

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

**NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED TO A MEETING OF THE  
PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE  
On 17 January 2019 at 8.30pm (or following the Planning Committee meeting if earlier) in the Findon  
Village 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  
11/1/2019**

**AGENDA**

- FG 19.01 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- FG 19.02 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON  
12/11/2018.**
- FG 19.03 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.
- FG 19.04 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED ELSEWHERE  
ON THE AGENDA**
- FG 19.05 PUBLIC QUESTION TIME**  
The Question Time is the only opportunity for the public 'to address the meeting in  
relation to the business to be transacted at that meeting' (Standing Order 1d).
- FG 19.06 REVIEW OF 2018/19 BUDGET SPEND**  
To review the current spend against budget
- FG 19.07 THREE TO FIVE YEAR STRATEGIC PLAN**  
To review the updated draft Plan
- FG 19.08 2019/20 PRECEPT/BUDGET**  
To discuss the draft proposals prior to consideration by Findon Parish Council.
- FG 19.09 RISK ASSESSMENT**  
To consider and approve the updated Risk Assessment.
- FG 19 10 ITEMS FOR NEXT CONSIDERATION AT A FUTURE COMMITTEE MEETING**

2018/19 BUDGET LINE LEDGERS Pmnt months  
as at 10 January 2019

Agenda item FG 19.06 doc 1

OPEN SPACES PMNTS	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	SUB TOTAL	BUDGET	%AGE	OCT	NOV	DEC	JAN	FEB	MARCH	SUB TOTAL	TOTAL FOR YEAR	BUDGET	%AGE	Comment
AC Gardens (see sep ledger)	200	1000	1600	400	300	1200	4700	7500	62.67%	700.00	0.00	0.00	0.00	0.00	0.00	700.00	5400.00	7000	77.14%	####
P Armitage and travis perkins #	0		0	0	0	0	0	1000	0.00%	0.00		0.00	207.00	0.00	0.00	207.00	207.00	1000	20.70%	
mole treatments	0	0	0	0	0	0	0	480	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480	0.00%	
winter maint	408	0	0	0	0	0	408	3000	13.60%	0.00	0.00	0.00	168.00	0.00	0.00	168.00	576.00	3000	19.20%	
volunteer equipment	0	92.52	0	0	0	17.85	110.37	1000	11.04%	2544.00	0.00	0.00	0.00	0.00	0.00	2544.00	2654.37	1000	265.44%	litter picker, ##
various	0	271.2	0	0	0	261.24	532.44	0		0.00	130.50					130.50	662.94	0		litter, salt bins, tree
mower	0	907.74	43.01	100	84.75	44	1179.5	500	235.90%	110.00	0	184.09	0	0	0	294.09	1473.59	500	294.72%	###
Monthly total	608	2271.46	1643.01	500	384.75	1523.09	6930.31	13480	51.41%	3354	130.5	184.09	375	0	0	4043.59	10973.9	12980	84.54%	

All payments inclusive of VAT where applicable  
# General & Fencing = £1k (budget)  
## Billy Goat purchase approved by FPC £2544  
### £1179.50 contribution from NGCT for repairs etc  
#### £1500 contribution from WSCC received Nov 2018

