

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 22 January 2024 at 7.30pm in Nephote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
16/1/2024**

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**AGENDA**

- 24.01 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 24.02 CHAIRMAN'S ANNOUNCEMENTS**
- 24.03 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.  
The interest should be declared by stating:  
a) the item you have the interest in  
b) whether it is a personal interest and the nature of the interest  
c) whether it is also a prejudicial/pecuniary interest  
d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time  
Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.
- 24.04 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 4 DECEMBER 2023.**
- 24.05 COUNCILLOR CO-OPTION AND VACANCIES**  
To consider co-option to fill vacancies on the Council.
- 24.06 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**  
To note the update report.
- 24.07 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 24.08 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**  
The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.
- 24.09 PRECEPT/BUDGET FOR 2024/25**  
To approve the Findon Parish Council precept/budget.
- 24.10 FINDON VILLAGE HALL EXTENSION**  
To note progress/close project.
- 24.11 OPERATION WATERSHED**  
To receive an update.

- 24.12 DEFIBRILLATORS FOR THE VILLAGE**  
To note progress.
- 24.13 SECURITY ARRANGEMENTS FOR NEPCOTE GREEN AND THE NORTH VERGE.**  
To consider secure fencing costs.
- 24.14 SHEEP FAIR CONSTITUTION**  
To note progress and any items for ratification/approval.
- 24.15 SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA) COMMUNITY INFRASTRUCTURE LEVY (CIL) NEIGHBOURHOOD PORTION AND 'CALL FOR PROJECTS'**  
To consider potential CIL funding projects and set up a Working Group to take forward urgently.
- 24.16 CLERKS REPORT**  
To note the report and consider any items for ratification/approval.
- 24.17 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**  
a) Planning  
b) Finance & Governance
- 24.18 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**  
a) Open Spaces Working Group  
b) Trees Working Group  
c) Allotment Gardens  
d) Village Hall Trust  
e) Community Resilience Plan  
f) Parking/Village Signage Working Group  
g) Nepcote Green Pond Restoration  
h) Assets of Community Value  
i) Wattle House Feasibility Study Working Group (Terms of Reference)  
j) Findon Village Pre-School Portacabin Working Group
- 24.19 FINANCE**  
a) To note Receipts and Bank Reconciliations as circulated.  
b) To approve Payments as circulated.
- 24.20 ITEMS TO BE REFERRED TO NEXT AGENDA**

**Agenda Item  
24.06**

Report to **Findon Parish Council**  
 Meeting Date **22 January 2024**  
 From **Fiona MacLeod, Clerk**  
 Title of Report **Previous actions not covered elsewhere on the Agenda**  
 Purpose of Report **To note**

**1. Updates for noting**

23.15 a	2) reminder to Monarchs Way landowners re gate.	Carried forward.
23.67	Cleaning of speed signs.	To be added to Open Spaces Volunteers schedule. Closed.
23.97 5 23.133 23.152	Clerk to contact Andrew Griffith MP when official opening date of extension confirmed.	Carried forward. Awaiting confirmation of date. Jan 2024 – date still not known. Closed.
23.120 a	Set up new mandate for authorised signatories	Ongoing.
23.131	CLlr Robinson to update under item 23.162 f	Closed.
23.149	Clerk to contact WSCC re overgrown vegetation School Hill.	Understand this has now been cleared. Closed.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>22 January 2024</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>Precept/budget for 2024/25</b>
Purpose of Report	<b>To consider and approve the precept/budget for 2024/25</b>

