residents, key organisations and any other affected persons or groups by the operations at the Wealden Works in Langhurstwood Road.

The stated objectives of the group are –

- To create a forum to raise issues with structured communication links between operational managers, the community and other stakeholders
- To assist identification and addressing local issues and concerns in relation to operations at the site
- To facilitate open communication; a forum for discussion and exchange of information on topics related to the site neighbours
- To identify opportunities to partner on community projects

Once established, the group will meet quarterly at Roffey Millennium Hall. There will be an opportunity, at the first meeting, to elect an independent chair. BCR representatives will attend as members and take part in discussions as appropriate.

**RECOMMENDATION**

**That a representative Councillor be appointed to the Britanniacrest Recycling Ltd Community Liaison Group**

**15. APPROVAL OF ACCOUNTS**

The schedule of accounts for payment will be tabled at the meeting

**RECOMMENDATION**

**That the payment of accounts is approved**

**16. DATE OF NEXT COUNCIL MEETING**

Thursday 3<sup>rd</sup> September 2015 (scheduled)

**17. EXCLUSION OF THE PRESS AND PUBLIC**

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

**RECOMMENDATION**

**That the Press and Public are now excluded from the meeting**

**18. ACCESS TO PARISH OWNED LAND**

Members are asked to note the Confidential Report enclosed

Sue Kemp – Parish Clerk  
15<sup>th</sup> June 2015