Month payment made																				
ADMIN PMNTS	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	SUB TOTAL	BUDGET	%AGE	OCT	NOV	DEC	JAN	FEB	MARCH	SUB TOTAL	TOTAL FOR YEAR	BUDGET	%AGE	Comment
clerk salary/ins	823.9	840.7	840.7	840.7	840.7	840.7	5027.4	10160	49.48%	840.70	840.7	840.7	840.7	840.7	840.7	5044.2	10071.6	10160	99.13%	
Clerk Exps	43.22	46.96	54.42	42.82	37.88	30.49	255.79	450	56.84%	35.10	40.5	29.75	35.15	35	35	210.5	466.29	450	103.62%	
clerk storage	0	0	65	0	0	65	130	260	50.00%	0	0	65	0	0	65	130	260	260	100.00%	
cartridges/ office supplies	0	42.36	0	0	0	119.74	162.1	700	23.16%	11.11	11.95	57.36	0	0	0	80.42	242.52	700	34.65%	incl cllr inks
web site ongoing	120	0	0	0	0	0	120	500	24.00%	0	0	0	0	0	0	0	120	500	24.00%	in IT support wef 06 2018
new web site/emails/ IT support	4200	0	2199.36	0	0	0	6399.36	6085	105.17%	440	0	0	440	0	0	880	7279.36	6085	119.63%	4k in precept
TEP	0	0	0	0	0	0	0	2000	0.00%	0	0	0	0	0	0	0	0	2000	0.00%	
int/ext audit	0		240	22.5	0	0	262.5	700	37.50%		0	481.44	0	0	0	481.44	743.94	700	106.28%	
Chairman allowance	0	80	48.19	0	45.3	90	263.49	250	105.40%	0	0	0	0	0	0	0	263.49	250	105.40%	
training	440.65	0	72	96	0	216	824.65	1000	82.47%	54.00	0	144	0	0	0	198	1022.65	1000	102.27%	incl GDPR
insurance	0	0	0	0	0	1841.79	1841.79	2000	92.09%	0	0	0	0	0	0	0	1841.79	2000	92.09%	
subs	631.22	0	0	0	0	0	631.22	700	90.17%	0	0	0	0	0	0	0	631.22	700	90.17%	
BT services	560.39	0	0	427.82	0	0	988.21	1000	98.82%	416.3	0	0	400	0	0	816.3	1804.51	1000	180.45%	
SSE	15.28	13.87	14.69	14.69	14.46	15.28	88.27	230	38.38%	13.87	14.69	14.92	15	15	15	88.48	176.75	230	76.85%	
legal costs	0	0	0	0	0	0	0	1000	0.00%	0	0	0	0	0	0	0	0	1000	0.00%	
cllr exps (1)	0	0	0	0	0	0	89.8	150	59.87%	0	0	0	0	0	0	0	89.8	150	59.87%	
new laptop	0	0	0	0	744	0	744	600	124.00%	0	0	0		0	0	0	744	600	124.00%	incl VAT
Monthly total	6834.66	1023.89	3534.36	1444.53	1682.34	3219	17828.58	27785	64.17%	1811.08	907.84	1633.17	1730.85	890.7	955.7	7929.34	25757.92	27785	92.70%	

1. travel & subsistence costs

All payments inclusive of VAT where applicable

**AC GARDENS GRASS CUT COSTS 2018/19 FINANCIAL YEAR**

**Agenda item FG 19.06 doc 2**

NEPCOTE GREEN/POND GREEN		WSSC VERGES		BUDGET	
DATE CUT	COST	DATE	COST	Precept	7000
20/04/2018	300	27/04/2018	400	WSSC	1500
				contrib	
04/05/2018	300	17/05/2018	400		
18/05/2018	300	11/07/2018	500 #		
23/05/2018	250 prep stoolball	28/08/2018	400		
01/06/2018	300	02/10/2018	400		
07/06/2018	50 prep Revels				
15/06/2018	300				
08/08/2108	300				
20/08/2018	300				
	200 ##				
03/09/2018	250 ###				
	50				
18/10/2018	250				
24/10/2018	50				
			<b>TOTAL</b>	<b>TOTAL</b>	<b>%age</b>
<b>cumulative</b>			<b>COST</b>	<b>BUDGET</b>	
<b>cost</b>	<b>3200</b>		<b>2100</b>	<b>5300</b>	<b>8500 62.35%</b>

cost includes time from opening lock up to when mower is returned, including filling with fuel and any maintenance

costs also incurred whilst waiting for mower to be repaired

May/June 2018 - heavy rain then sunshine = grass growing quickly; July 2018 - heatwave

budget allows for 10 cuts each for Pond Green and grass at back of village hall (£50 per cut), 7 cuts of verges (£400 per cut), and NG as required (£250 per cut)