## **1. Precept/budget proposals**

- 1.1 A discussion and line by line review of the draft working documents was undertaken by members of the Finance & Governance (F&G) Committee at its meeting on 18 January 2024. The final Budget/Precept and Summary Position documents for consideration and approval by Findon Parish Council (FPC) on 22 January 2024 are attached as Appendices 1 and 2 to this report and include comments/assumptions for ease of reference. The documents have been compiled by the Clerk in consultation with councillors and are based on the previous years budgeted expenditure, and the current and projected expenditure up to year end (31 March 2024).
- 1.2 As has been mentioned in previous years, the Government remains concerned about the pressure placed on taxpayers from town and parish councils across England and expects these councils to exercise restraint. In the written ministerial statement on 5 December 2023, it was confirmed that there are no council tax referendum proposals for town and parish councils in 2024/25.
- 1.3 The precept for 2023/24 is £56.91 pa per Band D household based on a tax base of 984 households. Arun District Council (ADC) has calculated that the tax base for 2024/25 is 974. ADC use a report from its Revenues system that lists all the dwellings at that particular point in time on the valuation list. The report provides a tax base figure which is then adjusted for any new dwellings in the pipeline and it can also increase/decrease due to changes in discounts, reliefs or exemptions. In addition, the final figures are based on Band D equivalents and therefore numbers may look lower if houses are in Bands A-C rather than D-H.
- 1.4 Using the ADC tax base of 974 and based on the precept increasing from £56k to £58k, my understanding is that this would equate to an increase of £2.63per annum or £0.05p per week on the local charge for Band D equivalent. This is below the underlying rate of inflation at the time of this report.
- 1.5 In a letter to all parish councils, ADC requested confirmation of the parish council's precept requirement to be received by them no later than 28 January 2024.

## **2. For approval by full Council**

- 2.1 That the Precept/budget table and Summary Position detailed in Appendices 1 and 2 of the report be approved.
- 2.2 That a precept requirement of £58k for 2024/25 be sent to Arun District Council by 28 January 2024.

Cost	Precept 2023/24	Projected Costs 2023/24	Proposed Figures 2024/25	Comments and Assumptions
<b>Administration</b>				
Insurance	£2,250.00	£2,570.00	£2,600.00	3 year fixed premium from Sept 2023 and assuming no new FPC assets. Mower insurance separate
Cllr Expenses	£50.00	£25.00	£50.00	provision for travel costs re meetings etc
Chairman allowance	£150.00	£280.00	£500.00	eg costs towards Annual Parish Meeting
SALC/NALC/PoL Subscriptions	£850.00	£810.00	£850.00	no increase
Training courses	£400.00	£0.00	£400.00	no increase
Audit fees	£800.00	£678.00	£800.00	
Clerks salary, tax	£14,500.00	£15,537.00	£16,500.00	take into account annual increase
Clerks expenses	£450.00	£448.00	£450.00	no increase
Clrks storage	£280.00	£280.00	£280.00	no increase
Gen Admin Expsn	£400.00	£470.00	£450.00	includes all cartridges, stamps, paper, other office supplies etc
BT Services	£1,200.00	£1,100.00	£1,200.00	no increase
Electrical supply	£600.00	£450.00	£650.00	allowing for any increase in charges
Web site, Teams, Parish on Line	£3,700.00	£3,500.00	£3,700.00	ongoing web site management, IT Support incl GDPR, licences, emails, Parish on Line
room hire	£1,000.00	£1,000.00	£1,000.00	no increase
Public Works Loan repayments	£7,000.00	£3,393.00	£7,000.00	total annual repayment on £90k PWL circa £7.5k. Will look for other contributions/Reserves to make up difference
Legal costs/professional fees	£1,500.00	£3,393.00	£1,000.00	Professional fees for PWL activities to end 2023/24 financial year.
<b>Sub TOTALS</b>	<b>£35,130.00</b>	<b>£33,934.00</b>	<b>£37,430.00</b>	
<b>Open Spaces</b>				
Grass cuts NG/verges	£7,000.00	£7,543.00	£7,500.00	Include 10 x cuts each for Pond Green and rear of Village Hall @ £50 each per cut, 7 x cuts of non A24 grass verges @£400 per cut, and Nepcote Green as required @£250 per cut, incl VAT

