Parish Clerk
Council Office, The Triangle
Willingdon
East Sussex BN20 9PJ
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Office Hours 9 am to 1 pm
Monday to Friday

Telephone: 01323 489603
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To Chairman and Members of the **Finance and General Purposes Committee**

Councillors: Jim Gleeson (JG), (Chairman), Ben Clennell (BC), Martin Cooper (MC), Howard Coote (HC), Ian Nisbet (IN), Christine Payne MBE (CP), Fran Pritchett (FP), John Pritchett BEM (JP), Stephen Shing (SS), Andy Watkins (AW).

(With copies to other Members for information)

You are summoned to a meeting of the **Finance and General Purposes Committee** to be held on

Monday 9th October 2023 7.30pm

at Trinity Church, Coppice Avenue, Willingdon.

Signed: N. Williamson **4th October 2023**

Nicola Williamson (Parish Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

1. Apologies and notification of any substitute members.

2. To accept the minutes from the meeting held on Monday 17th July 2023.

3. Declarations of interest: To receive notices of declaration, personal and prejudicial, in respect of items on this agenda.

4. Public question time - to deal with any questions received from members of the public relating to items on this agenda.

5. Parish Clerk's Report of items not on Agenda.

6. Administrative Matters.
   (i) Property matters
   (ii) Website
   (iii) Newsletter

7. Financial Matters.
   (i) To consider report from Responsible Finance Officer
   (ii) Reconciliation for July and August
   (iii) July and August Payment Lists for agreement
   (iv) Budgetary Controls - Income & Expenditure report to date for all committees
   (v) CIL and Reserve Statements
   (vi) Grant Application – Children with Cancer
   (vii) External Audit 2022 - 2023 – Notice of Completion of Audit
   (viii) Internal Interim Audit 2023 - 2023

8. Wealden Citizen Advice – Update on Funds.

9. Policing Matters.
   (i) Any Police Updates
   (ii) Sussex Police Crime stats
   (iii) CSAG meeting Update

10. Strengthening Local Relationship Sub-committee.
   i) Minutes from the meeting on 18th August 2023

11. Personnel Sub-Committee.
   i) Minutes from the meeting on 5th September 2023

12. Review of Council Policies.
   (i) Sickness and Absence Policy
   (ii) Grievance Policy
   (iii) Lone Working Policy

13. Personnel Matters.
   (i) Clerks' appraisal
   (ii) Confirmation of the Administration Assistant three-month probation

14. Risk management – to consider the effects (if any) arising from items on the agenda.

15. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee/sub-committee.

16. Date of next meeting: Monday 11th December 2023.

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The minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE**
held on **Monday 17th July 2023** at 7.30pm
At Trinity Church Hall, Coppice Avenue, Willingdon.

Present: Cllrs Jim Gleeson (JG) (Chair), Ben Clennell (BC), Martin Cooper (MC), Howard Coote (HC), Ian Nisbet (IN), Christine Payne (CP), Fran Pritchett (FP), John Pritchett BEM (JP), Stephen Shing (SS), Andy Watkins (AW).

In Attendance: Nicola Williamson – Parish Clerk (NW), Cllr R Sheppard (RS).

Item	Subject	Action By
FGP23/44	**Apologies, Councillors not present and notification of substitutes** There were no apologies.	
FGP23/45	**To accept the minutes of the meeting held on Monday 22nd May 2023** **RESOLVED:** The minutes of Monday 22nd May 2023 were accepted as an accurate record signed by the Chair Cllr Jim Gleeson.	
FGP23/46	**Declarations of interest** Cllr F & J Pritchett declared an interest in FGP23/50 item (vi).	
FGP23/47	**Public Question Time** – to deal with any questions received from members of the public relating to items on this agenda. There were no members of the public present.	
FGP23/48	**Councillor Co-option** A Notice of Vacancy had been advertised and the closing date was Friday 14th July. Ryan Weedon had confirmed that he would like to stand for co-option and was the only person. The Members had a discussion and unanimously **AGREED** for Ryan Weedon to be co-opted onto the Parish Council.	
FGP23/49	**Parish Clerks Report of items not on the agenda** The Clerk's previous circulated report was **NOTED.** Lens Bench – latest update is that another licence had to be applied for as the bench was in a different location. A steward will be doing a site visit as the location needs to be checked to ensure it is not overlooking into any residents' homes. Seven Sisters Bus Stop – licence has been applied for and a site visit from ESCC highways will be arranged. Zoom meetings – to continue to allow Councillors to attend meetings by zoom when necessary. Members **AGREED** to **RECOMMEND** to Full Council that under special circumstances that Councillors could attend by zoom. If anyone is attending by zoom there will be a announcement made, that anyone attending by zoom are not able to vote. Solar Tarif Income has been received for £46.26.	 NW NW

	Tott Yew Recreation Ground – New playground items have been ordered and they can be installed w/c 14th August and will take a week and half to install. NW advised that this is the school summer holidays and would it be prudent to wait till after the holidays for installation. Members **AGREED** to have the works carried out from the second week of September. NW to contact company and schedule in works. Cllr F Pritchett enquired if the office email problems have been sorted. NW gave a verbal report to explain that there have been problems with the BT email. IT have made a temporary fix on the emails, and they are working on new email addresses using Microsoft 365. This should all be completed first week of August.	**NW**
	Administrative Matters **(i) Property Matters** Telephone Box in Church Street – waiting for UK Power network to confirm the defibrillator box can be moved from the hall to the box. NW has been advised that there is 28 days to reply for a non-urgent query. Huggetts Lane Rec – new defibrillator box has now been installed outside the Pavilion as the previous one was old, rusty and broken. Library – the outside light has been installed; door button repaired but already has a fault again. Notice to be put up at the door to remind people to push the button. Drains have been cleared and a cover put on. Toilet door handle repaired and water mark on library wall has been painted. **(ii) Website** First instalment has been paid and work on the new website should take 8 to 12 weeks. **(iii) Newsletter** The summer newsletter is at the printers and will be ready for delivery in the next couple of weeks. Dor-2-Dor will be delivering the newsletter as an individual delivery. Can Councillors let NW know they have received one. All the new houses on the Brodricklands Estate to be included in the delivery. NW has asked Barrett's for a list/map of the new homes but have not sent it yet.	**NW** **NW**
FGP23/50	**Financial Matters** **(i) To consider report from Responsible Finance Officer** The RFO Andy Beams has been on leave so no report available this time. **(ii) Reconciliation** Andy Beams has completed the reconciliation for April and May 2023. Cllr Cooper will be checking the reconciliation this week as he previously started April but could not complete it due to not all the paperwork being received. **(iii) Payment List for agreement** The Members **AGREED to RECOMMEND to FULL COUNCIL** the payment list for 1st April – 30th June 2023 totalling £108,093.17. **Cllr S Shing arrived at 7.50pm** **(iv) Budgetary Controls – Income and expenditure to date for all committees** NW gave a verbal report about some of the codes and the reasons they appear high. The Members **NOTED** the income and expenditure. **(v) Reserve and CIL allocations** Cllr S Shing asked if this years CIL monies had been received yet, NW reported it had not. Cllr Gleeson enquired if it would be prudent to review the monies in reserves for the Cemetery land and Cemetery improvements. Members discussed the ongoing concern to have more Cemetery land. To be be discussed at the next Cemetery meeting. CIL reserved monies to be reviewed at the next CIL Sub-Committee meeting. **(vi) Grant from Trinity Church Hall** Members discussed the grant application for £600 to re-line the car park for nine parking bays and two disabled bays together with new signage. The Members **AGREED** to award the Trinity Church Hall £600. **(vii) Internal Auditor** NW gave a verbal report that Mulberry & Co were offering a fixed price contract for three years. Members **AGREED** to **RECOMMEND** to Full Council to sign the contract for three years.	

FGP23/51	**CIL Sub-Committee – To agree Members** Members **AGREED** the Sub-Committee to consist of Cllr I Nisbet, Christine Payne, John Pritchett, and Ryan Weedon. The Chair to be Cllr John Pritchett.	
	Policing Matters (i) **Any Police Updates** NW provided the latest crime stats for Willingdon from the Sussex Police website. Members expressed their concerns about the stats. NW to contact Jack Porter PSCO for more information. (ii) Next CSAG meeting TBA	**NW**
FGP23/52	**Strengthening Local Relationship Sub-Committee** **(i) Meeting on 18th August 10am in the Parish Office** NW confirmed that all agenda items have been sent to Rebecca Pudsey the highways manager who is dealing with the SLR agenda.	**NW**
FGP23/53	**Review of Council Policies** **(i) Health and safety Policy – The Clerks report was NOTED.** It was **AGREED** to **RECOMMEND** to Full Council that no changes were required at the current time and to **ADOPT** the policy. **(ii) Adverse Weather Policy – The Clerks report was NOTED.** Members **AGREED** to **RECOMMEND** to Full Council following the addition of an amendment to **ADOPT** the policy.	**NW** **NW**
FGP23/54	**Personnel Matters** **(i) To agree members on the personnel committee** Members **AGREED** the Sub-Committee to consist of Cllr Howard Coote, M Cooper, C Payne and J.Pritchett. The Chair to be Cllr Howard Coote. **(ii) Clerks' appraisal** The Clerks appraisal needs to take place once a year. Cllr Payne asked if there is an appraisal policy. NW reported that she would investigate and email to Members with the PC appraisal form. NW to circulate appraisal form and appraisal policy. **(iii) Administration Assistant three-month probation** NW reported that a meeting had taken place with Mary Hammill as her three- month probation period is up. NW reported that Mary had got off to a good start, she is always happy to help residents and is very polite. Mary has attended a new Clerks training day and attended the New Councillors training course. NW to hold monthly one to one meetings with Mary. NW to report to the Personnel Sub-Committee and to confirm position.	**NW**
FGP23/55	**Risk Management – to consider the effects (if any) arising from items on the agenda.** None	
FGP23/56	**Urgent Matters – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee** Cllr F Pritchett asked if ESCC highways had responded about the overgrown bank and trees on Eastbourne Road/Church Street. NW reported she had sent photos and had asked again for the works to be carried out as a matter of urgency. Cllr Cooper asked who owns the path by the Memorial Hall as it needs attention. NW to check with ESCC highways who is responsible for it. Cllr J Pritchett asked if Dave Miles can strim the stinging nettles from Tott Yew Rec to Oldfield Road as they are encroaching on the path. NW to arrange and to check if ESCC are responsible for this twitten. Cllr J Pritchett raised concerns about the recent water supply problems in the parish. The current infrastructure cannot cope with the number of houses already built, how will it cope with all the hundreds of proposed housing in the area. The upgraded infrastructure should be taking place before anymore building takes place. There are already problems with sewage, and this will only get worse if	

	nothing is done now. Cllr Cooper reported this matter was raised at the last WDALC meeting and that WDC can encourage the water companies to do their job.	
FGP23/57	**Date of next meeting** The next meeting is scheduled for Monday 9th October 2023	

Meeting closed at 8.43 pm.