# includes extra £100 to rectify batwing breaking during verge cuts

## hedgecutting as requested

### SF cut

#### WSSC contribution £1500 recd Nov 2018

**Agenda item FG 19.06 doc 3**

**Receipts**

Date	Dec-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				43000.00	24.08	228.00	12806.63	0.00	2679.50	25165.00	0.00	83903.21
03/12/18	cr	Sheep Fair	donation								500.00	500.00
29/12/18	cr	HSBC	interest		5.01							5.01
				43000.00	29.09	228.00	12806.63	0.00	2679.50	25165.00	500.00	84408.22

**Payments**

Date	Dec-18															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				6708.80	3704.97	1521.34	2400.00	648.22	10826.94	0.00	0.00	666.88	264.00	11917.95	7983.36	46642.46
04/12/18	100946	HMRC	Clerk Nov tax	168.20												168.20
	100947	F MacLeod	Clerk Nov salary	672.50												672.50
	100948	F MacLeod	Clerk Nov exps		29.75											29.75
	100949	F MacLeod	Clerk storage		65.00											65.00
10/12/18	100950	Arun Business Supplies	printer inks		42.36											42.36
	100951	SSALC	training		144.00											144.00
	100952	J Wilson	OS exps						18.52							18.52
	100953	R Carr	inks and OS exps		15.00				65.57							80.57
	100954	Landbuild Ltd	OW works							30198.00						30198.00
	100955	Moore Stephens	ext audit		481.44											481.44
21/12/18	DD	SSE	electrical supply			14.92										14.92
				7549.50	4482.52	1536.26	2400.00	648.22	10911.03	30198.00	0.00	666.88	264.00	11917.95	7983.36	78557.72

**Bank reconciliation**

Balance as at 31/12/2018		Balance	B/forward	95128.68
CA	33259.38		Receipts	505.01
DA	30511.05		Payments	31915.26
	<b>63770.43</b>			<b>63718.43</b>
Uncl'd chqs	761,844	<b>52.00</b>		
		<b>63718.43</b>		

**Agenda Item FG  
19.08**

Report to	<b>Finance &amp; Governance Committee</b>
Meeting Date	<b>17.01.2019</b>
From	<b>Clerk, Fiona MacLeod</b>
Title of Report	<b>Budget/precept for 2019/20</b>
Purpose of Report	<b>To finalise proposals prior to ratification by full Council</b>

**1. Budget/precept proposals**

- 1.1 An initial review of the draft working documents was undertaken by the Finance & Governance (F&G) Committee at its meeting on 12 November 2018. Further refinement has taken place and the updated Budget/Precept and Summary Position documents are attached as Appendices 1 and 2 respectively 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, the current and projected expenditure up to year end (31 March 2019) and the estimated figures for expenditure during 2019/20.
- 1.2 Consideration in the proposed budget/precept calculations has been given to the ongoing costs of grass cutting undertaken by contractors on behalf of Findon Parish Council (FPC) for the 2019/20 financial year. FPC received a welcome contribution of £1500.00 in 2018/19 from West Sussex County Council (WSSC) towards the cost of cutting the non-A24 grass verges in the parish, however it is not currently known if any contribution from WSSC will be made for 2019/20 onwards. In addition, FPC is developing its 3-5 year Strategic Plan alongside the precepted activities and the funds detailed in the Summary Position.
- 1.3 Following final review by the F&G Committee, FPC will have to consider increasing the precept to cover such items in para 1.2 and as reflected in Appendix 1. To put this into perspective, this represents an increase of 4.65%, however due to the increase in the tax base of households, the actual increase per Band D household is only 4%.
- 1.4 The precept for 2018/19 is £44.00pa per Band D household and based on a tax base of 975 households. Should a precept of £45k be recommended for approval by FPC at its meeting on 21 January 2019, my understanding is that this would equate to £45.78pa per Band D household based on a tax base of 983 households i.e. an increase of £1.78pa or £0.03p per week.

