

**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 in the **Findon Village Hall on Monday 24 June 2019** at 7.30pm 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
18/6/2019**

AGENDA

19.57 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

19.58 CHAIRMAN'S ANNOUNCEMENTS

19.59 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.

19.60 COUNCILLOR VACANCIES AND CO-OPTION

To receive an update and consider any-co-options to fill the four vacancies.

**19.61 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
13/5/2019**

**19.62 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED
ELSEWHERE ON THE AGENDA**

**19.63 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL
(WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

19.64 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.

- 19.65 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19**
To note the Internal Auditor's report, agree AGAR section 1 – annual governance statement 2018/19, and agree accounting statements 2018/19.
- 19.66 GRANT APPLICATIONS**
To consider approval of grant applications received (as circulated).
- 19.67 FINDON VILLAGE HALL EXTENSION**
To consider any next steps towards a Public Works Loan.
- 19.68 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 19.69 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
b) Community Minibus service
- 19.70 DUKE OF EDINBURGH ADVENTURE EVENT AT THE GALLOPS**
To consider further information regarding the event management.
- 19.71 CLERKS REPORT**
To note the report and consider any items for ratification.
- 19.72 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 19.73 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) Community Resilience Plan for Findon
b) 3 year Strategic Plan
c) Village Bus Shelter
d) Assets of Community Value
e) Village Hall Trust
f) Findon Village Pre-School
g) Joint Eastern Arun Area Committee (JEAAC)
h) Allotment Gardens
i) Replacement Greens mower
j) Nercote Green Charitable Trust (NGCT)
- 19.74 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
- 19.75 ITEMS TO BE REFERRED TO NEXT AGENDA**

FINDON PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2019

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2018/2019 has recently been completed. The audit included all financial transactions for the period 1 April 2018 to 31 March 2019 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the receipts and payments account for the year; review of spreadsheets; review of bank statements and cheque book stubs; review of supplier invoices and claims for reimbursement; review of receipts; review of agendas and minutes of meetings; review of budgets; review of fixed asset register and insurance policy; review of payroll records; confirmation that bank reconciliations and reports are prepared regularly and reviewed at meetings of the Parish Council; and confirmation that the Council's standing orders and financial regulations are kept up to date.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes and other financial information were found to be in reasonable order.
- 3) A spreadsheet has been set up to record VAT on expenses payments (but this only went up to December 2018)

VAT had not been claimed on

- a) the invoice from SSE of 72 pence in April 2018
- b) the annual BT bill of 21 pence in April 2018
- c) Clerks expenses (USB and paper from Asda) £2.63
- d) the invoice from SSE of 72 pence in April 2018
- e) invoice from SSE of 65 pence in May 2018
- f) invoice from SSE of 69 pence in June 2018
- g) invoice from SSE of 69 pence in July 2018
- h) invoice from BT of £48.50 in July 2018
- i) invoice from BT of £22.80 in July 2018
- j) Clerks expense (paper from Asda) 54 pence in August 2018
- k) invoice from SSE of 68 pence in August 2018
- l) On John Wilson expenses of £2.98
- m) invoice from SSE of 72 pence in September 2018
- n) Clerks expense (paper from Asda) 46 pence in October 2018
- o) invoice from SSE of 65 pence in October 2018
- p) invoice from BT in October 2018 of £50.36
- q) invoice from BT in October 2018 of £19.02
- r) invoice from SSE of 69 pence in November 2018
- s) Clerks expense (paper from Asda) 46 pence in December 2018

There may be further omissions, but the excel sheet only recorded items up to 31 December 2018. The VAT amounts of less than a pound have not been claimed previously due to the small amounts involved. The clerk will include these on future returns.

- 4) The fixed asset value on the annual return should show last year's value (£143,088) plus the additions in the year (litter bins £363, Billy Goat machine £2,544, JohnDeere £15,041 and laptop £744 less the cost of the old mower) – total = £152,330. The clerk had correctly included the additions, but forgot to remove the old mower.

- 5) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to.
- 6) I also audited the Sheep Fair accounts, which were found to be in good order

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and following a few adjustments, accurately record the Council's financial position.

Rachel Hall (ACA)

11 June 2019

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

FINDON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	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 assessed 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 and year-end bank account reconciliations were properly carried out.	✓		
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 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/06/2019

Name of person who carried out the internal audit

RACHEL HALL (ACA)

Signature of person who carried out the internal audit

Rachel Hall

Date

11/06/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FINDON 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 2019, 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
			✓

*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 should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman _____

Clerk _____

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

HTTP://WWW.FINDONPARISHCOUNCIL.CO.UK

Section 2 – Accounting Statements 2018/19 for

FINCOM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	59890	57869	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	40000	43000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30176	63196	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	10042	10669	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	61655	88547	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	57869	64849	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	57869	64849	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	143088	152330	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 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

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

FINDON PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not 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 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Findon Parish Council