**Signed Committee Chair………………………………………………… Date………………………………

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Clerk's Report for Finance & General Purposes Committee Monday 9th October 2023.

Agenda Item 5. Items not on agenda

Len's Bench – concrete base is now in place and the bench will be installed facing towards the school hedge and towards any residents' homes. Residents have raised their concerns about the bench and privacy issues. I have told them that, if there are any issues, these should be reported to the office immediately.

Seven Sisters Road and Eastbourne Road Bus Shelters – Just waiting on the third quote from Clear channel Company.

Solar Tariff Income has been applied for.

VAT has been applied for.

Tott Yew Recreation Ground – New playground items have now been installed. There have been many ad hoc repairs carried out to the bridge due to rusty screws coming loose. I am meeting with the Eibe Play Manager to discuss replacing it on 5th October.

John Martin's bench has now been installed at the Willingdon Memorial Hall.

Agenda Item 6. Administration matters

(i) Property Matters

Telephone Box in Church Street – The defibrillator has been been removed from the Willingdon Memorial Hall and has been put in the telephone box. Following requests from residents in the area to consider putting some library books back in the box, it was agreed at the recent amenities committee meeting that books could be placed back in the box as long as access for the defibrillator is always kept clear and tidy. The residents were extremely pleased with the decision. Books will be put back in the box once the glass is repaired on the 10th October.

Library Electrical Works – still waiting for two more quotes.

(ii) Website – We have been sent the first proof of the new website and work is now taking place with the additions and amendments the office has requested. We have added a new section with an A to Z of services with direct links to ESCC and WDC. We will have a governance section with sections for policies, risk assessments and insurance.

(iii) Newsletter

I have asked Barrett's Homes for a map of the new roads on the new Brodricklands Estate so they can be included in the newsletter delivery.

Agenda item 7. Financial Matters

(i) To consider the report from the Responsible Finance Officer. - attached

(ii) The reconciliation for July and August 2023 has been completed by Andy Beams. Cllr Nisbet has completed the reconciliation for June and July 2023.

(iii) Payment List for 1st July 2023 – 31st August 2023 totalling £62,085.14 for agreement – attached.

(iv) Budgetary Controls Income and Expenditure Report to date for all Committees – attached.

(v) Reserve and CIL allocations – attached. A CIL Sub-committee meeting is scheduled for Monday 6th November at 6pm. CIL calculations are taking place by WDC now and will let the PC know soon what CIL monies are being allocated to the PC for this year.

(vi) Grant from Children with Cancer – a grant application form is attached for the Member's consideration.

(vii) External Auditor 2022-2023 – Notice of Completion of Audit – to NOTE the completion of the external audit from PKF Littlejohn LLP as per Section3 of AGAR 31.03.2023.

(viii) Internal Interim Audit 2023 – 2024 – to NOTE the successful completion of the internal auditor's interim audit report of 28th September 2023. The auditor has noted that Councillors are using personnel email addresses and recommends using a business email address. I reported that the existing email addresses that had been set up were hard to access. I have spoken to Sean from Endeavour IT who has reported he can set up all Councillors with an easily accessible Microsoft email address that can used for PC business. There would be a fee of £600 per year payable to Microsoft with a small maintenance charge. This business email would be more secure and totally compliant for transparency if freedom of information requests are ever made.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:
The importance of secure email systems and GOV.UK
5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.
5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.
5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.
5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

Agenda Item 8. Wealden Citizens Advice – Update on Funds

I have attached a breakdown from WCA indicating that 125 residents with over 500 issues have been helped from the hardship fund between August 2022 to September 2023.

There have been multiple interlinked challenges and the majority around benefits and debt. The grant also goes towards the running costs for the volunteers to man the phones, emails, texts and appointments.

Agenda Item 9. Policing Matters

(i) A new PCSO point of contact for Willingdon and Jevington will be Isaac Wood who starts on 16th October. His email address is isaac.wood@sussex.police.uk. In the meantime, please email wealden@sussex.police.uk (and cc him in) where reports can be triaged and sent to any other member of the team if required.

(ii) Attached are the latest crime stats for Willingdon taken from the Sussex Police website for information.

(iii) CSAG (Community Safety Action Group) meeting took place on 29th September. Inspector Ed Neves advised that a review will be taking place of this group in the next couple of months to see whether to continue the meetings or not. The next meeting to be arranged.

Agenda Item 10. Strengthening Local Relationship Sub-Committee

(i) Minutes are attached from the last SLR meeting held on 18th August 2023. Next meeting to be held in February 2024.

Agenda Item 11. Review of Council policies

(i) To review and agree the Sickness and Absence Policy – attached.

(ii) To review and agree the Grievance Policy – attached.

(iii) To review and agree the Lone Working Policy – attached.

Agenda Item 12. Personnel Matters

(i) Clerk's appraisal – The appraisal is to take place on Friday 6th October at 11.30am in the Parish Office. It will carried out by Cllrs Martin Cooper and Christine Payne.

(ii) Administration Assistant three-month probation – Mary Hammill has now successfully completed the three-month probation period and settled into her role.

Date: 25/09/2023

Time: 13:30

Willingdon and Jevington Parish Council

Co-op Current Account

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/07/2023	Countrymans Contractors Ltd	BACS	4,068.00		April Grass Cuts
03/07/2023	Countrymans Contractors Ltd	BACS	8,136.00		June Grass Cuts
03/07/2023	British Gas	DD	26.06		June Office Electric
03/07/2023	British Telecom	DD	37.20		Office Telephone
03/07/2023	Staples	BACS	42.58		Stationery
03/07/2023	David Miles	BACS	672.50		July Contract Works
03/07/2023	Wealden Distrcit Council	DD	182.00		Office Rates
03/07/2023	Wealden District Council	DD	241.00		Cemetery Rates
03/07/2023	Wealden District Council	DD	78.08		Office Water
05/07/2023	Biffa Waste Services	DD	101.70		June Office Waste
17/07/2023	Trinity Church Hall	BACS	37.50		Hall Hire
17/07/2023	Countrywide Grounds Maintenanc	405101	469.50		Recs Ground Maintenance
17/07/2023	Eastbourne Borough Council	405102	13.35		E.Johnston June
17/07/2023	Rialtas Business Solutions Ltd	405103	559.99		Rialtas Cloud Agreement
17/07/2023	G M Monk	405104	344.64		Library Outside Light
17/07/2023	Viking	405105	55.72		Staionery
17/07/2023	Mulberry & Co	405106	192.00		RFO - June 23
17/07/2023	D Sankey Ltd	405107	107.70		HL Pest Control
17/07/2023	Southern Land Services	405109	96.00		Grave Works
17/07/2023	Southern Land Services	405110	645.00		Ashes Interments
17/07/2023	Southern Land Services	405111	5,643.75		Burials
17/07/2023	Southern Land Services	405112	1,607.12		Southern Land Services
17/07/2023	East Sussex ALC Ltd	405113	324.30		New Cllr Training
17/07/2023	Hire-A-Loo	405114	128.52		June Cem Loo Hire
17/07/2023	R.Hammill	405115	40.00		HL Fitting new defib Cabinet
17/07/2023	Streetlights	405116	3,265.42		Contract 2 of 4
17/07/2023	Streetlights	405117	117.30		Light Repairs
17/07/2023	Eastbourne Borough Council	405119	13.35		E.Johnston - July
17/07/2023	CS Printers	405120	590.00		Newsletter Printing
17/07/2023	Lewes District Council	405121	48.00		Play Area Inspections
17/07/2023	Bytes (Dor-2-Dor)	405122	666.00		Newsletter Delivery
19/07/2023	Lily Dean Training	BACS	32.00		CPR Face Masks
24/07/2023	Southern Land Services	405133	1,607.12		July Contract
26/07/2023	Freddie Saunders	BACS	155.00		July TY Rec Unlocking
26/07/2023	M.Hammill	BACS	[redacted]		July Salary
26/07/2023	N.Williamson	BACS	[redacted]		July Salary
26/07/2023	S.Fitzpatrick	BACS	[redacted]		July Salary
26/07/2023	Y.Walford	BACS	[redacted]		July Salary
26/07/2023	E.Johnston	BACS	[redacted]		July Salary
26/07/2023	CPJ Field	BACS	2,035.00		Bennett NMG/131 New Ashes
26/07/2023	Scottish Water Business	DD	45.87		Cemetery water
26/07/2023	Adapptify Ltd (Flexx Creative)	DD	21.00		Website Host - July
26/07/2023	Business Stream	DD	45.87		Office Water Rates
26/07/2023	British Gas	DD	25.43		Office Electric
28/07/2023	Trinity Church Hall	BACS	30.00		Hall Hire
28/07/2023	N.Williamson	BACS	67.89		Travel & Expenses
28/07/2023	Trinity Church Hall	405124	600.00		Grant