**2. Issues for ratification by full Council**

- 2.1 That the proposed precept/budget table and Summary Position be brought to the Findon Parish Council meeting on 21 January 2019 for approval and a precept request for 2019/20 be sent to Arun District Council.

**BUDGET/PRECEPT FOR 2019/2020**

draft only

<b>Cost</b>	<b>Precept 2018/19</b>	<b>Projected Costs 2018/19</b>	<b>Clerks Proposed Figures 2019/20</b>	<b>Comments and Assumptions</b>
<b>Administration</b>				
Insurance	£2,000.00	£1,841.00	£2,000.00	fixed cost until Sept 2020 assuming no new FPC assets
Cllr Expenses	£150.00	£150.00	£150.00	provision for travel costs re external meetings, etc not Open Spaces payments, projects
Chairman allowance	£250.00	£250.00	£250.00	eg costs towards Annual Parish Meeting
SALC/NALC/ Subscriptions	£700.00	£648.00	£675.00	
Training courses	£1,000.00	£1,000.00	£1,000.00	Councillors and Clerk Training & other networking events, 2019 election year
Audit fees	£700.00	£740.00	£700.00	
Clerks salary, tax	£10,160.00	£10,160.00	£10,764.00	pay review Nov 2018 backdated to April 2018 ( no pension contribution by FPC)
Clerks expenses	£450.00	£450.00	£450.00	no increase (travel incl to training etc)
Clrks storage	£260.00	£260.00	£260.00	no increase
Gen Admin Expns	£1,200.00	£750.00	£750.00	includes all cartridges, stamps, paper etc
BT Services	£1,000.00	£1,500.00	£1,000.00	ongoing dispute with BT re cloud services
Electrical supply	£230.00	£180.00	£230.00	no increase
Web site	£4,000.00	£6,800.00	£3,000.00	ongoing web site management, IT Support incl GDPR, licences, emails.
IT equipment	£0.00	£0.00	£800.00	projector and screen to enhance meetings for FPC and residents
Community Resilience	£0.00	£0.00	£500.00	to include local organisations
Legal costs	£1,000.00	£0.00	£1,000.00	Professional fees
<b>Sub TOTALS</b>	<b>£23,100.00</b>	<b>£24,729.00</b>	<b>£23,529.00</b>	
<b>Open Spaces</b>				
Well railings	£0.00	£0.00	£500.00	Restoration project. See also amount in Reserves
Grass cuts NG/verges	£7,500.00	£6,500.00	£7,500.00	assume nil WSCC contribution and 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. Costs incl annual full service for mower (£500)

BUDGET/PRECEPT FOR 2019/2020

draft only

Cost	Precept 2018/19	Projected Costs 2018/19	Clerks Proposed Figures 2019/20	Comments and Assumptions
Winter Maintenance	£3,000.00	£3,000.00	£3,000.00	variable costs dependent on weather
TEP	£2,000.00	£1,000.00	£1,000.00	Consultancy etc
volunteer equipment	£1,000.00	£1,000.00	£1,000.00	
Pond Green	£0.00	£0.00	£750.00	feasibility of additional car parking spaces
General incl Fencing, OS equip maint, bins	£1,000.00	£1,000.00	£2,500.00	NG fencing due for replacement. See also amount in Reserves.
<b>Sub TOTALS</b>	<b>£14,500.00</b>	<b>£12,500.00</b>	<b>£16,250.00</b>	
<b>Grants</b>				
St John the Baptist Clock maintenance	£250.00	£200.00	£200.00	
School PTA	£500.00	£0.00	£500.00	
Friends of SJTB Church	£700.00	£700.00	£700.00	
Pre-School	£1,500.00	£1,500.00	£1,500.00	
Village Hall rental	£900.00	£900.00	£900.00	financial arrangements tbc
Swimming Pool	£500.00	£0.00	£500.00	
Xmas lighting	£750.00	£650.00	£400.00	
Lambstails	£200.00	£0.00	£200.00	
<b>Sub TOTALS</b>	<b>£5,300.00</b>	<b>£3,950.00</b>	<b>£4,900.00</b>	
		<b>£41,179.00</b>		
<b>additional approved costs/under consideration</b>				
Billy Goat machine		£2,544.00		one off purchase
<b>sub TOTALS</b>	<b>£0.00</b>	<b>£2,544.00</b>	<b>£0.00</b>	
<b>Total</b>	<b>£42,900.00</b>	<b>£43,723.00</b>	<b>£44,679.00</b>	increase to 45k