Bank Reconciliation Financial Year ending 31 March 2019

Prepared by Fiona MacLeod, Responsible Financial Officer

Date: 31/05/2019

Balance per bank statement as at 31 March 2019

Current Account Balance

£ 34,407.66 +

Deposit Account Balance

£ 30,526.10+

Total

£ 64,933.76

Un-cleared Cheques

£ 85.00

100761, 100844, 100961

100982

Total **£64848.76**

Cash Book Reconciliation

Opening Balance as at 1/4/2018

£ 57,867.93 +

Total Receipts for 2018/19

£ 106,196.03-

Total Payments for 2018/19

£ 99,215.20

Closing Balance as at 31/3/2019

£ 64,848.76

Explanation of Variances

	<u>2017/2018</u> <u>£ restated</u> <u>where</u> <u>applicable</u>	<u>2018/2019</u> <u>£</u>	<u>Variance</u> <u>£</u>	<u>Variance</u> <u>%</u>	<u>Detailed explanation of variance (with</u> <u>amounts) if more than 15%</u>
<u>Box 2</u> <u>Precept</u>	<u>40000</u>	<u>43000</u>	<u>3000</u>	<u>7</u>	
<u>Box 3</u> <u>Other receipts</u>	<u>30176</u>	<u>63196</u>	<u>33020</u>	<u>109</u>	£25K (net of VAT) grant funding received from West Sussex County Council for Operation Watershed works. VAT reclaim £19k.
<u>Box 4</u> <u>Staff costs</u>	<u>10042</u>	<u>10669</u>	<u>627</u>	<u>6</u>	<u>n/a</u>
<u>Box 5</u> <u>Loan interest</u> <u>/capital</u> <u>repayments</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>0</u>	<u>n/a</u>
<u>Box 6</u> <u>All other payments</u>	<u>61655</u>	<u>88546</u>	<u>26891</u>	<u>43</u>	£30k Contractor payment (incl VAT) re Operation Watershed works.
<u>Box 7</u> <u>Balances carried</u> <u>forward</u>	<u>57869</u>	<u>64849</u>	<u>6980</u>	<u>12</u>	<u>n/a</u>
<u>Box 8</u> <u>Cash & short term</u> <u>investments</u>	<u>57869</u>	<u>64849</u>	<u>6980</u>	<u>12</u>	<u>n/a</u>
<u>Box 9</u> <u>Fixed assets & long</u> <u>term assets</u>	<u>143088</u>	<u>152330</u>	<u>9242</u>	<u>6</u>	<u>n/a</u>
<u>Box 10</u> <u>Total Borrowing</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>0</u>	<u>n/a</u>

Parish of Findon, Clapham and Patching – St John the Baptist, Findon

As members of this PCC we are committed to the safeguarding, care and nurture of all our members.

We recognise that safeguarding is everyone's responsibility.

We are committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops

We will carefully select and train all those who work or volunteer in positions of trust. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.

We will respond, without delay, to every concern made that a person for whom we are responsible may have been harmed.

We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.

We will seek to ensure that anyone for whom we have pastoral responsibility who has suffered abuse is offered support that meets their needs.

We will respond appropriately to those who have committed sexual offences who wish to join our fellowship, following House of Bishop's guidance and the advice of the Safeguarding Team.

We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Safeguarding Representative is:

Name: *Ann Hollyhomes*

Address: *Thurston House, Soldiers Field Lane, Findon, West Sussex*

Post Code *BN14 0SH*

Telephone number 01903 872475

Email address: *saferguardingfcp04@gmail.com*

Signed on behalf of the PCC:

Name/Signed.....*[Signature]*.....Incumbent

Name/Signed.....*[Signature]*.....Churchwarden

Name/Signed.....*[Signature]*.....Churchwarden



Date:

A copy of this statement is to be displayed in the church and a copy sent to the Diocesan Safeguarding Team

Trustees Annual Report and Financial Statements

The Parochial Church Council of Findon, Clapham & Patching Registered Charity No. X72108

For the year ended 31 December 2018

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The Rectory, School Hill, Findon Village,
Worthing, West Sussex BN14 0TR

Incumbent: Rev Helena Buque

Independent examiner: Mr Ken Elliott FCCA FCIS, 6 Summerfields, Findon,
West Sussex BN14 0TU

Bankers and Financial Acceptors:

Barclays Bank Plc
Leicester LE87 2BB

CCLA Investment Management Ltd.
The Central Board of Finance
Church of England Funds
80 Cheapside
London EC2V 6DZ

Trustees Annual Report and Financial Statements

Structure, governance and management

The parish comprises the villages of Findon, Clapham and Patching, each with its own church – St John the Baptist, Findon – St Mary the Virgin, Clapham – St John the Divine, Patching.

The parish is part of the Deanery of Worthing in the Diocese of Chichester within the Church of England.

The PCC is deemed to be an excepted charity under the Charities Act 1993 (Registered Charity No X72108), meaning that it has to abide by and be subject to the Charities Act legislation, but it does not have to file its annual Report and Accounts with the Charity Commission.

Copies of the Annual Report and Accounts are sent to the Chichester Diocesan Fund and Board of Finance through Church House, Hove.

During the year the following served as members of the Parochial Church Council:

Incumbent: Rev. Helena Buque Priest in Charge

Curate: Rev. Colin Cox

Wardens: Mr Ralph Budden St John the Baptist, Findon
Mr John Scadgell St John the Baptist, Findon
Mrs Kath Hutchinson St John the Divine, Patching and PCC Vice-Chairman
Mrs Gail Smith St Mary the Virgin, Clapham

Elected Members: Mr Robert Barber – Vice-Chairman and Deanery Synod Member (part year)
Lady Best
Mr Matt Dixon
Mr Michael Drakeford – Hon. Treasurer
Mrs Gwyneth Frost (part year)
Ms Sian Fletcher (part year)
Mr Christopher Fullalove (part Year)
Lt Cdr John Hammond OBE - Deanery Synod Member
Mr John Haskey – Deanery Synod Member (part year)
Mr Ian Hollyhomes
Mr Graham Langford
Mrs Tessa McCormick
Mrs Pauline Prior (part year)
Mr Richard Prior (part year)
Mrs Elizabeth Pratt (part year)
Mr Ian Swales – Hon. Secretary and Deanery Synod Member

Co-opted Member Mrs Ann Hollyhomes

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The members of the PCC are detailed as above. The PCC have met regularly during the year.