Continued on Page 2

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/07/2023	Canon UK Ltd	405	178.74		Printer Hire
28/07/2023	East Sussex ALC Ltd	405126	378.00		Training
28/07/2023	East Sussex Pension Fund	405127	1,015.19		July Salaries
28/07/2023	H M Revenue & Customs	405128	975.63		July Salaries
28/07/2023	Willingdon Library Hub	405129	789.50		Library 2nd Quarterly payment
28/07/2023	N Williamson	BACS	-67.89		Travel & expenses
28/07/2023	N Williamson	BACS	67.39		Travel & expenses
28/07/2023	Viking	405130	147.44		Postage
28/07/2023	Countrywide Grounds Maintenanc	405131	469.50		HL & TY Grass Cutting - Aug
31/07/2023	S. Fitzpatrick	BACS	285.91		July Salaries
31/07/2023	Business Stream	404931	-78.32		Business Stream
31/07/2023	Wannock Memorial Hall	404943	-9,992.10		Wannock Memorial Hall
31/07/2023	Biffa Waste Services	DD	-81.36		Biffa Waste Services
31/07/2023	Flexx Creative Ltd	DD	-21.00		Flexx Creative Ltd
31/07/2023	Glenisters Flowers	CARD	-35.00		Glenisters Flowers
31/07/2023	Biffa Waste Services	DD	-101.70		Biffa Waste Services
31/07/2023	British Gas	DD	-48.35		British Gas
31/07/2023	Flexx Creative Ltd	DD	-26.25		Flexx Creative Ltd
31/07/2023	Wealden District Council	CARD	-21.00		Wealden District Council
31/07/2023	London Hearts	CARD	-518.40		London Hearts
31/07/2023	C S Catering	CARD	-242.27		C S Catering
31/07/2023	Memorial Benches Ltd	CARD	-509.90		Memorial Benches Ltd
31/07/2023	Memorial Benches Ltd	CARD	-72.95		Memorial Benches Ltd
31/07/2023	Elizabeth Rigby	BACS	-10.00		Elizabeth Rigby
31/07/2023	British Gas	DD	-34.39		British Gas
31/07/2023	Y. Walford	BACS	-0.30		Y. Walford
31/07/2023	CPJ Field	BACS	-2,035.00		CPJ Field
31/07/2023	Mulberry & Co	405132	240.00		RFO - July Fees
31/07/2023	Southern Land Services	405133	1,607.12		July Contract
31/07/2023	Hire-A-Loo	405134	132.80		Cem Loo Hire - July
31/07/2023	Southern Land Services	405133	-1,607.12		July Contract
31/07/2023	Mulberry & Co	405132	-240.00		RFO - July Fees
31/07/2023	Mulberry & Co	405132	240.00		RFO - July Fees
31/07/2023	Endeavour Business IT Solution	BACS	44.50		365 Microsoft - Business
31/07/2023	Endeavour Business IT Solution	BACS	61.06		365 Microsoft Business July
31/07/2023	Southern Land Services	405133	1,607.12		July Contract
31/07/2023	Countrymans Contractors Ltd	BACS	4,068.00		Grass Cuts - August
01/08/2023	Wealden District Council	DD	182.00		Office Rates
01/08/2023	Wealden District Council	DD	241.00		Cemetery Rates
02/08/2023	Biffa Waste Services	DD	81.36		Office Waste
02/08/2023	Countrymans Contractors Ltd	BACS	8,136.00		July Grass Cutting
07/08/2023	Endeavour Business IT Solution	BACS	450.00		BT repairs & IT support
07/08/2023	Castle Water	DD	5.00		Office Water Rates
11/08/2023	Zoom Video Comms Inc	CARD	15.59		Zoom
11/08/2023	Countrywide Grounds Maintenanc	405135	469.50		June Recreation Cuts
11/08/2023	Countrywide Grounds Maintenanc	405136	469.50		July Recreation Cuts
11/08/2023	Southern Land Services	405201	1,607.12		August Contract

Continued on Page 3

Date: 25/09/2023

Time: 13:30

Willingdon and Jevington Parish Council

Co-op Current Account

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
11/08/2023	Hire-A-Loo	405202	132.80		August Cem Loo Hire
11/08/2023	Zoom Video Comms Inc	CARD	15.59		Zoom - Sept/Oct
14/08/2023	Streetlights	405137	420.00		Light Repairs
14/08/2023	Streetlights	405138	420.00		Light Repairs
14/08/2023	Lewes District Council	405139	48.00		Play Inspections
14/08/2023	East Sussex Pension Fund	405140	1,015.19		August Salaries
14/08/2023	H M Revenue & Customs	405141	975.83		August Salaries
16/08/2023	Endeavour Business IT Solution	BACS	360.00		Mailbox Migration
29/08/2023	M.Hammill	BACS	[redacted]		August Salaries
29/08/2023	N.Williamson	BACS	[redacted]		August Salaries
29/08/2023	S.Fitzpatrick	BACS	[redacted]		August Salaries
29/08/2023	Y.Walford	BACS	[redacted]		August Salaries
29/08/2023	E.Johnston	BACS	[redacted]		August Salaries
29/08/2023	PKF Littlejohn LLP	405142	1,638.00		AGAR 31st March 23
29/08/2023	Streetlights	405143	569.70		Light Repairs
29/08/2023	Streetlights	405144	9.60		Light Repairs
29/08/2023	EBC	405145	13.35		E.Johnston August
29/08/2023	Streetlights	405146	148.50		Light Repairs
29/08/2023	Countrywide Grounds Maintenanc	405147	469.50		Rec Grass Cutting August
29/08/2023	Mulberry & Co	405149	384.00		RFO August Fees
29/08/2023	Brunel Engraving Company	CARD	36.44		Paerweight - Christina Lynn
29/08/2023	Trinity Church Hall	BACS	30.00		Hall Hire
29/08/2023	E.Johnston	BACS	37.50		Pavilion Cleaning
29/08/2023	David Miles	BACS	672.50		August Contract
29/08/2023	Y Walford	BACS	[redacted]		Y Walford
29/08/2023	Y Walford	BACS	[redacted]		Y Walford
30/08/2023	Business Stream	DD	34.68		Office Water
30/08/2023	Winzip	CARD	51.54		Annual Winzip
30/08/2023	Poppy Shop	CARD	43.97		2 x Remembrance Wreaths
30/08/2023	Saunders Services	BACS	155.00		Tott Yew Locking
30/08/2023	Memorial Benches Ltd	CARD	619.90		John Martin Bench
30/08/2023	Wealden District Council	CARD	1,732.50		Litter & Waste Bins
30/08/2023	David Miles	BACS	2,418.00		Various Jobs
30/08/2023	British Telecom	DD	314.18		Office Broadband
31/08/2023	British Gas	DD	26.30		Office Electric

Total Payments 62,085.14

03/10/2023

09:26

Willingdon and Jevington Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Administration								
1038	Property Income	0	39	0	(39)			0.0%	
1070	Solar Tariff Income	70	46	160	114			28.9%	
1076	Precept	190,718	187,050	201,499	14,449			92.8%	
1084	Grass Cutting Contribution	0	6,804	0	(6,804)			0.0%	
1090	Interest Received	3,668	4,070	300	(3,770)			1356.6%	
1097	Community Toilet Scheme	1,111	0	1,500	1,500			0.0%	
6002	Community Infrastructure Levy	203,089	0	0	0			0.0%	
	Administration :- Income	**398,655**	**198,009**	**203,459**	**5,450**			**97.3%**	**0**
4001	Admin Salaries	41,169	23,344	50,295	26,951		26,951	46.4%	
4002	Admin Employers NI & Pensions	13,334	6,593	16,750	10,157		10,157	39.4%	
4008	Training	166	420	500	80		80	84.0%	
4009	Admin Staff Travel	242	68	354	286		286	19.2%	
4010	RFO Support fees	0	1,262	5,000	3,738		3,738	25.2%	
4011	Rates	4,064	969	2,884	1,915		1,915	33.6%	
4012	Water Rates	1,429	384	534	150		150	71.9%	
4013	Toilet Hire	100	0	0	0		0	0.0%	
4014	Electricity	531	225	525	300		300	42.9%	
4017	Hall Hire	195	0	0	0		0	0.0%	
4018	Bank Charges	265	2	24	22		22	8.3%	
4021	Office Telephone	771	293	800	507		507	36.6%	
4022	Postage	299	260	309	49		49	84.1%	
4023	Stationery	865	347	824	477		477	42.1%	
4024	Subscriptions	2,774	2,895	2,907	12		12	99.6%	
4025	Insurance	4,368	6,228	4,372	(1,856)		(1,856)	142.5%	
4026	Printing	1,147	698	885	187		187	78.8%	
4027	IT Equipment	2,331	1,933	1,292	(641)		(641)	149.6%	
4028	Books & Publications	0	0	100	100		100	0.0%	
4029	Other Costs	1,467	595	525	(70)		(70)	113.4%	
4036	Property Maintenance	1,508	418	500	82		82	83.7%	
4041	New Equipment	1,132	860	1,000	140		140	86.0%	
4042	Maintenance Contracts	107	0	0	0		0	0.0%	
4043	Litter & Waste Removal	714	373	469	96		96	79.5%	
4047	Grasscutting Contract	3,390	0	0	0		0	0.0%	
4056	Legal & Professional	8,209	150	500	350		350	30.0%	
4057	Audit Fees	736	0	1,600	1,600		1,600	0.0%	
4059	Newsletter	831	2,621	2,000	(621)		(621)	131.1%	
4065	Other Grants	100	12,600	0	(12,600)		(12,600)	0.0%	12,000
4069	Youth Engagement	0	0	250	250		250	0.0%	
4074	Contingency	0	675	500	(175)		(175)	135.0%	