## PRECEPT/BUDGET FOR 2024/25

Agenda item 24.09 Appendix 1

Winter Maintenance	£3,000.00	£2,500.00	£3,000.00	variable costs dependent on weather
Parking and Signage	£2,000.00	£200.00	£1,000.00	previously Parking Working Group
volunteer equipment	£500.00	£554.00	£500.00	purchase/lease
Community Resilience	£250.00	£250.00	£250.00	
Nepcote Green Pond	£1,500.00	£1,500.00	£0.00	restoration project with SDNPA with SDNPA grant funding £25k due for completion March/April 2024
North Green Security	£0.00	£0.00	£2,500.00	new item following incursion 2023
Tree management	£0.00	£0.00	£2,000.00	new item following annual tree survey. See also Reserves
General incl mower, OS equip maint	£2,000.00	£450.00	£1,000.00	
<b>Sub TOTALS</b>	<b>£16,250.00</b>	<b>£12,997.00</b>	<b>£17,750.00</b>	
<b>Grants</b>				
St John the Baptist Clock maintenance	£200.00	£198.00	£200.00	clock annual service grant
School PTA	£500.00	£0.00	£500.00	
Friends of SJTB Church/Messy Church	£500.00	£500.00	£500.00	
Pre-School	£1,500.00	£3,000.00	£1,500.00	grant as approved by FPC min 23.110
Findon Village Hall Trust	£500.00	£0.00	£0.00	
Swimming Pool	£500.00	£4,000.00	£500.00	grant as approved by FPC min 23.110
Xmas lighting	£400.00	£650.00	£500.00	
Village football club	£100.00	£0.00	£100.00	
Lambstails	£100.00	£0.00	£0.00	
<b>Sub TOTALS</b>	<b>£4,300.00</b>	<b>£8,348.00</b>	<b>£3,800.00</b>	
	<b>£55,680.00</b>	<b>£55,279.00</b>	<b>£58,980.00</b>	
<b>Total</b>	<b>£55,680.00</b>	<b>£55,279.00</b>	<b>£58,980.00</b>	

2024/25 precept £58000.00

For approval by Findon Parish Council on 22 January 2024

2023/24 precept £56000.00

**Financial Year 2024/25**

Summary Position

Opening Balance April 2023	£55,213.00	CA & DA
precept rec'd	£56,000.00	
<b>gross total</b>	<b><u>£111,213.00</u></b>	
Less expected expenditure 2023/24	<b><u>£82,380.00</u></b>	
Less expected funded project expenditure 2023/24	<b><u>£139,998.00</u></b>	
net total	<b><u>-£111,165.00</u></b>	
Estimated Receipts 2023/24 excl precept	£82,907.00	incl VAT reclaim amount circa £45405, reimburse £1047 for FVH defibrillator and £1800 from ADC re tree felling
Public Works Loan	£89,968.00	Findon Village Hall extension
Project grants received 2023/24	£54,000.00	SDNPA Pounds for Ponds £20k; Wild Flowers Group £662.00; Operation Watershed £24,368.00, CIL £9k
Estimated Balance 31/03/24	<b><u>£115,710.00</u></b>	
Expenditure precept budget for year 2023/24	£55,279.00	from precept table
net total 2023/24	<b><u>£60,431.00</u></b>	
<b>Reserves C/F</b>		
Pre School building maintenance (external)	£2,500.00	
Tree Fund and tree management	£1,500.00	includes annual Tree Survey
Allotments	£450.00	
Nepcote Green pond annual maintenance	£500.00	
Wattle House revaluation/maintenance	£3,000.00	
Wattle House project	£20,000.00	build up reserves for long term renovation/future uses following Conservation Area approved 03/23
Community Resilience programme	£1,000.00	reduced from £2k as FVH providing emergency location
security fencing North Green	£5,500.00	
Pond Green enhancements	£5,000.00	Strategic Plan reduce to £5k from £20k, potential for SDNPA CIL funding bid
Parking Group activities	£5,000.00	Strategic Plan reduce to £5k from £10K, potential for SDNPA CIL funding bid
potential parish elections	£3,000.00	
new southern boundary fence at Glebelands	£5,000.00	Strategic Plan
Findon Neighbourhood Development Plan review	£5,000.00	
	<b><u>£57,450.00</u></b>	
April 2024 estimated CA starting balance	<b><u>£2,981.00</u></b>	
<b>Precept required</b>	<b><u>£58,000.00</u></b>	
<b>For approval by Findon Parish Council on 22 January 2024</b>		

WSSC - West Sussex County Council; SDNPA - South Downs National Park Authority; CIL - Community Infrastructure Levy  
PWL - Public Works Loan

## Agenda Item 24.15

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>22 January 2024</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>South Downs National Park Authority (SDNPA) Community Infrastructure Levy (CIL) Neighbourhood Portion and 'Call for Projects'</b>
Purpose of Report	<b>To consider potential CIL funding projects and set up a Working Group</b>