Trustees Annual Report and Financial Statements

Aim and Purposes

Walking together in the Way of Christ and sharing His love with others.

Objectives and Activities

The roles, objectives and responsibilities of the PCC are documented and discussed with new members each year immediately after the APCM. The Church Wardens, Secretary and Treasurer attend courses run by the diocese on their particular and related areas of responsibility.

Parish Committees, Groups and Teams:

Standing Committee: This is the only Committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the PCC, providing a quorum is present.

Family Service Team: A team, appointed by the Incumbent, providing simple non-Eucharistic services primarily held at St John the Baptist Church, Findon.

Parish Support Group: A team created by the PCC to introduce the Parish Giving Scheme and support further giving by the community.

Parish Visiting Team: A team, appointed by the Incumbent, to make home visits to members of the church who are unable to attend church services.

Messy Church: A team, appointed by the Incumbent, providing a monthly event aimed at encouraging non-church going children and families to become involved in the church.

Lunch at One Team: A team of volunteers who run the 'Lunch at One' at the Findon Village Hall once a month. They have kindly donated a portion of their profits to the Parish.

Achievements and performance

Church membership and buildings:

There are 171 members on the electoral roll as at 31 December 2018, with 131 recorded for Findon and 21 for Clapham and 19 for Patching.

Generally the three churches are in a good state of repair. It is pertinent to record here the enormous help that is given by the 'Friends of Clapham and Patching Churches' for meeting most of the major repairs in these two churches. Also a further charity has been set up named 'Friends of St John the Baptist Church, Findon', which helps with the fabric repairs of St John the Baptist Church.

Trustees Annual Report and Financial Statements

Financial Review

1. The total receipts on general unrestricted funds received were £80,572.73 and are detailed in the Financial Statements.
2. The largest expenditure of the PCC was the sum of £43,641.00 paid to the Deanery to defray the ministry costs. This amount contributes towards the housing, stipend and pension costs of the clergy, a standard sum for diocesan central costs and clergy training, and a contribution to national church funds.
3. Certain incomes are shown in the books for either Findon or Clapham and Patching and these are noted in the accounts. The Parish adopts the receipts and payments reporting method.
4. Our Missionary work and Charitable giving has supported our schools and local and non-local charities.
5. The pew Gift Aid envelopes have provided a further source of income by way of donations and reclaimable tax.
6. Two legacies were received during the year.
7. The Parish has adopted the Parish Giving Scheme. Using the direct debit scheme regular giving can be facilitated to enable the Parish to collect funds by a single monthly payment and shortly thereafter receive commensurate Gift Aid refunds. This greatly improves efficiency and cash-flow.

Reserves Policy

1. It is PCC policy to invest surplus fund balances with the CBF Church of England deposit fund.

Signed



Michael Drakeford
Treasurer to the Parochial Church Council of Findon, Clapham and Patching

Trustees Annual Report and Financial Statements

Parochial Church Council of Findon, Clapham and Patching

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

	2018	2017
Receipts		
Voluntary Receipts		
Planned giving	£9,780.00	£16,925.00
Collection at services	£5,690.11	£6,157.77
Sundry donations and appeals	£3,959.84	£7,636.23
Gift Aid Envelopes	£5,809.22	£8,293.46
Income tax recovered - 2017/18	£8,591.23	£9,375.89
Parish Giving Scheme	£12,537.00	£0.00
Legacies – Restricted	R £0.00	£0.00
Legacies	£15,000.00	£0.00
	<u>£61,367.40</u>	<u>£48,388.35</u>
Activities for generating funds		
Fetes, bazaars and fund-raising events	R £313.26	£3,845.00
Christmas Tree Festival	£0.00	£2,267.76
Wall safes	R £247.37	£516.77
Bookstall	£85.71	£254.11
	<u>£646.34</u>	<u>£6,883.64</u>
Income from investments		
Dividends and interest	<u>£949.95</u>	<u>£536.41</u>
	<u>£949.95</u>	<u>£536.41</u>
Income from Church activities		
Funerals	£9,928.00	£9,099.50
Fees from weddings etc. for PCC	£7,147.50	£10,564.00
Parish magazine	£0.00	£0.00
	<u>£17,075.50</u>	<u>£19,663.50</u>
Other incoming resources		
Unrestricted		
Village Hall Breakfast and Service	£176.05	£141.38
Rectory - costs refund	£422.60	£427.83
Secular Charities + Church Mission	£495.52	£627.54
	<u>£1,094.17</u>	<u>£1,196.75</u>
Restricted		
Messy church etc.	R £372.97	£334.70
Fabric fund	R £635.00	£8,349.56
VAT refunds	R £3,998.09	£979.74
Organ fund receipt Patching	R £150.00	£0.00
Bells	R £1,888.75	£77.00
Books of Remembrance	R £1,173.00	£64.00
Friends of St John the Baptist reimburse	R £10,000.00	£0.00
	<u>£18,217.81</u>	<u>£9,805.00</u>
	<u>£99,351.17</u>	<u>£86,473.65</u>
Total Receipts		
NOTE		
Transfer from Deposit account included above	R <u>£0.00</u>	<u>£0.00</u>