Continued over page

03/10/2023 **Willingdon and Jevington Parish Council** Page 2

09:26

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4203	Key Holder Staff Salaries	153	155	0	(155)		(155)	0.0%	
4352	Jevington Village Hall	38,000	0	0	0		0	0.0%	
	Administration :- Direct Expenditure	**130,395**	**64,369**	**95,699**	**31,330**	**0**	**31,330**	**67.3%**	**12,000**
4500	VAT write off	4,380	0	0	0		0	0.0%	
	Administration :- Indirect Expenditure	**4,380**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Income over Expenditure	**263,881**	**133,640**	**107,760**	**(25,880)**				
6000	plus Transfer from EMR	0	12,000						
	Movement to/(from) Gen Reserve	**263,881**	**145,640**						
101	Grants and Donations								
4041	New Equipment	1,215	0	1,000	1,000		1,000	0.0%	
4061	Closed Churchyard St Mary's	2,000	1,500	850	(650)		(650)	176.5%	
4062	Wealden CAB	500	600	1,000	400		400	60.0%	
4063	Cuckmere Community Bus	850	850	800	(50)		(50)	106.3%	
4065	Other Grants	10,842	7,440	15,000	7,560		7,560	49.6%	5,490
4067	General Power of Competence	0	0	2,000	2,000		2,000	0.0%	
4076	JPK Project	2,000	2,000	400	(1,600)		(1,600)	500.0%	
4368	Jevington Churchyard	650	650	650	0		0	100.0%	
	Grants and Donations :- Direct Expenditure	**18,057**	**13,040**	**21,700**	**8,660**	**0**	**8,660**	**60.1%**	**5,490**
	Net Expenditure	**(18,057)**	**(13,040)**	**(21,700)**	**(8,660)**				
6000	plus Transfer from EMR	0	5,490						
	Movement to/(from) Gen Reserve	**(18,057)**	**(7,550)**						
102	Civic Expenses								
4008	Training	212	589	200	(389)		(389)	294.6%	
4017	Hall Hire	86	173	300	128		128	57.5%	
4100	Councillor's Travel Expenses	0	0	100	100		100	0.0%	
4101	Chairman's Allowance	0	0	300	300		300	0.0%	
	Civic Expenses :- Direct Expenditure	**298**	**762**	**900**	**138**	**0**	**138**	**84.6%**	**0**
	Net Expenditure	**(298)**	**(762)**	**(900)**	**(138)**				
200	Huggetts Lane Rec								
1075	Recreation Ground Income	842	800	1,800	1,000			44.4%	
	Huggetts Lane Rec :- Income	**842**	**800**	**1,800**	**1,000**			**44.4%**	**0**
4006	Dog Warden Salaries	713	261	1,175	914		914	22.2%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007	Litter Picking Salaries	300	261	300	39		39	87.0%	
4012	Water Rates	0	0	515	515		515	0.0%	
4014	Electricity	630	313	662	349		349	47.2%	
4027	IT Equipment	196	0	0	0		0	0.0%	
4036	Property Maintenance	1,092	0	1,077	1,077		1,077	0.0%	
4037	Grounds Maintenance	2,382	978	2,774	1,796		1,796	35.3%	
4039	Dog Bin Emptying	1,560	820	1,777	957		957	46.1%	
4040	Football Pitch Works	0	0	1,545	1,545		1,545	0.0%	
4041	New Equipment	50,163	611	0	(611)		(611)	0.0%	
4042	Maintenance Contracts	27	0	0	0		0	0.0%	
4043	Litter & Waste Removal	159	400	597	198		198	66.9%	
4044	General Maintenance	100	1,623	539	(1,084)		(1,084)	301.0%	
4045	Safety Inspection	345	247	377	130		130	65.5%	
4046	Handyman Maintenance	0	0	544	544		544	0.0%	
4047	Grasscutting Contract	0	587	0	(587)		(587)	0.0%	
4050	Trees and Hedges	0	0	539	539		539	0.0%	
4074	Contingency	0	440	1,000	560		560	44.0%	
4203	Key Holder Staff Salaries	1,635	858	2,039	1,181		1,181	42.1%	
4342	Memorial Seats Maintenance	297	162	339	177		177	47.8%	
	Huggetts Lane Rec :- Direct Expenditure	**59,598**	**7,559**	**15,799**	**8,240**	**0**	**8,240**	**47.8%**	**0**
	Net Income over Expenditure	**(58,757)**	**(6,759)**	**(13,999)**	**(7,240)**				
6000	plus Transfer from EMR	50,000	0						
	Movement to/(from) Gen Reserve	**(8,757)**	**(6,759)**						

201 Tott Yew Rec

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006	Dog Warden Salaries	713	261	1,175	914		914	22.2%	
4007	Litter Picking Salaries	300	261	300	39		39	87.0%	
4027	IT Equipment	196	0	0	0		0	0.0%	
4037	Grounds Maintenance	1,761	978	1,601	623		623	61.1%	
4039	Dog Bin Emptying	520	275	866	591		591	31.8%	
4041	New Equipment	20,081	611	1,051	440		440	58.2%	
4044	General Maintenance	26	145	539	394		394	26.9%	
4045	Safety Inspection	345	247	377	130		130	65.5%	
4047	Grasscutting Contract	0	587	0	(587)		(587)	0.0%	
4050	Trees and Hedges	0	0	539	539		539	0.0%	
4074	Contingency	0	0	500	500		500	0.0%	
4203	Key Holder Staff Salaries	910	610	1,960	1,350		1,350	31.1%	
4342	Memorial Seats Maintenance	216	108	242	134		134	44.6%	
	Tott Yew Rec :- Direct Expenditure	**25,069**	**4,083**	**9,150**	**5,067**	**0**	**5,067**	**44.6%**	**0**
	Net Expenditure	**(25,069)**	**(4,083)**	**(9,150)**	**(5,067)**				
6000	plus Transfer from EMR	(15,630)	0						
	Movement to/(from) Gen Reserve	**(40,699)**	**(4,083)**						

Continued over page

Willingdon and Jevington Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2023

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	Jevington Rec								
4044	General Maintenance	0	400	539	139		139	74.2%	
4074	Contingency	0	0	515	515		515	0.0%	
4342	Memorial Seats Maintenance	54	27	68	41		41	39.7%	
	Jevington Rec :- Direct Expenditure	**54**	**427**	**1,122**	**695**	**0**	**695**	**38.1%**	**0**
	Net Expenditure	**(54)**	**(427)**	**(1,122)**	**(695)**				
300	General Amenities								
1084	Grass Cutting Contribution	0	0	3,304	3,304			0.0%	
1085	Street light income	0	0	60	60			0.0%	
	General Amenities :- Income	**0**	**0**	**3,364**	**3,364**			**0.0%**	**0**
4037	Grounds Maintenance	6,780	0	0	0		0	0.0%	
4039	Dog Bin Emptying	2,600	1,380	3,809	2,429		2,429	36.2%	
4041	New Equipment	1,280	3,031	0	(3,031)		(3,031)	0.0%	260
4043	Litter & Waste Removal	520	275	609	334		334	45.2%	
4044	General Maintenance	1,023	1,134	0	(1,134)		(1,134)	0.0%	
4046	Handyman Maintenance	461	844	4,774	3,930		3,930	17.7%	
4047	Grasscutting Contract	30,510	34,050	26,910	(7,140)		(7,140)	126.5%	
4050	Trees and Hedges	0	0	2,000	2,000		2,000	0.0%	
4074	Contingency	0	180	1,000	820		820	18.0%	
4342	Memorial Seats Maintenance	1,444	648	1,296	648		648	50.0%	
4344	Jevington Pond - Green Lane	450	225	450	226		226	49.9%	
4345	Footpaths	1,965	983	1,965	983		983	50.0%	
4346	Jubilee Gardens	2,006	890	1,176	286		286	75.7%	
4347	Glen Close Land	225	113	225	113		113	50.0%	
4348	Foulride Green	405	0	0	0		0	0.0%	
4349	Willingdon Memorial Hall	744	372	744	372		372	50.0%	
4361	Flowers around the Village	404	0	0	0		0	0.0%	
4700	Library contribution	0	1,579	3,158	1,579		1,579	50.0%	
4710	Library contingency	0	1,849	7,851	6,002		6,002	23.6%	
	General Amenities :- Direct Expenditure	**50,817**	**47,552**	**55,967**	**8,415**	**0**	**8,415**	**85.0%**	**260**
	Net Income over Expenditure	**(50,817)**	**(47,552)**	**(52,603)**	**(5,051)**				
6000	plus Transfer from EMR	0	260						
	Movement to/(from) Gen Reserve	**(50,817)**	**(47,292)**						

Continued over page

03/10/2023 09:26

Willingdon and Jevington Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Street Furniture								
4341 Notice Boards	0	0	399	399		399	0.0%	
4343 Bus Shelters	11,189	0	1,144	1,144		1,144	0.0%	
Street Furniture :- Direct Expenditure	**11,189**	**0**	**1,543**	**1,543**	**0**	**1,543**	**0.0%**	**0**
Net Expenditure	**(11,189)**	**0**	**(1,543)**	**(1,543)**				
302 Street Lighting								
4014 Electricity	0	0	8,000	8,000		8,000	0.0%	
4041 New Equipment	4,110	4,746	1,000	(3,746)		(3,746)	474.6%	
4042 Maintenance Contracts	5,737	5,442	10,366	4,924		4,924	52.5%	
4044 General Maintenance	2,048	106	2,197	2,091		2,091	4.8%	
Street Lighting :- Direct Expenditure	**11,894**	**10,294**	**21,563**	**11,269**	**0**	**11,269**	**47.7%**	**0**
Net Expenditure	**(11,894)**	**(10,294)**	**(21,563)**	**(11,269)**				
303 Amenity Free Resource								
4361 Flowers around the Village	0	0	4,501	4,501		4,501	0.0%	
Amenity Free Resource :- Direct Expenditure	**0**	**0**	**4,501**	**4,501**	**0**	**4,501**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(4,501)**	**(4,501)**				
400 Cemetery								
1086 Ashes Internment Income	6,702	475	0	(475)			0.0%	
1087 Burial Fees	89,140	25,250	67,507	42,257			37.4%	
1088 Memorial Seats	605	0	3,262	3,262			0.0%	
1089 Memorial Garden	18,470	17,380	4,000	(13,380)			434.5%	
Cemetery :- Income	**114,917**	**43,105**	**74,769**	**31,664**			**57.7%**	**0**
4008 Training	0	0	300	300		300	0.0%	
4011 Rates	2,722	1,147	2,731	1,584		1,584	42.0%	
4012 Water Rates	126	124	255	131		131	48.6%	
4013 Toilet Hire	1,082	657	1,350	693		693	48.7%	
4017 Hall Hire	0	30	0	(30)		(30)	0.0%	
4023 Stationery	24	0	300	300		300	0.0%	
4024 Subscriptions	190	415	400	(15)		(15)	103.9%	
4039 Dog Bin Emptying	260	138	259	122		122	53.1%	
4041 New Equipment	3,204	335	0	(335)		(335)	0.0%	
4042 Maintenance Contracts	14,950	8,036	14,826	6,790		6,790	54.2%	
4044 General Maintenance	700	130	3,315	3,185		3,185	3.9%	
4050 Trees and Hedges	2,440	0	2,500	2,500		2,500	0.0%	