## Summary Position

Opening Balance April 2018	£60,525.92	CA & DA
precept rec'd	£43,000.00	
<b>gross total</b>	<b><u>£103,525.92</u></b>	
Less expected expenditure 2018/19	<b><u>£50,000.00</u></b>	includes payments on behalf of Findon Sheep Fair
Less expected funded project expenditure 2018/19	<b><u>£30,200.00</u></b>	Operation Watershed incl VAT
net total	<b><u>£23,325.92</u></b>	
Estimated Receipts 2018/19 excl precept	£36,835.00	£1.5k WSCC grass cuts, Sheep Fair Payments, £2k legacy, £20k VAT to be reclaimed
Project grants received 2018/19	£25,165.00	Op Watershed net of VAT
Estimated Balance 31/03/19	<b><u>£85,325.92</u></b>	
Expenditure precept budget for year 2019/20	£44,763.00	from precept table
net total 2019/20	<b><u>£40,562.92</u></b>	
<b>Reserves C/F</b>		
Pre School building maintenance	£3,000.00	
replacement greens mower in 2019	£12,500.00	assumption share total cost with Cissbury Estate tbc
WH Phase 2 consultants and public consultation	£2,000.00	assumption managed by FPC
Tree Fund	£1,000.00	
Allotments	£450.00	
TEP future costs	£2,000.00	in collaboration with WSCC/SDNPA
Homewood play area	£1,000.00	
Contingency	£3,000.00	2019 election costs
Pond Green public consultation	£1,000.00	incl legal advice
Pond Green enhancements	£4,000.00	
replacement fencing Nephcote Green	£2,500.00	
legal costs (contingency)	£2,000.00	
wells railing restoration	£1,000.00	
Xmas street fair	£3,000.00	
	<b><u>£38,450.00</u></b>	
April 2019 estimated CA starting balance	<b><u>£2,112.92</u></b>	
<b>Precept required</b>	<b><u>£45,000.00</u></b>	

## Findon Parish Council (FPC) Risk Assessment and Management 2018/19

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>ACTION</b>
<b>Finance</b>	Banking	<b>M</b>	Dealt with in Financial Regulations that were updated and approved by full Council in 2015
	Risk of consequential loss of income	<b>L</b>	Insurance cover. <i>Laptop uses Cloud technology for secure file storage.</i>
	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. Two signatories on cheques. Bank reconciliations checked.
	Comply with Customs & Excise Regulations	<b>L</b>	Use VAT helpline when necessary. VAT claims calculated by Clerk. Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	<b>L</b>	Council receive detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	<b>M</b>	Confirmation with SALC on current legislation prior to any resolution to borrow monies.
<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, 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 requirements	<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. Standing Orders and Committee Terms of Reference including delegations revised and approved by full council in 2015.
	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 <i>GDPR</i> . Document Retention Policy to be formalised.
	General Data Protection Regulations (GDPR)	<b>H/M</b>	<i>New FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.</i>
<b>Council Propriety</b>	Code of Conduct	<b>L</b>	Signed by all councillors.
	Register of Interests (Pecuniary)	<b>L</b>	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	<b>L</b>	Register in place.

Reviewed and approved by the Finance &amp; Governance Committee 17 January 2019. Signed

Dated

Rev 01 2020