### **1. Background**

- 1.1 Councillors will recall the information regarding the CIL Neighbourhood Portion funding of £6338.00 in my Clerk report to the October meeting, and the subsequent suggestion for potential parking at Homewood. [Spending CIL - South Downs National Park Authority](#)
- 1.2 Since the last Findon Parish Council (FPC) meeting on 4 December 2023, the SDNPA has confirmed that FPC has been allocated a further £2575.00 following its successful bid for Findon Village Interpretation Boards. This amount will be ringfenced by the SDNPA for three years, after which time if the money has not been spent, the SDNPA will consider reallocating it to another project. The following link will take councillors to form for completion to provide further information about the project to access the funds [CIL-Grants-application-form-and-crediotr-set-up-combined-for-website.docx \(live.com\)](#)
- 1.3 FPC had also submitted the following unsuccessful bids in the 2022/23 funding round:
  - Replacement Pre-School building/Community facility (£220k)
  - The Square/Village Centre enhancements (£190k)
  - Pond Green Visitor enhancements (£24.5k)
  - Village Entry Gateway signs (£10k)
  - Equine Heritage Trail (£3.3K)
- 1.4 The 2023/24 CIL funding round has now opened and will run until 12 April 2024. Both new submissions as well as updated resubmissions to reflect current situations will be welcomed. The SDNPA corporate plan priorities for submissions are 'Nature Recovery', 'Climate Change', and 'A National Park for All'. Decisions on CIL funding will not be made before Autumn 2024.

### **2. Issues for consideration/ratification by full Council**

- 2.1 FPC is asked to consider how the CIL Neighbourhood Portion in para 1.1 could be spent.
- 2.2 FPC is asked to consider and prioritise which, if any, of the items in para 1.3 of the report should be updated for resubmission/deleted.
- 2.2 FPC is asked to identify any new items for inclusion in the 2023/24 CIL funding round.
- 2.3 A Working Group be set up to bring forward details for the CIL Neighbourhood Portion project(s) and work up Expression of Interest bids in conjunction with the Clerk to bring to the FPC meeting on 18 March 2024 for approval to go to Expression of Interest submission.

Report to **Findon Parish Council**  
Meeting Date **22 January 2024**  
From **Cllr Gilbert**  
Title of Report **Nepcote Green Pond restoration**  
Purpose of Report **To note/approve**

**1. Work updates.**

**1.1 Pond works.**

PTP (Pete the Pond) appointed. I met him on site (with Findon Parish Council (FPC) Chairman) on Thursday 11 January 2024 to discuss scope of works and start date. Start date agreed Monday 11 March 2024 (subject to weather) and work expected to take between six and eight days.

**1.2 Trees works.**

Tony Arthur and Kate from AC Gardens (Sussex) Ltd were also present at above meeting to ease coordination. Phone numbers were swapped. Tony has been asked to carry out the agreed tree works any time between now and 11 March so that PTP has a clear site to work with.

**1.3 Fencing.**

Tony Arthur also instructed on this work. Agreed that all stock fencing to East and West boundaries together with 70% of post and rail fence can be done in advance of pond work. So, again this to be carried out just before 11 March. The logic of this is that minimal fencing work required following completion of pond works allowing the site to be secured as quickly as possible.

**1.4 Outstanding works.**

**Interpretation Board.** At the time of writing I have not done any work on this but I hope to have some progress by time of council meeting on 22nd when I will report orally. We only have £1,000 in budget for this which I suspect may be a bit light.

**Safety equipment/signage etc.**

I have not done any work on this aspect. Personally I don't like the idea of 'deep water' signage etc. so will seek advice as to what the South Downs National Park Authority (SDNPA) have elsewhere. I will hope to have an answer on this before the March FPC meeting.

**1.5 Funding.**

**SDNPA grant**

SDNPA warden has agreed my tender report which has been accepted by the Grants Officer (Victoria Crespi) at SDNP Trust. She advised on 8 January 2024 that a BACS payment would be set up asap. This hopefully means FPC will have £20k from SDNP Trust with only the final £5k remaining to be paid on completion.