Continued over page

Willingdon and Jevington Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056	Legal & Professional	0	0	282	282		282	0.0%	
4074	Contingency	517	0	3,000	3,000		3,000	0.0%	
4203	Key Holder Staff Salaries	1,801	1,012	1,844	832		832	54.9%	
4342	Memorial Seats Maintenance	1,620	810	1,110	300		300	73.0%	
4401	Cemetery Staff Salaries	13,120	2,740	10,696	7,956		7,956	25.6%	
4437	Grave Digging	22,632	5,706	28,643	22,937		22,937	19.9%	
4444	Grave Maintenance	283	80	0	(80)		(80)	0.0%	
4461	Garden of Remembrance	0	471	0	(471)		(471)	0.0%	
4462	Rose Garden Plaques	203	218	0	(218)		(218)	0.0%	
4464	Ashes Interments	1,904	645	0	(645)		(645)	0.0%	
	Cemetery :- Direct Expenditure	**67,779**	**22,695**	**71,811**	**49,116**	**0**	**49,116**	**31.6%**	**0**
	Net Income over Expenditure	**47,138**	**20,410**	**2,958**	**(17,452)**				
500	Events								
1098	Music in the Park Income	1,270	1,418	1,200	(218)			118.2%	
	Events :- Income	**1,270**	**1,418**	**1,200**	**(218)**			**118.2%**	**0**
4017	Hall Hire	0	0	150	150		150	0.0%	
4023	Stationery	(0)	43	100	57		57	42.6%	
4041	New Equipment	83	0	0	0		0	0.0%	
4074	Contingency	5,755	65	1,000	935		935	6.5%	
4362	Christmas Lights & Carol Eve	3,415	0	4,700	4,700		4,700	0.0%	
4369	W&J in Bloom	0	0	100	100		100	0.0%	
4370	Music in the Park	2,764	1,008	1,500	492		492	67.2%	
4380	Remembrance Parade	134	37	150	113		113	24.4%	
	Events :- Direct Expenditure	**12,151**	**1,153**	**7,700**	**6,547**	**0**	**6,547**	**15.0%**	**0**
	Net Income over Expenditure	**(10,881)**	**265**	**(6,500)**	**(6,765)**				
	Grand Totals:- Income	**515,685**	**243,332**	**284,592**	**41,260**			**85.5%**	
	Expenditure	**391,682**	**171,934**	**307,455**	**135,521**	**0**	**135,521**	**55.9%**	
	Net Income over Expenditure	**124,003**	**71,398**	**(22,863)**	**(94,261)**				
	plus Transfer from EMR	**34,370**	**17,750**						
	Movement to/(from) Gen Reserve	**158,373**	**89,149**						

Willingdon and Jevington Parish Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
330	CIL Earmarked Reserve	416,792.97	-5,490.49	411,302.48
341	EMR - Legal Fees	1,000.00		1,000.00
342	EMR - Elections	6,000.00		6,000.00
344	EMR - Village Halls	300.00		300.00
345	EMR - Library	11,002.00		11,002.00
346	EMR - Rec works & equipment	137.00		137.00
347	EMR - Jevington New Pavilion	6,124.00		6,124.00
348	EMR - Self Ins Street Lighting	7,500.00		7,500.00
349	EMR - Street Lights - new/main	10,223.00		10,223.00
350	EMR - New Bus Shelter	3,451.00		3,451.00
351	EMR - Traffic & Transport	1,960.00		1,960.00
352	EMR - Triangle & Mem Gardens	2,150.00		2,150.00
353	EMR - Street Lighting Energy	24,000.00		24,000.00
354	EMR - Signage	511.00		511.00
355	EMR - Foulride Green	1,540.00		1,540.00
356	EMR - Advanced Grave Maint	25,730.00		25,730.00
357	EMR - Cemetery Improvements	45,070.00		45,070.00
358	EMR - Cemetery Land	201,250.00		201,250.00
359	EMR - Wealden Citizen's Advice	0.00	24,000.00	24,000.00
360	EMR - Website Design	0.00	2,000.00	2,000.00
		764,740.97	**20,509.51**	**785,250.48**

Parish Clerk
The Parish Office,
The Triangle
Willingdon
East Sussex BN20 9PJ
www.willingdonandjevington.org.uk

Office Hours 9 am to 1 pm

Monday to Friday

Telephone: 01323 489603
email: parishclerkwjpc@btconnect.com

APPLICATION FOR GRANT 2023/2024

Project name:

New Gazebo for Children with cancer Fund's Fundraising and Beneficiary Events

Name and address of applicant / organisation:

Children with cancer Fund (polegate)
4 The Triangle, Willingdon, BN20 9PJ

Telephone No: 01323 488561 **email address:** grants@childrenwithcancerfund.org.uk

Details of project

We are politely seeking funding to purchase a new, sturdy gazebo, as the one we had has recently been damaged by the weather. The gazebo is used for a variety of activities including fundraising events in the local community and social events that we organise for the children and families we support.

What are the community / social benefits of the project?

A new gazebo would be highly beneficial to our charity as it would help us to run our fundraising stalls throughout the year, in varying weather conditions, whilst protecting our volunteers. it would also help us to serve refreshments for the families we support at various social events, and will form a part of Santa's Grotto at our annual Christmas party for our beneficiaries.

When do you intend to start the project?

We are hoping to purchase the gazebo in November in preparation for winter fundraising and Christmas party.

Expected Completion Date?

November

Please detail how any grant(s) provided by the Parish Council in the last three years were used?

This is our first grant application to Willingdon and Jevington Parish Council.

Financial Statement

Anticipated cost of project	£ 410 *(a)*
Existing funds towards project	£ 0 *(b)*
Other grants applied for towards project	£ 0 *(c)*
Shortfall in funding for project *(equals a-b-c)*	£ 410
We therefore apply for a grant in the sum of	**£** 410.00

Please enclose your most recent verified statement of accounts
If this is not possible, then the most recent financial statements.

I certify that the statements made in this application are true and that the information provided is correct.

Signed C. Wenham **Name** Chloe Wenham

Position Operations Manager **Date** 18/9/2023

If you would like to add additional information please use separate sheet.

Return this application with supporting documents to:

The Parish Clerk
Willingdon & Jevington Parish Council
The Parish Office,The Triangle
Willingdon
East Sussex
BN20 9PJ

For consideration for grant funding for April 2023, this completed application and any supporting documentation must be received by 31st March 2023.

For office use only:

Date application received: ________

Application decision: ________ If approved, amount agreed: £ ________

Minute reference: ________ Date cheque sent: £ ________

Gazebo Quote

3m x 3m Gazebo – Trader 32 Series

See real examples

Our 3m x 3m gazebo from the Trader 32 range is a strong and sturdy shelter that's ideal for traders.

Our Trader 32 Series range offers commercial-grade steel gazebos that possess greater strength and durability than our Classic Steel 30 range.
Constructed from high-quality carbon steel and with its heavy-duty framework of stronger cross ribs and larger box section legs, this unit, unsurprisingly, offers exceptional stability and performs well all year round.
This 3m x 3m metal gazebo is the 'traditional' gazebo size and offers a generous amount of space whilst remaining lightweight and easy to assemble.

The size and strength of the Trader 32 Series 3m x 3m gazebo also makes it perfect for domestic use – enjoy garden parties, BBQs and other outdoor events with a structure that provides sufficient shelter for your guests.
The Trader 32 steel gazebos are a mid-range offering which represent excellent value for money.

Usage: Regular use all year round
Suitable for: commercial traders, market stalls, events and exhibitions

Sidewalls

Supply walled

Product quantity 1

Product subtotal **£410.00**

Upgrade your accessories

Accessories subtotal **£0.00**

Order total **£410.00** (inc. VAT)

PKF

[redacted]
Willingdon and Jevington Parish Council
The Parish Office
The Triangle
Willingdon
East Sussex
BN2 9PJ

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
27 August 2023

Our Ref:
ES0109

SAAA Ref:
SB09451

Willingdon and Jevington Parish Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear [redacted]

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Willingdon and Jevington Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://saaa.co.uk/fees.html. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure [redacted] provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to:* PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference ES0109 or Willingdon and Jevington Parish Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day [redacted]** inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2024; and
  - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states *'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.'* In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Willingdon and Jevington Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Willingdon and Jevington Parish Council** for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Willingdon and Jevington Parish Council** on application to:	
(a) NICOLA WILLIAMSON, PARISH CLERK THE PARISH OFFICE, THE TRIANGLE WILLINGDON, EAST SUSSEX BN20 9PJ	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) MONDAY - FRIDAY 9AM - 1PM	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) NICOLA WILLIAMSON	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 29TH AUGUST 2023	(e) Insert the date of placing of the notice

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Willingdon and Jevington Parish Council – ES0109**

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with 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:

The smaller authority has not provided year end bank statements to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures.

3 External auditor certificate 2022/23

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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 25/08/2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

WILLINGDON AND JEVINGTON 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 2023, 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:

30 05 2023

and recorded as minute reference:

C23/23

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

Chairman JEDitchell

Clerk N. Williamson

www.willingdonandjevington.org.uk

Section 2 – Accounting Statements 2022/23 for

WILLINGDON AND JEVINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	608,105	926,961	*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	185,435	190,718	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	392,896	325,024	*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	87,829	74,151	*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	171,646	331,840	*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	926,961	1,036,712	*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	929,995	1,026,010	*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	515,001	532,123	*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 do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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 01/05/2023

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

30/05/2023

as recorded in minute reference:

C23/23

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

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/WIL002

Nicola Williamson
Willingdon and Jevington Parish Council
The Parish Office
The Triangle
Willingdon
East Sussex
BN20 9 JP

28 September 2023

Dear Nicola,

Re: Willingdon and Jevington Parish Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 28 September 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

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

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and 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 Willingdon and Jevington 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 effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. 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 Michelle Webber on behalf 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 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 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 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 AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported 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 our 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.

