

**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 3 February 2020** 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
28/1/2020**

AGENDA

- 20.1 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 20.2 CHAIRMAN'S ANNOUNCEMENTS**
- 20.3 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.
- 20.4 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 11/12/2019**
- 20.5 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**
To note the update report.
- 20.6 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 20.7 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.

- 20.8 FINDON VILLAGE HALL EXTENSION**
To consider a progress report regarding a Public Works Loan and any items for ratification.
- 20.9 PRECEPT/BUDGET FOR 2020/21**
To approve the Findon Parish Council Precept/Budget
- 20.10 COUNCILLOR VACANCY**
To receive an update.
- 20.11 COMMITTEE STRUCTURE/MEMBERSHIP**
To consider a governance report.
- 20.12 PROTOCOL FOR MARKING THE DEATH OF THE SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE**
To consider adoption of a protocol.
- 20.13 OPERATION WATERSHED**
To considered preferred contractor for funding bid
- 20.14 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider next steps/items for ratification.
- 20.15 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
b) Nepcote Green Pond
- 20.16 CLERKS REPORT**
To note the report and consider any items for ratification.
- 20.17 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance (to note approved Risk Assessment)
c) Open Spaces
d) Sheep Fair
- 20.18 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) Community Resilience Plan for Findon (incorporating the Improving our Places and Spaces Supporting Resilient Communities)
b) Homewood Play Area Working Group
c) Trees Working Group
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) Bridleways and footpaths Working Group
j) Nepcote Green Charitable Trust (NGCT)
- 20.19 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) Update on BACS payments
- 20.20 ITEMS TO BE REFERRED TO NEXT AGENDA**

Agenda Item 20.8

Report to	Findon Parish Council
Meeting Date	3 February 2020
From	Cllr Smith
Title of Report	Update on 'Findon Village Hall'
Purpose of Report	To describe process and progress on request for Village Hall funds.

1. Updates for noting

- 1.1 Findon Village Hall trust (FVHT) approached Findon Parish Council (FPC) to consider furnishing sufficient funds to allow completion of the Village Hall extension that has been partially built but is now halted due to inadequate funds.
- 1.2 FPC approached Surrey and Sussex Association of National Councils (SSALC), the advisory body for councils in our region to seek advice. Following a meeting with their Solicitor and Finance Officer the agreed and ratified outcome was to collect material to allow an application for a Public Works Loan (PWL) from Central Government to furnish funds for completion.
- 1.3 Such an application would require FPC to consult with Findon households seeking their support, since ultimately any loan would be repaid over a yet to be agreed term by an increased contribution to the precept from these households.
- 1.4 As a start to this potential project, FPC undertook a risk analysis to foresee questions and problems that may arise during its execution.

2. Risk analysis

2.1 Work completed to date is non-compliant or has monies still outstanding:

- 2.1.1 Evaluate work undertaken to date both for compliance and to validate those monies paid to date. FPC must be sure that any and all work complies with all legal requirements, that continuity between original architect specification and work completed is transparent. In addition, that any work completed has been fully remunerated in line with good accounting practice and that there are therefore no future liabilities.

2.1.2 Current Cost projections are inadequate to complete the project fully:

Once the initial evaluation phase is complete it will be necessary to create a fully costed architectural specification of all works required to complete the project. This must be clear and comprehensive, indicating each and every activity in full and avoiding open ended tasks that are ill defined or open to question.

2.1.3 Village Consultation results in a majority rejection:

FPC must ensure that all literature and publicity associated with this project are thoroughly evaluated and agreed by FPC. Such communication should be clear and open on the process, oversight, control and benefits. In addition, those costs to be borne by Findon residents will be clearly laid out and explained. It is important that this communication is timely and regular.

2.1.4 PWL not granted:

On completion and agreement of the appropriate documentation in support of the application, include review/advice from SSALC and seek local political support for the application.