**Crowdfunding.**

We have raised a total of £1,000 on the crowdfunding appeal. I was slightly disappointed having set a target of £3,000 but those who did contribute made positive comments which is heartening.

**Financial Spreadsheet.**

This is attached as Appendix 1 to the report and as can be seen we look to be in good shape.

As the spreadsheet shows we have £32,150 of funding and a cost of £32,106 including a £1,000 contingency so £46 spare!!

Report to **Findon Parish Council**  
Meeting Date **22 January 2024**  
From **Cllr Gilbert**  
Title of Report **Nepcote Green Pond restoration**  
Purpose of Report **To note/approve**

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item	Budget	in kind FPC/SDNPA	to confirm	actual/quote	note
project mgt		£ 3,000.00			
suds design survey	£ 1,000.00				
suds install	£ 4,500.00				
pond design	£ 1,000.00			inc pond quote	
tree work spec	£ 500.00			£516	inv6886
tender process					
mgt existing veg	£ 1,500.00			£1,750	
		£ 500.00			
excavate, re-profile and reline	£ 20,000.00			£23,000	
fencing	£ 3,000.00			£3,340	
interp	£ 1,000.00		£1,000.00		
ongoing mgt		£ 1,500.00	£1,500.00		include in future fpc budget
Contingency			£1,000.00		
<b>total</b>	£ 32,500.00	£ 5,000.00	£3,500.00	<b>£28,606</b>	
<b>combined total</b>				<b>£32,106</b>	

Estimates			
<b>Fencing</b>			
Newplace	£5,885.00	softwood	
	£6,479.00	oak	
AC gardens	<b>£3,340.00</b>	softwood	
<b>Treework</b>			
AC gardens	<b>£1,750.00</b>		
<b>Pond</b>			
ptp pond construction	<b>£23,000.00</b>	inc suds	exc vat
phb contractors	£41,535.85	exc suds	inc vat
Fairwater	£34,226.50	inc suds	inc vat

Source of Funds	
SDNP grant	£25,000.00
FPC pond	£5,500.00
FPC reserves	
FPC tree budget	£650.00
Crowdfunding	£1,000.00
<b>Total</b>	<b>£32,150.00</b>

**Agenda item 24.19 a December2023**

Date	Dec-23												
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/misc	Public Works Loan	SDNPA	Op Watershed	VAT reclaim	Total Receipts
				56000.00	4810.14	225.00	16495.30	819.50	89968.50	6388.43	0.00	12155.96	186862.83
14/12/23	cr	WSCC	Operation Watershed								24368.40		24368.40
29/12/23	cr	HSBC	interest		49.58								49.58
				56000.00	4859.72	225.00	16495.30	819.50	89968.50	6388.43	24368.40	12155.96	211280.81

Payments

Date	Dec-23																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Xmas lights	Parking Speeding WG	Pre-school	Sheep Fair	Op Watershed	Web site, Teams, P/O/L	Total Payments
				9844.80	5834.79	1149.96	7698.00	8187.54	17150.50	100796.63	650.10	0.00	1152.00	21890.99	0.00	3309.43	177664.74
01/12/23	PaP BP	HMRC	Clerk Nov tax	358.00													358.00
	PaP BP	F MacLeod	Clerk Nov salary	1432.60													1432.60
	PaP BP	F MacLeod	Clerk Nov expenses		16.65												16.65
06/12/23	BP	R Carr	keys										13.00				13.00
	BP	AC Gardens (Sussex) Ltd	grass cutting						420.00								420.00
	BP	C Ball	WH keys											24.00			24.00
08/12/23	PaP BP	Connick Tree Care	Tree survey						660.00								660.00
	PaP BP	AC Gardens (Sussex) Ltd	grass cutting						540.00								540.00
18/12/23	PaP BP	L Martin	wreath		45.00												45.00
20/12/23	dr	HSBC	charges		5.00												5.00
				11635.40	5901.44	1149.96	7698.00	8187.54	18770.50	100796.63	650.10	0.00	1165.00	21914.99	0.00	3309.43	181178.99

**Bank reconciliation**

Balance	as at 31/12/2023		Balance	B/forward	64411.16
	CA	54170.87		Receipts	24417.98
	DA	31144.02		Payments	3514.25
		<b>85314.89</b>			<b>85314.89</b>