Table of contents

O	TRUSTEESHIP	√		9
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			9
	INTERIM AUDIT POINTS CARRIED FORWARD			10

A. BOOKS OF ACCOUNT

Internal audit requirement

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

Audit findings

The interim audit was conducted on site with the Clerk, the council has a locum Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.willingdonandjevington.org.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

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.

Audit findings

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

The external auditor's report for 2022/23 was not qualified and has been published on the council website, along with the Notice of Conclusion of Audit, and will be reported to Finance on 9th October and then to Full Council 30 October 2023.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. On reviewing the page, all the information is up to date except the pay multiple.

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. However, some of the emails listed on the website are personnel email addresses. Common emails are 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 Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

<u>The importance of secure email systems and GOV.UK</u>

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

I recommend the council follows the JPAG guidance on emails for councillors and that all councillors use their official email accounts for all council business.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning, Finance and General Purpose, Cemetery, Recreation, Events & Amenities. Terms of reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

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

I was able to confirm 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. The Council agreed to receive summons by electronic means at meeting 15 May 2023 (minute ref C23/10).

I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf

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

Draft minutes are uploaded to the council website, ordinarily within 10 days of the meeting taking place. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

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

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 15 May 2023 (minute ref C23/21 i).

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

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 15 May 2023 (minute ref C23/21 ii). 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 has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £10,000;*
- *a duly delegated committee of the council for items over £500; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I tested a sample of invoices from May 2023 to August 2023 and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings. I sample tested invoices paid in reconciliation with the bank statement and all appear appropriate.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.1 (g) *When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*

There was no renewal of contracts and tenders during the current year to date.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £5,843.70. I was unable to confirm receipt of this amount to the council's bank account, I shall review this at final audit. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council on 15 May 2023 (minute ref C23/16 d). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Municipal which expires on 31 May 2024. The policy includes Public Liability £12 million and Employers Liability cover of £10 million and a Fidelity Guarantee of £2 million which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

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.

Audit findings

The council set a precept of £201,499 for 2023/24. With a tax base of 3,209.6, this equates to a band D equivalent of £62.78 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process is scheduled to begin on 6 November 2023 at each committee and then reported to Finance and General purpose committee on 11 December 2023, with the aim to agree the budget and precept at the 15 January 2024 council meeting.

The Clerk presents the budget performance information at every other council meeting for review. This shows spend against budget, the report shows % spent which is helpful for council.

The council began the year with a balance of £1,036,712 with £764,741 of this amount earmarked for clearly defined projects from New Bus Shelter to Cemetery improvements and Community infrastructure Levy (CIL) accounting for over half of the ear marked reserve balance. This leaves circa £271,971 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33). The general reserve balance is within the recommended range.

E. INCOME

Internal audit requirement

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

Audit findings

Apart from the precept, the council budgets to receive income from the Community toilet scheme, Recreation Ground income, Bank Interest, Event income and Burial fees. The council reviews its fees and charges annually next review is November Cemetery meeting, I shall review at year end.

Unbudgeted amounts received during the year came from grant, CIL sand VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

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

Audit findings

The council has no petty cash.

G. PAYROLL

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.

Audit findings

The council has two employees and they have signed contracts of employment, based on the NALC template. The salary is aligned to the NJC scale point range.

The council process the payroll in house, and the system calculates the PAYE and pension deductions. I reviewed the payslips for May 2023 and July 2023 and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has no PWLB borrowing.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

Financial Regulation 2.2 states *'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council and the Finance and General Purposes Committee..'*

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The Council does have adequate Fidelity cover in place of £2 Million.

J. YEAR END ACCOUNTS

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.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

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

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	30 May 2023
Date inspection notice issued	2 June 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:
- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:
- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP

Internal audit requirement

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

Audit findings

The council is the trustee of Huggetts Lane Recreation Ground (charity number 305330). I reviewed the information on the Charity Commission website, which shows all reporting is up to date and that the council is correctly listed as the sole trustee.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	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 assesses 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			√

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 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 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	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

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

Yours sincerely

M. Webber

Michelle Webber
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Some Councillors are using personnel an email address, I would recommend using a common email address.	

Parish Dashboard

In this/these parish/es we helped

Clients	**125**
Issues all	**577**

Top Issues

Benefits & tax credits	119
Benefits Universal Credit	101
Debt	78
Financial services & capability	58
Utilities & communications	43

Top 5 benefit issues

01 Initial claim	63
21 Personal independence payment	43
28 General Benefit Entitlement	19
19 Employment Support Allowance	11
18 Carers Allowance	10

Top 5 debt issues

09 Council tax arrears	12
04 Fuel debts	11
16 Water supply & sewerage debts	7
49 Debt Relief Order	6
06 Rent arrears - LAs or ALMOs	5
13 Credit, store & charge card debts	5
99 Other Debt	5

Homelessness

03 Threatened homelessness	5
02 Actual homelessness	1

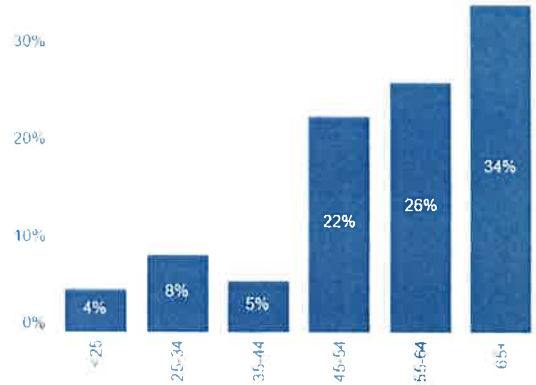
Clients seen (parishes)

Gender

Ethnicity

Disabled or Long term health

Age group

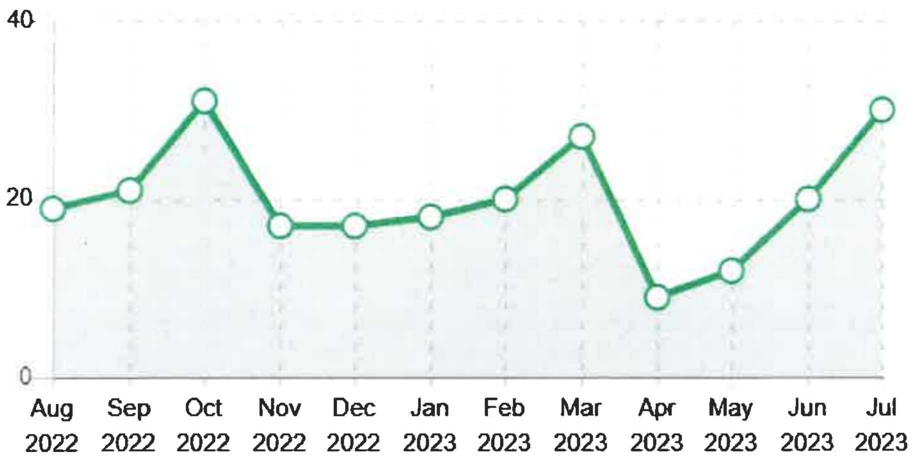


Get crime prevention advice

Crime levels overview

Crime for last year

Crime per Month



View as a list

Crime levels overview

Month	Total	Percentage
Aug 2022	19	7.9%
Sep 2022	21	8.7%
Oct 2022	31	12.9%
Nov 2022	17	7.1%
Dec 2022	17	7.1%
Jan 2023	18	7.5%
Feb 2023	20	8.3%
Mar 2023	27	11.2%
Apr 2023	9	3.7%
May 2023	12	5%
Jun 2023	20	8.3%
Jul 2023	30	12.4%

Your local policing team

About us

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Willingdon and Jevington Parish Council SLR Meeting
Friday, 18 August 2023

Present: Cllrs – John Pritchett BEM (JP - Chairman), Stephen Shing (SS), Andy Watkins (AW), Ian Nisbet (IN).
ESCC - Thomas Lee (TL - Highway Steward), Rebecca Pudsey (RP - Stakeholder Liaison Officer),
Ian Johnson (IJ), Liam Reilly (LR).
Nicola Williamson (NW - Parish Clerk), Mary Hammill (MH - Administration Officer).

Item	Subject	Action By
SLR/23/ 001	<u>Welcome, Apologies for Absence and Introductions</u> JP welcomed all in attendance at the meeting. All attendees introduced themselves. There were no apologies.	
SLR/23/ 002	<u>Minutes of Meeting of 7 December 2022</u> The minutes of the meeting on 7 December 2022 were agreed and accepted as a fair and reasonable record of the meeting.	
SLR/23/ 003	<u>Matters arising from Minutes of Meeting on 7 December 2022</u> **Dropped Kerb for corner of Oldfield Road and Tott Yew Road** – RP will send JP a link so that an online request can be submitted pinpointing the location of the kerb in question. **Pavements/Grass Verge Edging on the A2270 from Upper Willingdon to Broad Road** – TL advised that the works have been requested and had been put through under the old system. JP asked TL to check this. **Hedge to be cut at roadside in Upper Willingdon** – TL confirmed that some works had been carried out recently, but not the roadside. These works had been requested and to be scheduled in as soon as possible. **Horse Chestnut Trees in Broad Road/Downs Valley Road** – TL advised that pollarding still needs to be carried out and that he will be dealing with this. **Removal of Polegate and Willingdon Signs** – A site visit following today's meeting will take place with IJ, JP and NW to discuss the boundaries and location of both signs. **Subway Drains** – This issue has been resolved and all appears to be in order. **Up-to-date HPMAC Map** – RP will look into whether an up-to-date HPMAC map is available so that this can be provided. **Signs at Huggetts Lane Traffic Lights** – RP advised that no signs are allowed on ESCC railings. The Enforcement Team will remove any signs from the railings if this is reported to the team,	RP TL TL IJ, JP & NW RP