Trustees Annual Report and Financial Statements

Parochial Church Council of Findon, Clapham and Patching

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

	2018	2017
Payments		
Church activities		
Missionary and charitable giving:		
St John the Baptist School	£0.00	£150.00
St Andrews Boys School	£0.00	£0.00
Mission and Church Society	£251.99	£1,185.58
Deanery Synod	£0.00	£0.00
Other secular charities	£766.48	£1,702.43
	<u>£1,018.47</u>	<u>£3,038.01</u>
Ministry costs		
Unrestricted		
Diocesan parish contribution	£43,641.00	£30,000.00
Other clergy costs	£1,701.90	£1,072.59
Architect Fees	£0.00	£1,080.00
Parish running expenses	£19,347.36	£17,268.41
Parish maintenance	£1,744.65	£2,111.17
Heating/Lighting	£4,484.16	£4,371.91
Upkeep of parish services	£1,794.11	£2,037.50
Rectory costs	£3,796.03	£3,523.34
Parish magazine	<u>£0.00</u>	<u>£0.00</u>
	<u>£76,509.21</u>	<u>£61,464.92</u>
Restricted		
Messy Church	R £865.08	£413.69
Bell tower	R £360.00	£153.00
Upkeep of churchyard	R £0.00	£1,771.60
Capital Projects	R £908.58	£271.24
Organ	R £1,549.73	£1,844.05
Fabric fund – Repairs	R £25,443.80	£6,160.22
Book of Remembrance	R £1,109.86	£197.54
	<u>£30,237.05</u>	<u>£10,811.34</u>
Governance costs	<u>£100.00</u>	<u>£100.00</u>
	<u>£100.00</u>	<u>£100.00</u>
Total Payments	<u><u>£107,864.73</u></u>	<u><u>£75,414.27</u></u>
NOTE		
Transfer to Deposit Account included above	<u>£0.00</u>	<u>£0.00</u>

Trustees Annual Report and Financial Statements

Parochial Church Council of Findon, Clapham and Patching

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

	Balance b/f 01-Jan-18	Income	Expenditure	Balance c/f 31-Dec-18
Restricted Funds				
Findon				
Fabric fund	£138,316.72	£865.82	£796.58	£138,385.96
Book of Remembrance Fund	£709.97	£266.00	£363.89	£612.08
Children's Work	£7,619.43	£372.97	£865.08	£7,127.32
Organ fund (incl Choir fund)	£0.00	£0.00	£830.87	-£830.87
Audio System	£145.00	£0.00	£0.00	£145.00
Capital Projects	£18,841.40	£13,998.09	£25,443.80	£7,395.69
Bell Tower Fund	£0.00	£1,888.75	£360.00	£1,528.75
Clapham				
Fabric Fund	£7,710.15	£190.85	£56.00	£7,845.00
Capital Projects	£430.35	£0.00	£0.00	£430.35
Organ/Restoration Fund	£0.00	£0.00	£513.80	-£513.80
Book of Remembrance Fund	£0.00	£0.00	£0.00	£0.00
Patching				
Fabric Fund	£6,984.67	£138.96	£56.00	£7,067.63
Capital Projects	£1,020.09	£0.00	£0.00	£1,020.09
Book of Remembrance Fund	£0.00	£907.00	£745.97	£161.03
Organ Fund	£0.00	£150.00	£205.06	-£55.06
	<u>£181,777.78</u>	<u>£18,778.44</u>	<u>£30,237.05</u>	<u>£170,319.17</u>
Unrestricted Funds * see note 1				
Parish	£0.00	£43,579.99	£59,652.37	-£16,072.38
Findon	£24,686.81	£26,985.20	£11,840.99	£39,831.02
Clapham	£8,228.91	£2,995.95	£2,786.08	£8,438.78
Patching	<u>£8,228.91</u>	<u>£7,011.59</u>	<u>£3,348.24</u>	<u>£11,892.26</u>
	<u>£41,144.63</u>	<u>£80,572.73</u>	<u>£77,627.68</u>	<u>£44,089.68</u>
TOTAL FUNDS	<u><u>£222,922.41</u></u>	<u><u>£99,351.17</u></u>	<u><u>£107,864.73</u></u>	<u><u>£214,408.85</u></u>

	Balance 01-Jan-18	Balance 31-Dec-18
represented by:		
CCLA deposit account	£191,162.75	£192,112.70
Barclays Bank current account	£31,759.66	£22,296.15 * Note 2
	<u>£222,922.41</u>	<u>£214,408.85</u>

CBF Investment Fund

£8,525.09

£8,397.22

*note 1 The financial accounts are produced on the basis of income and expenditure incurred during the year.
*note 2 After applying unpresented cheques totalling £1,094.44


Trustees Annual Report and Financial Statements

Parochial Church Council of Findon, Clapham and Patching

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Current Assets		
Bank and Cash Accounts		
Barclays Bank	£ 22,296.15	
CCLA Deposit account	£192,112.70	
Total Current Assets		£214,408.85
Total Current Liabilities		<hr/>
Net Assets		<u>£214,408.85</u>
 Represented by:		
Accumulated Fund		
Balance at 1 January 2018	£222,922.41	
Excess of Expenditure over income	<u>£ 8,513.56</u>	
Balance at 31 December 2018		<u>£214,408.85</u>

Signed:



Michael Drakeford
Treasurer of the PCC for Findon, Clapham and Patching

Approved by the Parochial Church Council on 26th March 2019 and signed on its behalf



Helena Buque
Chairman

Trustees Annual Report and Financial Statements

The accompanying notes form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

Convention:

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 which came into force on 1 August 2006, together with applicable accounting standards and best practice as laid down in the Statement of Recommended Practice" Accounting and Reporting by Charities (SORP 2005) issued in March 2005. The PCC is subject to legal requirements of the Charities Act 1993, even though it is a charity exempted from registration.

