

**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 16 March 2026** at **7.30pm** in **Nepcote 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  
10/3/2026**

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**AGENDA**

- 26.23 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 26.24 CHAIRMAN'S ANNOUNCEMENTS**
- 26.25 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.
- 26.26 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 19 JANUARY AND 23 FEBRUARY 2026.**
- 26.27 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**  
To note the update report (FM).
- 26.28 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 26.29 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.
- 26.30 HARMONISATION OF VILLAGE GRANTS PROCESS**  
To consider the above proposals (SS)
- 26.31 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**  
a) Open Spaces Working Group (PW)  
b) Trees Working Group including Community Orchard (JW)  
c) Allotment Gardens (JW) to include rental review  
d) Village Hall Trust (SH)  
e) Community Resilience Plan (DP)

- f) Roads and Parking Working Group (LK)
- g) Wattle House Feasibility Study Working Group (CG)
- h) FPC and Findon Village Pre-School Working Group (SH)
- i) Community Infrastructure Levy (CIL) Working Group (KD) to include Interpretation Boards for Pond Green and Nepcote Green

**26.32 GRASS CUTTING TENDER CONTRACT**

To note successful contractor and any updates (SH).

**26.33 ANNUAL PARISH MEETING (APM)**

To consider the format for the APM being held on 27 April 2026 (SS).

**26.34 VILLAGE DEFIBRILLATORS**

To note progress and nominate councillor for future monitoring (FM/JW).

**26.35 CLERKS REPORT**

To note the report and consider any items for ratification/approval (FM).

**26.36 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**

- a) Planning.
- b) Finance & Governance.

**26.37 FINANCE (FM)**

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.
- c) To approve the FPC Risk Register.
- d) To approve Internal Audit provision.

**26.38 ITEMS TO BE REFERRED TO NEXT AGENDA**

Findon Parish Council (FPC) Risk Register and Management 2026

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>ACTION</b>
<b>Finance</b>	Banking	<b>M</b>	Financial Regulations in place. Online Payments Policy approved by Findon Parish Council 11 September 2023.
	Risk of consequential loss of income	<b>L</b>	Insurance cover. Laptop uses Cloud technology for secure file storage.
	Loss of cash through theft or dishonesty	<b>L</b>	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	<b>L</b>	Monthly reconciliation prepared by Clerk, regular report to Council and published on FPC website. Two signatories on cheques if needed. Bank reconciliations checked. Online Payments Policy approved by Findon Parish Council 11 September 2023. <i>Additional quarterly reporting introduced June 2025.</i>
	Comply with Customs & Excise Regulations	<b>L</b>	Use VAT helpline when necessary. VAT claims claimed electronically via secure HMRC web site by Clerk. Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	<b>L</b>	Council receives detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this and approved by full council. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	<b>L</b>	Confirmation with WSALC on current legislation prior to any resolution to borrow monies. Public Works Loan Board approval and payment of £90k for Findon Village Hall extension August 2023.
<b>Liability</b>	Risks to third party, individuals or property	<b>M</b>	Insurance in place. Regular inspections and asset inspections. Risk assessments to be carried out as required. Formal Risk Assessment policy in place <i>and reviewed</i> , PPE, first aid kit/accident book for councillors and volunteers.
<b>Employment Liability</b>	Comply with Employment Law	<b>L</b>	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue reqs	<b>L</b>	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	<b>L</b>	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
<b>Legal Liability</b>	Ensuring Activities are within legal powers	<b>L</b>	Legal advice sought where necessary. Clerk clarifies legal position. SOs and Committee Terms of Reference including delegations revised and approved by full council. To be reviewed 2026.
	Proper & timely reporting via Minutes	<b>L</b>	Council and Committee meeting Agendas on Notice Boards and published on Parish Council web site to meet any statutory deadlines. Unconfirmed/approved Minutes circulated to councillors and published on Parish Council web site.
	Proper document control	<b>L</b>	Data storage to comply with GDPR. Document Retention Policy to be formalised.

## Findon Parish Council (FPC) Risk Register and Management 2026

	General Data Protection Regulations (GDPR)	L	FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.
<b>Council Propriety</b>	Code of Conduct	L	Signed by all councillors. New Model Code of Conduct adopted full council on 4 May 2021.
	Register of Interests (Pecuniary)	L	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	L	Register in place.

Date Feb-26

Agenda item 26.37 a Feb 2026

Date	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	Pre-School village store	Car Park	VAT reclaim	Total Receipts
				62000.00	414.37	425.00	28480.80	0.00	0.00	5000.00	1234.00	15319.55	112873.72
08/02/2026	cr	FVH	defib service		50.00								50.00
12/02/2026	cr	Sheep Fair	reimb inv				1125.00						1125.00
18/02/2026	cr	Sheep Fair	reimb inv				2511.81						2511.81
28/02/2026	cr	HSBC	interest		37.18								37.18
				62000.00	501.55	425.00	32117.61	0.00	0.00	5000.00	1234.00	15319.55	116597.71