	as only "appropriate persons" can remove any signs. **Gullies** – It was reported that the gullies are cleared annually each September/October. **Water leak outside Brains the Butchers** – TL was under the impression that the leak had been dealt with by Southeast Water. JP asked NW to look into whether this leak has finally been resolved. **Oldfield Road** – JP advised that the sewage smell problems in Oldfield Road had been reported five times and that a non-return flap on the return overflow flap has now been inserted.	**NW**
SLR/23/ 004	**Why are there difficulties in contacting relevant officers at the County Council on issues of importance to the Parish? Since we are a Council why cannot the Clerk be given a contact list?** RP advised that she should be notified of any issues not showing on the East Sussex Highways portal which have previously been reported so that she can look into this. There have been some IT issues but hopefully these have all now been resolved.	
SLR/23/ 005	**Why are there delays of up to 12 weeks with applications for new blue badges? Why are the elderly, vulnerable and disabled not dealt with quicker?** RP advised this will be for the Blue Badge Team specifically to deal with, but she was aware they were experiencing a high demand and an influx of applications currently. RP will pass on all the concerns raised.	**RP**
SLR/23/ 006	**It has been suggested that the 1066 walk across Mornings Mill Farm be terminated at the railway line. The Council would like to know the County's view if such an application is made?** RP advised that she did not think it was possible for the 1066 walk to be terminated at the railway line. LR suggested that Countryside Management should be contacted as this is a right-of-way issue and not one for Highways as they have no say in this matter. Direct contact was recommended as this would undoubtedly achieve a faster response. RP advised she had contacted the Rights of Way Team regarding this, and they had advised that they were aware that Network Rail has concerns in respect of the increased use of the 1066 Walk (public footpath Willingdon and Jevington 6) which would be generated by the proposed Mornings Mill Farm development. There are very stringent rules surrounding changes to public paths and a high bar for diverting paths. Higher still for their extinguishment. The Rights of Way team had responded to Network Rail to advise of its view that the only viable option for improving the safety of the crossing if the Mornings Mill Farm Development proceeds would be a minor diversion in conjunction with improvements to the existing crossing. There are no options for the significant diversion or extinguishment of the path which could meet the necessary legal tests. If any further information is needed on this matter, the Parish Council should contact the Rights of Way Team (rightsofway@eastsussex.gov.uk)	

SLR/23/ 007	**Land owned by the Council Council at Hindsland Playing Fields. Would the County Council advise their position regarding marketing the land and whether they are prepared to lease the land to the Parish Council for community use?** RP confirmed that she had contacted the relevant team and Rebecca Lewis, who is the Head of Estates Management and Disposal, Estates, Property and Business Services has requested that the Parish Council contact her directly at Rebecca.Lewis@eastsussex.gov.uk so that she can liaise directly. Cllr Shing reported that the land is being sold off and ESCC are in the process of agreeing sale terms with the preferred purchaser.	
SLR/23/ 008	**Why are there delays by the County Council in licensing bus shelters, roadside signs and seats?** It was reported the outstanding issues have now been resolved and that Claire Hayward has the licenses all in hand.	
SLR/23/ 009	**Why has approval not been given yet for the boundary sign between Willingdon and Polegate to be repositioned following the boundary change sixteen years ago? Why are there no Willingdon signs at St Martin's Road and Dutchells Way?** A site visit following today's meeting will take place with IJ, JP and NW to discuss the boundaries and sign location.	**IJ, JP & NW**
SLR/23/ 010	**Update please on the progress of HPEMAC, other changes to Eastbourne Road and mitigation for dispersed traffic?** RP advised that she was unaware of the request for a map and will ask if a newer map is available. She mentioned that there has been a change in the Design Team which has caused delays. Balfour Beatty will be taking over the contract from Jacobs over the next few months. The proposed start date has not been confirmed yet, but RP will look into this. IJ advised that any traffic issues should be directed by email to Jon Wheeler, Team Manager for Transport Development Control.	**RP**
SLR/23/ 011	**Difficulties in accessing A2270 (Eastbourne Road) at The Triangle. What is the County Council position? Also what is the County Council's position regarding on street parking at the two schools in Willingdon and on rat running through the residential streets of Willingdon? What steps have been taken to encourage students attending the schools to use cycles?** IJ advised that all access and parking concerns should be directed by email to Jon Wheeler.	

SLR/23/ 012	**<u>It is proposed to restrict the Parish Council and residents' access to Foulride Green from the A2270. What is the position of the County Council on this application</u>?** RP advised she had spoken to Jon Wheeler regarding the restrictions, and she is currently awaiting a reply from Transport Development Control who have been passed this matter to deal with. RP will chase this up. Mark Weston and Jon Wheeler are the main contacts.	**RP**
SLR/23/ 013	**<u>Why has a drop kerb not been provided on the safe route to school at the junction of Oldfield Road and Tott Yew Road? The drop kerb is also needed by those disabled using buggies</u>.** RP advised that a full online application will be required. RP will send JP a link so that an online request can be submitted pinpointing the location of the kerb in question.	**RP**
SLR/23/ 014	**<u>May the Council have a statement on the Great Crested Newt District licensing scheme. How well is it working and how many licences or other approvals have been issued in the last 12 months in the area of our Parish Council</u>?** RP advised that this matter should be directed to Wealden District Council to comment on.	
SLR/23/ 015	**<u>There is clear public concern throughout East Sussex about the number of potholes and the delays in repairs. What is the position in this Parish</u>?** RP advised that since May 2023 East Sussex Highways have carried out 52 carriageway repairs, and there are 8 outstanding in Willingdon.	
SLR/23/ 016	**<u>Repairs to bridge at Jubilee Gardens Lower Willingdon. Why did the County Council threaten to demolish this important heritage structure which was saved by the Parish Council only to find an untrue claim had been made to residents that the County Council had funded the repairs</u>?** RP advised that she was unaware of the threat to demolish the bridge. She has now spoken to the Structures Team regarding this matter. Her understanding was the ESCC had previously agreed to repair the bridge and that the Parish Council were to fund the cost of the repairs. However, when the time came for the repairs to be carried out it became apparent the Parish Council had already dealt with the repairs. RP apologised for this. NW to send RP the original email from Corinne Black about the demolishment of the bridge.	**NW**
SLR/23/ 017	**<u>Weed killing for the kerbs</u>?** RP advised that the works on the kerbs and channels were due to commence on 18 July 2023 but the schedule is currently falling behind. RP will continue to chase this.	**RP**
SLR/23/ 018	**<u>Hedge Cutting Schedule</u>** RP advised she is currently awaiting receipt of the schedule, but she was aware that the hedge cutting is due to start in late September/early October.	

SLR/23/ 019	**Are there are any more roads in Willingdon that will take the tarmac off back to concrete eg. Tott Yew Road, Oldfield Road and Downs Valley Road as this seems to be working well.** **The footpath in Church Street between Lodge Avenue entrance and the A2270 (this is extremely dangerous and uneven and accidents have happened. Many residents walk on the road because it is so dangerous and this in itself presents a danger).** TL advised that he has attended the sites and has confirmed that repair works need to be carried out. Works to be scheduled in as a matter of urgency.	
SLR/23/ 020	**Drains in Tott Yew Road and many others have never been cleared and the weeds are growing and divert the water away from the drains.** TL agreed some drains need to be dealt with and the Drainage Team have been scheduled in for September 2023 to carry out these works.	
SLR/23/ 021	**Moving the Polegate sign on Eastbourne Road** A site visit following today's meeting will take place with IJ, JP and NW to discuss the boundaries and sign location.	**IJ, JP & NW**
SLR/23/ 022	**Future of SLR Meetings** It was agreed that future SLR Meetings should be held twice each year and every 6 months. RP and NW to liaise to arrange the next meeting in February.	**NW & RP**
SLR/23/ 023	**Any Other Business** None.	
SLR/23/ 024	**Date of Next Meeting** The next meeting was suggested for one Friday in February 2024. RP asked, if some dates could be offered to her by email, she would confirm her availability.	**NW**

Meeting closed at 10.45 am.

Signed ………………………………………. Chairman

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The minutes of the **PERSONNEL SUB-COMMITTEE**
held on **Tuesday 5th September 2023**
The Parish Office, The Triangle, Willingdon.

Present: Cllrs' John Pritchett BEM (JP), Martin Cooper (MC), Christine Payne (CP),

In Attendance: Nicola Williamson – Parish Clerk (NW).

Item	Subject	Action By
PS23/11	**Apologies** There were apologies from Cllr Howard Coote who had to work. These apologies were **NOTED** and **ACCEPTED**.	
PS23/12	**To accept the minutes of the meeting on Monday 9th January 2023.** **RESOLVED:** The minutes of the meeting on Monday 9th January 2023 were accepted as a true record and signed by the Vice-Chairman John Pritchett BEM. Cllr Payne read that NW was contracted to work 30 hours per week with two of those hours allocated for evening meetings. Cllr Payne asked NW if this was working well. NW reported that most times she can do this but sometimes she couldn't and therefore took the time as flexitime. NW is manging to keep her flexi-time low and JP signs off her monthly time-sheets. JP confirmed this is working well. Cllr Payne asked if Andy Beams had a job description and a contract which confirmed his duties. NW explained he hadn't as he was employed under Mulberry & Co. NW to ask Andy Beams if he was able to provide one.	**NW** **NW**
PS23/13	**Declarations of interest** There were no declarations of interest received.	
PS23/14	**Public Question Time** No public questions had been received.	
PS23/15	**Review of the Appraisal Form** Following an update and review of the staff appraisal form it was **AGREED** to accept the updated form.	**NW**
PS23/16	**Agree Members and the date for the Clerk's Appraisal** It was **AGREED** for Cllr Payne and Cllr Cooper to carry out the Clerk's appraisal on Friday 6th October at 11am in the Parish Office.	**NW**
PS23/17	**Update on the Admin Assistant**	

	NW reported that Mary was working well in the office and getting to grips with how the Parish Council works. Mary is very kind, polite and always happy to help residents, Cllrs and NW.NW reported that she was very happy with Mary's work. It was **AGREED** to **RECOMMEND** to Full Council that Mary's probationary period has been completed successfully. NW to get the Solicitor's advice on how to change the wording on the probationary period for future staff contracts.	**NW**
PS23/18	**Other Personnel Issues** Cllr Payne asked what staff are employed by the Parish Council. NW gave a staff breakdown: Nicola Williamson – Clerk & Cemetery Manager. Mary Hammill – Admin Officer. Ewan Johnson – Public Conveniences Cleansing/Tott Yew litter pick-ups & Dog warden. Solomon Fitzpatrick – Cemetery/Huggett's Lane Key Holder. Jamie Saunders – Tott Yew Key Holder. Yvonne Walford – Huggett's Lane pick-ups. Andy Beams – RFO. Members discussed wages and asked NW to check the minimum wages for the staff.	**NW**
PS23/19	**Risk Management** None.	
PS23/20	**Urgent Items and items for referral to next agenda** None.	
PS23/21	**Date of next meeting** to be confirmed.	