## Agenda Item 24.14

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>22 January 2024</b>
From	<b>Cllr Smith</b>
Title of Report	<b>Sheep Fair Constitution</b>
Purpose of Report	<b>To note progress</b>

### 1. Progress

- 1.1 The meeting of the Sheep Fair Committee held on 17 January 2024 was attended by Cllrs Sean Smith and John Wilson on behalf of Findon Parish Council (FPC)
- 1.2 Terms of Reference were outlined to the Committee with particular reference to those elements that were different to the previous constitution. In particular these stressed the need for meetings and output to be publicly accessible, ability of Chair and Deputy Chair from FPC to be regarded as voting members of the Committee, need for complete financial results and presentation to FPC as well as a full inventory. See Appendix 1 draft to this report.
- 1.3 The reception was very positive, the impression given was that the Committee expected FPC to further pursue, perhaps even mandate charitable status for the Sheep Fair Committee
- 1.4 It was agreed that FPC can publicise the date and venue of any meetings via FPC website and noticeboards as needed and that minutes compiled following each meeting can similarly be made public. To that end and at request it was agreed that although this meeting discusses significant financial information and reporting, financial numbers would not be recorded in those minutes
- 1.5 The Wattle House project was outlined to the Committee and approximate timescales (2025 for consultation decisions and 2026 for any build decisions) indicated. Although some members were negative, the Chair and Vice Chair were extremely grateful for the extensive notice and the commitment to ensure that they would be closely informed on next steps. The project attracted a lot of interest from members, mostly around the risk of damaging the aspect of Nephote Green. In response it was pointed out that the process would be open and transparent and as such any members of Findon Parish would be welcome to comment and indeed encouraged to contribute, no further comments accrued.
- 1.6 The financial report will be available for the new financial year as requested and a request from the committee was to delay the inventory (although an interim can be supplied if needed) until the first week in September 2024 when a dry run for the event will ensure a full audit of all items.
- 1.7 In last year's event, trading was lower than expected and overall the event made a loss of £7k, although covered with sufficient funds to cover the 2024 event. Much discussion centred on how that gap could be bridged, including higher parking fees, increased pitch pricing, increasing the number of pitches and an increase in the dinner pricing. When collated these changes would create an £8k uplift with others to be considered.

## Agenda Item 24.09

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>22 January 2024</b>
From	<b>Cllr Smith</b>
Title of Report	<b>Defibrillator siting in Findon</b>
Purpose of Report	<b>To note progress/consider proposal</b>

### **1. Update**

- 1.1 Purchased and delivered defibs are now in Findon Village Hall awaiting siting agreement. Findon Village Hall will install in the external porch of the entry doors. Findon Village Store and Nephote Green (lower) are already in place in Findon.
- 1.2 The Black Horse Public House are very keen to support the initiative by siting one on the external wall to the side of the main entrance and are seeking landlord approval. As soon as that approval is received they wish to meet and install.
- 1.3 A proposal to site a defib at the far end (from Findon village) of Nephote Green is difficult to scope due to the inaccessibility of power supply.
- 1.4 Feedback has been received of an unsuccessful attempt by the residents of Nightingales to source a funded defib from Arun District Council.

### **2. For consideration by full Council**

- 2.1 As FPC considers exposed areas of the village (such as Nightingales/Oval/Homewood) could we consider a joint resident/FPC funding approach, whereby if residents can fund 50% of the cost of the defib FPC would match and install in the appropriate location.

**Sheep Fair Committee Constitution (draft for noting)**

The Sheep Fair Committee (SFC) was formed in 1999, shortly after the then organisers and auctioneers decided to relinquish their long-standing relationship with the Sheep Fair. Its relationship with the Parish Council has never been fully understood by many of the current councillors, or some of the Sheep Fair committee members and this document intends to formalise the relationship between the Parish Council and the Sheep Fair Committee.