Funds

Unrestricted Funds: Represent the funds of the PCC that are not subject to any restrictions on use and are available for application on the general purposes of the PCC for charitable objects.

Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted Funds: Include all money and assets that have been given for a particular purpose by the donor or fundraising events held for particular purposes, e.g. from a special appeal or specific legacy. Monies given and raised specifically for restoration works fall into this category.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law.

There are no endowment funds.

Unrestricted Funds Reserve policy:

It is generally accepted in the diocese that a PCC should maintain a balance on the general unrestricted funds (excluding property) which equates to approximately nine months-worth of unrestricted payments as a contingency against unforeseen situations. The Parish, having met its promised contribution to the Diocese in full, had a closing bank balance representing unrestricted funds of £44,089.68 as at 31 December 2018 would not have met this contingency.

Incoming resources:

Voluntary income and capital sources:

- Collections are recognised when received by or on behalf of the PCC.
- Planned Giving receivable under Gift Aid is recognised only when received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is in receipt of the amount due.
- Funds raised by events and the sale of books and magazines from the church bookstall are accounted for gross.

Income from investments:

Dividends and interest received are accounted for when due and paid.

Surplus Funds Policy:

The PCC policy is to invest surplus funds with the CBF Church of England Deposit fund.

Trustees Annual Report and Financial Statements

Resources:

Resources used: Resources expended are accounted for on an accrual basis.

Grants: Grants and donations are accounted for when received.

Activities directly relating to the work of the Church: The Deanery parish contribution is accounted for when paid.

Fixed Assets:

Consecrated property and moveable church furnishings: Consecrated and beneficed property of any kind is excluded from the accounts for s.96(2(a) of the Charities Act 1993. Moveable church furnishings held by the Incumbent and Church Wardens on special trust for the PCC, and which require a faculty for disposal, would be accounted for as unalienable property unless consecrated. They are listed in the church's inventory which can be inspected (at any reasonable time).

All expenditure on consecrated or beneficed buildings and individual items costing under £250 are written off in the year they were occurred.

Other Funds

The Book of Remembrance at Findon, donated by a parishioner, is written up from time to time. Donations are received from individuals to defray the cost of the entries. This is also the practice at Clapham and Parching.

Chancel Trusts under the Tithe Act

The Diocesan Board of Finance maintains a permanent trust on behalf of St John the Baptist Church, Findon, a holding of Central Board of Finance of the Church of England Investment (income) Shares (Account No. 110001436S) accumulated income from which may be used defray the cost of repairs to the fabric of the chancel of the parish church.

The investment consists of 520 shares in the CBF Investment Fund with a market value as at 31 December 2018 of £8,397.22.

The total income accumulated up to 31 December 2018 was £7,043.43. (2017 - £6,711.22).

For the first time this year there is shown the Parish holding in the Fixed Interest Securities Fund consisting of 230.64 units valued at £369.59 (Account number 110001029F).

Trustees Annual Report and Financial Statements

The Independent examiner's report

The Independent examiner's report to the PCC of Findon, Clapham & Patching

I report on the accounts of the PCC for the year ended 31 December 2018, which are set out on pages 4 to 8.

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 (*the 2011 Act*) do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....*K. Elliott*.....

Date.....*27th March 2019*.....

Kenneth Elliott

Honorary Independent Examiner, 6 Summerfields, Findon, Worthing, West Sussex BN14 0TU

AGENDA ITEM
19.66



APPLICATION FOR A GRANT

Name of Organisation :- LAMBSTAILS

Name and Position of Applicant: JUDITH DAVIES - CHAIRMAN
FYHT.
- LAMBSTAILS
MANAGER

Amount requested:- £100

Purpose for which the grant will be used:-

REPLACE BROKEN CHAIRS & TABLE

Grant cheque to be made payable to: FINDON VILLAGE HALL TRUST

Address cheque to be issued to: FINDON VILLAGE HALL TRUST
HIGH ST
FINDON BN14 0TA

Applicant Signature: 

Date:- 24th May 2018

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 1 JUNE 2019.

GENERAL DATA PROTECTION REGULATIONS:
Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village, BN16 1LY TEL: 01903 877225

Approved by Findon Parish Council on 14 May 2018



APPLICATION FOR A GRANT

Name of Organisation :- FINDON VILLAGE HALL TRUST

Name and Position of Applicant: JUDITH DAVIES - CHAIRMAN.

Amount requested:- £500.00

Purpose for which the grant will be used:-

TO HELP TOWARDS THE COST OF THE RENOVATION & EXTENDED NEW FLOOR IN THE MAIN HALL. RESIDENTS LOAN COVERED SOME OF THE COST BUT WE HAVE A SHORTFALL OF £1000.