Meeting closed at 10.35am

Signed (Chairman)..........................   Date......................

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SICKNESS AND ABSENCE POLICY

1. Introduction

1.1 The Council is committed to the care and well-being of its employees.

1.2 The purpose of this policy is to ensure all staff members have access to information relating to sickness and absence and are aware of the steps they must follow when absent from work.

1.3 By managing sickness and absence, the Council will continue to provide a high-quality service to members of the public.

1.4 This policy covers:

- sickness leave
- unauthorised absence and lateness
- annual leave
- compassionate and/or emergency leave
- time off in lieu
- medical appointments
- maternity/paternity/adoption/parental leave

2. Sickness leave

2.1 The Council recognises that there will be occasions when staff are unable to work due to sickness. The Council provides a sick pay scheme for its employees in line with the National Joint Council (NJC) terms and conditions. Details of sick pay are included in the employee's contract.

2.2 If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. This must be done as soon as practical on the first day of absence so that service levels can be maintained. Regular contact must be maintained with the line manager during a period of absence.

2.3 For absence of seven days or less, employees are required to complete the self-certification documentation as outlined in the Employment Rights Act 1996. For all absences which exceed a seven-day period, a medical certificate is required.

2.4 Employees who are frequently absent could be suffering from poor health which may require medical investigation. The Council will offer support and guidance in consultation with the employee and will consider referral to occupational health specialist services if deemed appropriate.

2.5 All sickness absence will be recorded. The Council will investigate and assess whether further action is necessary if periods of absence due to short-term self-certification sickness reach unacceptable levels, or if patterns emerge.

2.6 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long-term sickness. An employee returning to work following a period of long-term sickness will be supported on their return to work, and the following options may be considered:

- Phased return to work
- Change of role or working pattern
- Provision of specialist equipment

2.7 In cases where an employee's absence reaches excessive levels or there is a lack of information about the circumstances of the sickness absence, the Council may request medical information about their condition from their GP.

2.8 Any medical information received by the Council will be treated as strictly confidential. Any expense in obtaining medical information from the GP will be met by the Council.

3 Unauthorised absence and lateness

3.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.

3.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in formal disciplinary action being taken.

3.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work due to lateness. Persistent lateness may result in formal disciplinary action being taken.

4 Annual Leave

4.1 Details of annual leave entitlements are included in an employee's contract, in line with NJC terms and conditions.

4.2 The annual leave period runs from 1st April to 31st March the following year. A maximum of five days annual leave may be carried over from one year's entitlement to the next but must be taken by the end of May.

4.3 Requests for annual leave are at the discretion of an employee's line manager, with consideration of the operational requirements of the Council being considered before a decision is made. Annual leave requests will not be unreasonably refused.

4.4 Where two or more employees request annual leave on the same dates, and it is not operationally possible to grant all the requests, preference will be given based on the following:

- seniority of role/grade
- length of service
- parental/carer commitments

5 Compassionate and/or emergency leave

5.1 Compassionate leave is at the overall discretion of the line manager. The Council recognises that everyone's respective relationships are different, however, to achieve consistency, in general paid compassionate leave will be granted in the following circumstances:

- the death of a close family member i.e. spouse, civil partner, child, sibling, parent (or equivalent in-laws) or grandparent
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative
- the employee falling victim to a serious crime
- fire/flood/burglary at the employee's home
- road traffic collisions or other distressing accidents/incidents involving the employee or a close family member

5.2 The length of paid compassionate leave granted is at the discretion of the line manager but is limited to a maximum of five days. Where a situation requires an extended period of leave beyond five days, other options should be discussed with the line manager including use of TOIL, annual leave and/or a period of unpaid leave.

5.3 Requests for compassionate leave for situations not included above will be considered on an individual basis.

5.4 Requests for emergency leave are at the discretion of the line manager. The Council recognises that everyone's personal circumstances will dictate what may be deemed as an emergency, however, to achieve consistency, in general paid emergency leave of one day will be granted in the following circumstances:

- to provide assistance or make arrangements for the provision of care for a dependant who is ill or injured
- on the occasion of an unexpected disruption or termination of arrangements for the care of a dependant.

5.5 Employees are expected to use the day's paid emergency leave to make any ongoing care arrangements for dependents. Any additional requests for leave should be considered as requests for annual leave and assessed using the Council's annual leave guidelines.

6 Time off in lieu (TOIL)

6.1 The standard Council working week is 37 hours. Employee's individual weekly hours are detailed in their employment contracts.

6.2 The Council recognises an employee's right to receive recompense for working beyond their contracted hours. Employees have a right to be paid at agreed NJC overtime rates. Any paid overtime must be agreed in advance with the line manager.

6.3 The Council encourages the use of TOIL and welcomes employee's consideration of management of the Council salary budget. TOIL requests will be considered in the same way as annual leave requests, with the need to maintain operational effectiveness.

7 Medical appointments

7.1 Employees are expected to arrange medical appointments out of normal working hours wherever possible.

7.2 The Council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments at either the start or end of the day where possible to minimise disruption to the work of the Council.

7.3 In-patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures outlined in paragraph 2.

8 Maternity/paternity/adoption/parental leave

8.1 The Council recognises an employee's right to maternity/paternity/adoption/parental leave as set out in the relevant legislation.

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GRIEVANCE POLICY

1. Introduction

1.1 This policy is based on and complies with the 2015 ACAS Code of Practice. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

1.2 Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

1.3 This policy confirms:

- Employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employees, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend, If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Any changes to specified time limits must be agreed by the employee and the Council
- An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
- Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998.
- Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- If an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.

- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- The Council make consider mediation at any stage of the grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

2. Informal grievance procedure

2.1 The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Personnel sub-committee, or if appropriate, another member of the personnel sub-committee.

3. Formal grievance procedure

3.1 If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel sub-committee.

3.2 The Personnel sub-committee will appoint a panel of three members to investigate the grievance. No councillor with direct involvement in the matter shall be appointed to the panel. There may be insufficient members of the Personnel sub-committee who have no direct involvement in the matter. If so, the panel may include other councillors who are not members of the Personnel sub-committee. The panel will appoint a Chairman from one of its members.

4. Investigation

4.1 The panel will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public).

5. Notification

5.1 Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The panel's letter will include the following:

- the names of its Chairman and other two members
- a summary of the employee's grievance based on his/her written submission
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 15 working days of when the council received the grievance
- the employee's right to be accompanied by a trade union representative or work colleague
- a copy of the Council's grievance policy

- confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

6. The grievance meeting

6.1 At the grievance meeting:

- the Chairman will introduce the members of the panel to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee what action does he/she want the council to take
- any member of the panel and the employee (or companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- the Chairman will provide the employee with the panel's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the panel.

7. The appeal

7.1 If an employee decides that his/her grievance has not been satisfactorily resolved by the panel, he/she may submit a written appeal to the Personnel sub-committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

7.2 Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the panel was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

7.3 The appeal will be heard by a panel of three members of the Personnel sub-committee who have not previously been involved in the case. There may be insufficient members of the Personnel sub-committee who have not previously been involved. If so, the appeal panel may include other councillors who are not members of the Personnel sub-committee. The appeal panel will appoint a Chairman from one of its members.

7.4 The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 15 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.

7.5 At the appeal meeting, the Chairman will:

- introduce the appeal panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the panel
- explain the action that the appeal panel may take.

7.6 The employee (or companion) will be asked to explain the grounds of his/her appeal.

7.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

7.8 The appeal panel may decide to uphold the decision of the panel or substitute its own decision.

7.9 The decision of the appeal panel is final.

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WILLINGDON AND JEVINGTON PARISH COUNCIL

LONE WORKING POLICY

1. Introduction

1.1 Under the Health and Safety at Work Act 1974, every employer has a duty to provide and maintain systems of work which are, so far as is reasonable and practicable, safe and without risk to health. The employer is also required to provide the supervision necessary for the health and safety of employees.

1.2 In a variety of situations, Parish Council employees are required to work alone when carrying out their normal duties. Whilst working alone is not in itself unsafe, there may be circumstances where working alone can increase risks. The Parish Council recognises that there may be increased risks to staff that are required to work alone. The Parish Council will ensure (as far is reasonable and practicable) that such employees are not exposed to unnecessary or excessive risk.

1.3 The Parish Council will undertake responsibility for ensuring this policy is implemented and that procedures for managing risk to the lone worker, identified through risk assessments, are well managed and working efficiently.

1.4 The policy applies to employees and Councillors and for the purpose of this policy, lone working is defined as any activity or function performed on behalf of the Parish Council without any close supervision or with other employees.

2. Responsibilities

2.1 To meet the requirements of the Health and Safety at Work Act 1974, and that of any subsequent legislation, the Parish Council will:

- Undertake an assessment of the risk to employees from activities associated with working alone, and provide any necessary training
- Implement safe systems of working appropriate to each employee's work activities
- Ensure effective means of communication and appropriate personal protective equipment
- Monitor and investigate all significant incidents or accidents

The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly
- Reporting annually to the Full Council on any incidents and actions taken in response
- Making sure that employees and Councillors are aware of the contents of this policy

3. <u>Health & Well Being</u>

3.1 The Lone Worker is responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions
- Following guidance described in the Lone Worker policy
- Reporting all incidents or concerns that may affect the health and safety of themselves or others to the Clerk to the Council
- Carrying an effective means of communication (i.e. mobile telephone) and any personal alarm or protective clothing supplied by the Parish Council
- Ensuring pre-arranged telephone contact is made with a colleague if any off site visit exceeds their expected time of return

4. <u>Reporting Incidents</u>

4.1 Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.