Date Feb-26

Date	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Defibs	Open Spaces	Public Works Loan inc car park	Xmas Lights	Parking and Signage CIL	Pre-school incl CIL	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				13824.30	7424.55	1850.94	550.00	1169.00	24376.92	22337.60	386.94	55.48	33158.3	39559.08	4016.74	5101.92	153811.77
01/02/2026	BP	HMRC	Clerk Jan tax	277.40													277.40
	BP	F MacLeod	Clerk Jan salary	1109.30													1109.30
	BP	F MacLeod	Clerk Jan exps		36.90												36.90
06/02/2026	BP	Arun Business Supplies	supplies		42.30												42.30
	BP	FVH	Hall hire		83.50												83.50
	BP	Defib4Life	annual service					300.00									300.00
	BP	EDF Energy	electrical supply											21.11			21.11
09/02/2026	DD	PWL	PWL 2nd install							3292.35							3292.35
13/02/2026	BP	Josephs Camels	Sheep Fair services											1350.00			1350.00
19/02/2026	BP	Srawberry Marquees	Sheep Fair services											2511.81			2511.81
23/02/2026	DD	SECOM PLC	WH security											50.49			50.49
26/02/2026	DD	SSE Energy	services			74.50											74.50
				15211.00	7587.25	1925.44	550.00	1469.00	24376.92	25629.95	386.94	55.48	33158.30	43492.49	4016.74	5101.92	162961.43

**Bank reconciliation**

Balance as at 28 February 2026

CA 8170.33

DA 32344.43

**40514.76**

Balance B/forward

45940.43

Receipts

3723.99

Payments

9149.66

**40514.76**

Date Jan-26

Agenda item 26.37 a Jan 2026

	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	Pre-School village store	Car Park	VAT reclaim	Total Receipts
				62000.00	376.00	425.00	28150.84	0.00	0.00	5000.00	1234.00	15319.55	112505.39
29/01/2026	cr	HSBC	interest		38.37								38.37
30/01/2026	cr	Sheep Fair	reimb inv				329.96						329.96
				62000.00	414.37	425.00	28480.80	0.00	0.00	5000.00	1234.00	15319.55	112873.72

Date Jan-26

	Pmnt ID	Paid to		Salary & Tax	Admin incl subs	BT & SSE	Grants	Defibs	Open Spaces	Public Works Loan inc car park	Xmas Lights	Parking and Signage CIL	Pre-school incl CIL	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				12437.60	7160.36	1457.68	550.00	1169.00	22991.30	22337.60	311.94	0	33158.3	39090.56	4016.74	4921.92	149603.00
01/01/2026	BP	HMRC	Clerk Dec tax	277.40													277.40
	BP	F MacLeod	Clerk Dec salary	1109.30													1109.30
	BP	F MacLeod	Clerk Dec exps		27.00												27.00
	BP	F MacLeod	Clerk storage		70.00												70.00
06/01/2026	BP	EDF Energy	electrical supply											22.08			22.08
	BP	FVH	Hall hire		66.00												66.00
09/01/2026	DD	ICO	annual fee		47.00												47.00
21/01/2026	DD	SSE Energy	services			75.51											75.51
	BP	D Chaffe	services													180.00	180.00
	DD	BP Group PLC	services			317.75											317.75
	BP	Arun Business Supplies	supplies		12.19												12.19
	BP	J Wilson	expenses						65.62								65.62
23/01/2026	DD	SECOM PLC	WH security											50.49			50.49
	BP	L Kenna	survey exps									55.48					55.48
26/01/2026	BP	S Parton	Xmas lights								75.00						75.00
28/01/2026	BP	Sussex Manures	gritting services						1320.00								1320.00
	BP	NALC	training		42.00												42.00
30/01/2026	BP	Tech Event	Sheep Fair services											395.95			395.95
				13824.30	7424.55	1850.94	550.00	1169.00	24376.92	22337.60	386.94	55.48	33158.30	39559.08	4016.74	5101.92	153811.77

## Bank reconciliation

Balance as at 31 January 2026

CA 13633.18

DA 32307.25

**45940.43**

Balance B/forward

Receipts

Payments

49780.87

368.33

4208.77

**45940.43**

**Agenda Item  
26.27**

Report to **Findon Parish Council**  
Meeting Date **16 March 2026**  
From **Fiona MacLeod, Clerk**  
Title of Report **Previous actions not covered elsewhere on the Agenda**  
Purpose of Report **To note**

**Updates for noting**

25.117	Cllr Dean to investigate Connected County funds	Carried forward.
25.143	Public Area Risk Assessments	Future meeting.
26.09	Precept requirement to ADC	Completed.
26.14 2)	Scribe software	Scribe notified.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

**Agenda Item  
26.37 d**

Report to **Findon Parish Council**  
Meeting Date **16 March 2026**  
From **Fiona MacLeod, Clerk**  
Title of Report **Provision of Internal Audit services**  
Purpose of Report **For consideration/approval**

**1. Background**

- 1.1 Findon Parish Council (FPC) and the Sheep Fair have used Jennifer Smith, MAAT, at Smithe & Co based in Chichester since March 2024. Various other parish councils also use Smithe & Co for their internal audits.
- 1.2 Smithe & Co has confirmed that they would be happy to continue to provide internal audit services for FPC and the Sheep Fair and have quoted fees of £292.00 plus VAT for FPC and £216.00 plus VAT for the Sheep Fair for this financial year. This is lower than last year.
- 1.3 I have had no issues with Smithe & Co, who are very approachable and helpful, however I feel it is prudent to review internal audit provision on a regular basis.
- 1.4 I recently received an unsolicited email from Specialists in Local Councils (SILC) Ltd offering audit services etc to local authorities. SILC were incorporated into a Limited Company in September 2025 and further information on their services can be viewed at [www.silcltd.co.uk/audit](http://www.silcltd.co.uk/audit)

**2. For ratification by full Council**

- 2.1 Councillors are asked to consider the approval of Internal Audit services for a period of two years i.e. subject to review in March 2028.