Grant cheque to be made payable to: FINDON VILLAGE HALL TRUST

Address cheque to be issued to: FINDON VILLAGE HALL TRUST
HIGH ST FINDON BN14 0TA

Applicant Signature:

Date:- 24th MAY 2019

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 1 JUNE 2019.

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Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village, BN16 1LY TEL: 01903 877225

APPLICATION FOR A GRANT

Name of Organisation :- St John the Baptist PTA,
Findon

Name and Position of Applicant: Cheryl Kidd, Treasurer

Amount requested:- £750

Purpose for which the grant will be used:-

We are applying for this grant to purchase two gas urns which will enable us to have hot drinks at the school community events which is not possible currently due to the tricky electrics.
The PTA run community events throughout the year which is so important in bringing the community together whilst raising funds for the school.

Grant cheque to be made payable to: St John the Baptist Findon PTA

Address cheque to be issued to: St John the Baptist School, Schopol Hill,
Findon, BN14 0TR

Applicant Signature: 

Date:- 1st June 2019

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 1 JUNE 2019.

GENERAL DATA PROTECTION REGULATIONS:
Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village,
BN16 1LY TEL: 01903 877225



APPLICATION FOR A GRANT

Name of Organisation :- FRIENDS OF ST JOHN THE BAPTIST CHURCH FINDON

Name and Position of Applicant: GERALD HIGGS CHAIRMAN

Amount requested:- £700

Purpose for which the grant will be used:- THE GRANT WILL BE A
CONTRIBUTION TOWARDS THE REPAIR OF THE CHURCH BELLS

Grant cheque to be made payable to: THE FRIENDS OF ST JOHN THE BAPTIST
CHURCH FINDON

Address cheque to be issued to: 23 CONVENT GARDENS,
FINDON
W. SUSSEX BN14 0RZ

Applicant Signature: G. Higgs

Date:- 14/5/2019

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 1 JUNE 2019.

GENERAL DATA PROTECTION REGULATIONS:

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village, BN16 1LY TEL: 01903 877225

Approved by Findon Parish Council on 14 May 2018

APPLICATION FOR A GRANT

Name of Organisation: PCC of Findon, Clapham and Patching

Name and Position of Applicant: Treasurer of PCC of Findon, Clapham and Patching and PCC member.

Amount requested: £1,000

Purpose for which the grant will be used:-

The parish includes the churches in both Patching (St John the Divine) and Clapham (St Mary the Virgin) and the largest church, which is that at Findon, being St John the Baptist. The majority of church activities and services take place in Findon and it is here where the rectory is situated. Clearly, most of those served by the Parish reside in and around Findon.

The finances are split between the costs of both running the Parish, and keeping the three listed churches in good shape, and these amount to around £100,000 annually. The latter part includes the cost of maintaining the fabric, which includes such items as the structure of St John the Divine, the windows, the bells and the internal areas. We depend on the generosity of the Friends of St John the Baptist to assist with this along with external grants. In 2017/2018 £5,000 was spent on tower repairs, £19,000 on windows (towards which £10,000 was kindly given by The Friends of St John), £5,000 on repairs to walls, and in 2019 £15,000 will be spent on the Findon bells. Again, the Friends have indicated help for the bells.

The church offers essential services to the village. These include weddings, baptisms and funerals, helping the aged and the young (through our youth club, messy church and the school), visiting the infirm, comforting those terminally ill and supporting the bereaved.

Our request for a grant is towards the actual cost of maintaining these Parish services to including the stipend of the vicar, the running of the Parish Office and the rectory, church insurance, upkeep of parish services, maintenance, heating, lighting, rates, and charities. Our anticipated budgeted figure for running costs for 2019, covering the whole Parish is £ 66,000.

Towards these costs the Parish raised £46,000 last year from monies collected at services and regular giving, plus sundry donations. By appealing to individuals we are hoping to raise this to £56,000, leaving a shortfall of £10,000 which will be drawn from our depreciating reserves.

We are continuing to raise more funds from individuals through the newly formed Parish Giving Scheme, but after an initial success, so far this year this has not continued as we had hoped. Unless we can do better, in the medium term we could find that we find ourselves merged with another parish and no longer have a dedicated vicar. We are doing our best to extend the activities of the church in Findon, and to make the church financially secure, but we need more help.

In summary, we believe that our church and the activities associated with it, available to the whole village, are important to Findon. The church is part of the village and the village is part of the church.

Grant cheque to be made payable to:

PCC of Findon, Clapham and Patching

Address cheque to be issued to:

**Helena Buque,
The Rectory,
School Hill
Findon
BN14 0TR**

Applicant Signature:

Date:- 30th May 2019

Michael Drake

FINDON
Parish Council

APPLICATION FOR A GRANT

Name of Organisation :- St John the Baptist CE Primary School

Name and Position of Applicant: Richard Yelland - Headteacher

Amount requested:- €250-00

Purpose for which the grant will be used:-

Maintenance & Servicing of
restored school clock.

Grant cheque to be made payable to: St John the Baptist School

Address cheque to be issued to: School Hill, Findon, W. Sussex
BN14 0TR

Applicant Signature: Richard Yelland

Date:- 9/5/19

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 1 JUNE 2019.