The recent difficulty of having the Sheep Fair covered through the FPC public liability insurance highlighted the need to more properly formalise the role and responsibilities of the Sheep Fair Committee and its relationship with the Parish Council. To that end the Parish Council propose the following:-

1. The SFC is a committee (not sub-committee) of the Parish Council.
2. The SFC is composed of a mixture of FPC councillors and volunteers with a special interest in the Sheep Fair. The FPC feels that it would be **preferable** to have either the Chairman or Vice-Chairman appointed from those committee members who hold elected status as Parish Councillors. This would significantly help the communication between the FPC and the SFC, but still retain the traditional semi-autonomous role of the SFC comparative to other FPC committees.
3. The financial affairs, accounts banking etc. of the Sheep Fair will continue to be controlled on a day-to-day basis by the Sheep Fair Treasurer, but must be submitted for Internal and External Audit by the FPC Auditors, following liaison with the Parish Clerk.
4. The minutes of the Sheep Fair committee meetings must be copied to the Chairman and the Parish Clerk of the FPC.
5. Whenever the Sheep Fair generate excess funds from its annual fair over and above that needed for 2 years reserves to cover poor weather years, it will be requested to contribute to the costs of maintaining the Wattle House and Nephote Green, which at this time consume significant costs for the Parish, but which are central to the needs of the Sheep Fair.
6. The Secretary of the SFC will be responsible for informing the Parish Clerk of the names and Honorary positions of all members of the SFC in January of each year, and in particular of any changes of committee members.
7. The FPC will continue to be responsible for legal, financial and insurance cover for the SFC, as it has been since the SFC was formed.

**Signed on behalf of Sheep Fair Committee by:**

.....(signature)

.....(Print Name) .....(date)

**Signed on behalf of Findon Parish Council by:**

.....(signature)

.....(Print Name) .....(date)

Agenda item 24.19 b January 2024

Payments to date: £10322.02

Date	Jan-24																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Xmas lights	Parking Speeding WG	Pre-school	Sheep Fair	Op Watershed	Web site, Teams, P/O/L	Total Payments
				11635.40	5901.44	1149.96	7698.00	8187.54	18770.50	100796.63	650.10	0.00	1165.00	21914.99	0.00	3309.43	181178.99
02/01/24	PaP BP	HMRC	Clerk Dec tax	260.20													260.20
	PaP BP	F MacLeod	Clerk Dec salary	1040.40													1040.40
	PaP BP	F MacLeod	Clerk Dec expenses		27.00												27.00
	PaP BP	F MacLeod	storage		70.00												70.00
23/01/24	BP	J Wilson	expenses		43.09				70.00								113.09
	BP	Arun Business Supplies	printer cartridge		65.70												65.70
	BP	Findon Village Hall	hall hire		78.75												78.75
	BP	L Martin	keys		8.00												8.00
	BP	Sheep Fair	VAT reclaim											7474.93			7474.93
	BP	Sussex Manures	gritting services						816.00								816.00
	BP	Tech-event Services Ltd	Sheep Fair services											367.95			367.95
				12936.00	6193.98	1149.96	7698.00	8187.54	19656.50	100796.63	650.10	0.00	1165.00	29757.87	0.00	3309.43	191501.01

## Agenda Item 24.13

Report to **Findon Parish Council**  
Meeting Date **22 January 2024**  
From **Fiona MacLeod, Clerk**  
Title of Report **North Green security arrangements**  
Purpose of Report **For approval**

### 1. Background

- 1.1 Councillors will recall the report taken to the Findon Parish Council (FPC) meeting on 4 December 2023 when it was agreed that the Oak post fencing was the preferred option.
- 1.2 Following the meeting, I approached a further contractor with the agreed specification for quotes for the work. Unfortunately, no quote was received.

### 2. For consideration/approval by full Council

- 2.1 Acceptance of quotation from A C Gardens (Sussex) Ltd as per the table below.
- 2.2 The South Downs National Park Authority to be contacted regarding the additional security measures in the Nepcote Conservation Area.

Oak post fencing	56no 1.2m x120 x100mm oak posts with 2 way weather and single twin mortice £2161.60	56no postfix £280.00	55.no cleft rails £605.00	Goods £3046.60 VAT £609.32 Total £3655.92
Additional metal rebar rail protection				Goods £136.97 VAT £27.39 Total £164.34
Labour cost for either option				£2200.00 VAT £440.00 Total £2640.00
Total cost			Excluding VAT	£5383.27