GENERAL DATA PROTECTION REGULATIONS:

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village,
BN16 1LY TEL: 01903 877225

St John the Baptist C.E. Primary School, Findon

SUMMARY OF 2018/19 ACCOUNTS

3313

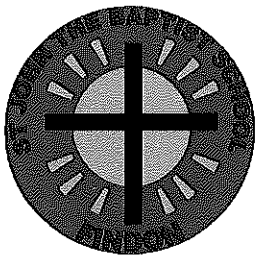
BD20

	Amount (£)	
BALANCE BROUGHT FORWARD FROM 2017/18	64,634.39	
DEVOLVED FORMULA CAPITAL GRANT FROM 2017/18	0.00	
BALANCES BROUGHT FORWARDS FROM 2017/18	64,634.39	
SCHOOL BUDGET SHARE 2018/19 (inc. SSC)	585,241.24	
SIXTH FORM FUNDING 2018/19	0.00	
PUPIL PREMIUM 2018/19	22,320.00	
OTHER FUNDING 2018/19 (Additional DSG, Rates, SEN, TSI etc.)	12,928.00	
DEVOLVED FORMULA CAPITAL GRANT (for details see statement)	0.00	
OPENING BUDGET ALLOCATIONS 2018/19	620,489.24	
TOTAL OPENING BUDGET 2018/19 = SIMS ALLOCATIONS AT FUND LEVEL	685,123.63	
	GL Code CFR Category	
FUNDS DELEGATED BY THE LOCAL AUTHORITY	8810 I01	2,800.00
FUNDING FOR SIXTH FORM STUDENTS	8811 I02	0.00
HIGH NEEDS TOP UP FUNDING	8812 I03	5,297.72
FUNDING FOR ETHNIC MINORITY PUPILS	8813 I04	0.00
PUPIL PREMIUM	8814 I05	9,470.00
ADDITIONAL GRANTS TO SCHOOL	8815 I18	43,742.60
BANKER FUNDING	8816 I01	0.00
OTHER GOVERNMENT GRANTS	8817 I06	0.00
TOTAL IN-YEAR FUNDING = 04 LA FUNDING COST CENTRE		61,310.32
TOTAL GROSS SAP EXPENDITURE		(656,369.12)
DEDUCT: TOTAL NET EXPENDITURE 2018/19 = SIMS ACTUALS		(595,058.80)
DEDUCT: ADJUSTMENT FOR UNSPENT BANKER MONIES		0.00
TOTAL BALANCE AFTER EXPENDITURE & ADJUSTMENTS		90,064.83
<u>TOTAL BALANCE FIGURE [BOX A] IS CALCULATED AS FOLLOWS:</u>		
DEVOLVED FORMULA CAPITAL GRANT BALANCE AS AT 31/03/2019		0.00
SCHOOL BUDGET SURPLUS/(DEFICIT) AS AT 31/03/2019		90,064.83
2018/19 SURPLUS / (DEFICIT) AS AT 31/03/2019 = SIMS BALANCE		90,064.83
ACCUMULATING FUND BALANCE AS AT 31/03/2019		0.00
CFR CLOSING BALANCE (AS AT 31/03/2019)		90,064.83

Revenue Balance [J] + Accumulating Fund [L] should be below the total of your 8% carry forward limit. For the details of how your 8% carryforward has been calculated please refer the final version of the 2018-19 School Budget Shares and 2018-19 guidance notes available here: <http://schools.westsussex.gov.uk/Page/1289>.

The 8% carry forward limit for your school equates to:

£50,154.00



St John the Baptist CofE (Aided) Primary School

School Hill, Findon, West Sussex BN14 0TR

Telephone: 01903 873072 Fax: 01903 877205

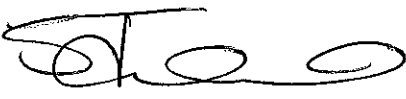
E-mail: office@st-john-baptist.w-sussex.sch.uk : www.stbps.co.uk

Headteacher: Richard Yelland BA

8th May 2019

St John the Baptist CE Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg No Z6691222).

We ensure that personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer that is necessary.


DPO

**Agenda Item
19.71**

Report to	Findon Parish Council
Meeting Date	24 June 2019
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/action/ratify

1. Updates for noting/action

1.1 Cllr Martin attended a Councillor Briefing and Awareness event run by the Sussex Association of Local Councils (SALC) on 18 June 2019 and has fed back that the course was well presented and in a manner that was easy to follow and understand. Regular training is helpful in the role of councillors as there are many statutory obligations which they have to follow. It also highlighted how supportive fellow FPC councillors are and the benefits of mentoring newer councillors – something not all other parish councils seem to achieve. Cllr Martin is attending a Planning course in September and I would encourage all councillors to check out the array of courses offered by SALC on their web site http://www.ssalc.co.uk/EventsTraining_19251.aspx and let me know which ones they have booked on.

1.2 You will recall that I circulated an email to you regarding the request from Mr Shayler to hold a family fun fair on Nepcote Green from 15 to 22 July 2019. To date I have not received a response to my email to him requesting more details regarding the proposed week-long event including funfair equipment, insurances including public liability, risk assessment, health and safety audit, traffic management plan, estimated number of visitors per day, security arrangements etc.

2. Issues for consideration/ratification by full Council

2.1 Councillors are asked to consider/ratify the following item.

2.2 I received an email from Mr D Raynor who is currently working in association with the charity Scope, helping to find new locations for, and to further expand their network of textile recycling banks. He has asked if FPC could identify possible locations in Findon (or further afield) for the public to donate their old clothes, to help support and raise funds for Scope. For background, the Textile Banks help to raise awareness and to provide a much needed source of income towards ongoing projects which help to make a place where disabled people have the same opportunities as everyone else, whilst also helping to reduce landfill and increase the availability of textile recycling facilities for the local residents.

Report to **Findon Parish Council**
Meeting Date **24 June 2019**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss/ratify**

1. Updates for noting

- 1.1 Open Spaces Projects. Further progress is being made regarding another Operation Watershed Scheme involving road drainage pipe repairs in Stable Lane which is a follow up on the Scheme in that road last year. A costs estimate is awaited from Landbuild.
- 1.2 North End Bus Shelter. The proposed re-siting of the bus shelter in Horsham Road roughly opposite the Homewood Play Area (east side of Horsham Road) will not prove viable for the reason that there are high voltage electric cables and other services running under the proposed location. However, as a result of the recent change in the bus services to Worthing, the buses on the hour go north to the A24 and the along the Findon Bypass rather than through the Village. Including buses which go on to Storrington and Midhurst the Bus Stop on the west side (the Homewood side) is now used more than the other one and investigations are going ahead to check with West Sussex County Council (WSSCC) and the Utility companies as to whether this site will prove to be viable.
- 1.3 The Allotments (eastern part). Whilst some grass cutting and clearance work has been done on the A24 footpaths, the Working Party (the Findon Village Volunteers) has concentrated over the last few weeks on tree and ground clearance work in the eastern part of the Allotments (next to the Cemetery) as reported at the last Meeting. The debris has been removed and transported to the Glebeland where the combustible material will be burnt in due course. The work has already involved some fence repairs and the area is now much lighter and greatly improved although AC Gardens have yet to fell some trees

2. Issues for consideration/ratification by full Council

- 2.1 Nepcote Green. The right hand seat at the top of Nepcote Green is damaged beyond repair and needs replacement. Having been in discussion with Bob Eastabrook he has agreed to replace it without charge to FPC. He has asked to be able to include a small inscription on the seat " Bob and Mary ". This seems entirely reasonable bearing in mind his generosity

Agenda item 19.74 a May 2019

Receipts

May-19												
Date	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				22500.00	5.19	210.00	317.20	0.00	0.00	0.00	0.00	23032.39
01/05/19	cash	varous	rental			15.00						15.00
02/05/19	chq	various	rental			30.00						30.00
29/05/19	cr	HSBC	interest		5.02							5.02
												0.00
												0.00
												0.00
												0.00
												0.00
				22500.00	10.21	255.00	317.20	0.00	0.00	0.00	0.00	23082.41

Payments

May-19																
Date	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
				840.70	257.15	543.70	0.00	0.00	1140.00	0.00	0.00	0.00	0.00	510.02	120.00	3411.57
01/05/19	100994	DVLA	mower reg						55.00							55.00
	100995	HMRC	Clerk April tax	172.00												172.00
	100996	F MacLeod	Clerk April sal	688.30												688.30
	100997	F MacLeod	Clerk April exps		76.92											76.92
	100998	Arun DC	mole treatments						109.00							109.00
10/05/19	100999	Came & Co	mower insurance						191.45							191.45
13/05/19	101000	WSALC Ltd	WSALC & NALC subs					639.98								639.98
	101001	AC Gardens Sussex Ltd	grass cuts						840.00							840.00
	101002	D Henty	OS exps						61.60							61.60
	101003	R Carr	expenses		23.00				6.00							29.00
	101004	C Gear	expenses		24.00											24.00
20/05/19	DD	SSE	electrical supply			14.46										14.46
				1701.00	381.07	558.16	0.00	639.98	2403.05	0.00	0.00	0.00	0.00	510.02	120.00	6313.28

Bank reconciliation

Balance as at 31/5/2019		Balance	B/forward	84469.58
CA	51392.03		Receipts	50.02
DA	30536.31		Payments	2901.71
	<u>81928.34</u>			<u>81617.89</u>
Uncl'd chqs 761, 844, 961, 994, 999	310.45			
	<u>81617.89</u>			

Agenda item 19.74 b

Payments total: £3550.95

Date	Jun-19															
	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
				1701.00	381.07	558.16	0.00	639.98	2403.05	0.00	0.00	0.00	0.00	510.02	120.00	6313.28
10/06/19	101005	SSALC	LCR sub					17.00								17.00
	101006	AC Gardens (Sussex) Ltd	grass cuts, repairs						622.16							622.16
	101007	Arun Business Supplies	office supplies		14.13											14.13
	101008	HMRC	Clerk May tax	172.00												172.00
	101009	F MacLeod	Clerk May salary	688.30												688.30
	101010	F MacLeod	Clerk May exps		76.98											76.98
	101011	F MacLeod	Clerk storage		65.00											65.00
	101012	Friends SJTB Church	APM food etc		240.00											240.00
24/06/19	101013	Findon Village Hall	June Hall hire		120.00											120.00
	101014	AC Gardens (Sussex) Ltd	grass cuts, screen damage						1032.00							1032.00
	101015	R S Hall & Co	FPC and SF int audit		360.00											360.00
	101016	SSALC Ltd	Clr event		84.00											84.00
	101017	S Smith	APM exps		59.43											59.43
				2561.30	1400.61	558.16	0.00	656.98	4057.21	0.00	0.00	0.00	0.00	510.02	120.00	9864.28