3. Progress to date

- 3.1 A firm of architects, Victoria Holland Architects, has been engaged by FPC and they will assist in the evaluation of Risk 2.1.1. Contact has been established between these architects and the previous architect, Downlands Architecture, in order to ensure architectural continuity. The main building contractor has also been consulted and all activities undertaken to be appropriately evaluated. This work is currently ongoing.

4. Next Steps

- 4.1 Complete the evaluation of work to date ensuring that no out of scope costs can be accrued remedial or otherwise. To be agreed by FPC.
- 4.2 Create the detailed specification and costing for building work to complete. To be agreed by FPC.
- 4.3 Submit this costing and supporting literature to Findon households and examine support. To be agreed by FPC.
- 4.4 Subject to a positive response in 4.3 and advice from SSALC, lodge PWL application with central government.
- 4.5 FPC to execute the project on behalf of FVHT.

5. Issues for discussion/ratification by full Council

- 5.1 Agree process and check points for FPC as detailed in the report.

BUDGET/PRECEPT FOR 2020/2021

Agenda item 20.9

Appendix 1

Cost	Precept 2019/20	Projected Costs 2019/20	Proposed Figures 2020/21	Comments and Assumptions
Administration				
Insurance	£2,000.00	£2,086.00	£2,100.00	review due Sept 2020 and assuming no new FPC assets
Cllr Expenses	£150.00	£150.00	£150.00	provision for travel costs re meetings etc
Chairman allowance	£250.00	£100.00	£150.00	eg costs towards Annual Parish Meeting
SALC/NALC/ Subscriptions	£700.00	£657.00	£690.00	SALC/NALC 202/21 subs £670.00
Training courses	£1,000.00	£1,500.00	£1,000.00	Councillors and Clerk Training & other networking events incl travel costs. 2019/20 costs include bespoke FPC event November 2019
Audit fees	£700.00	£742.00	£750.00	
Clerks salary, tax	£10,160.00	£10,764.00	£11,500.00	pay review due and increase Spinal Points award April 2020 (no pension contribution by FPC)
Clerks expenses	£450.00	£550.00	£450.00	no increase (travel excludes to training events)
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	£2,000.00	£1,000.00	ongoing dispute with BT re cloud services
Electrical supply	£230.00	£220.00	£230.00	no increase
Web site	£4,000.00	£3,000.00	£3,200.00	ongoing web site management, IT Support incl GDPR, licences, emails.
room hire	£0.00	£900.00	£900.00	
Legal costs	£1,000.00	£600.00	£1,000.00	Professional fees
Sub TOTALS	£23,100.00	£24,279.00	£24,130.00	
Open Spaces				
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 Nephote Green as required @£250 per cut. Costs incl annual full service for mower (£500)
Winter Maintenance	£3,000.00	£3,000.00	£3,000.00	variable costs dependent on weather

BUDGET/PRECEPT FOR 2020/2021

Agenda item 20.9

Appendix 1

TEP	£2,000.00	£1,000.00	£1,000.00	Consultancy etc
volunteer equipment	£1,000.00	£500.00	£750.00	purchase/lease of equipment
Pond Green	£0.00	£0.00	£1,000.00	consultancy for future enhancements
Nepcote Green fencing	£0.00	£0.00	£3,000.00	fencing on Nepcote Green to be replaced with new fencing. See also Reserves.
IT equipment	£800.00	£0.00	£0.00	Village Hall donation of projector/screen
Community Resilience	£500.00	£648.00	£0.00	External cabinet for Defibrillator
General incl mower, OS equip maint, bins	£1,000.00	£2,000.00	£1,500.00	includes £564 tree surgery, hedge cutting costs
Sub TOTALS	£15,800.00	£13,648.00	£18,250.00	
Grants				
St John the Baptist Clock maintenance	£250.00	£200.00	£200.00	
School PTA	£500.00	£750.00	£500.00	
Friends of SJTB Church	£700.00	£700.00	£700.00	
Pre-School	£1,500.00	£1,000.00	£1,500.00	
Findon Village Hall Trust	£0.00	£500.00	£500.00	
Swimming Pool	£500.00	£750.00	£500.00	
Xmas lighting	£400.00	£206.00	£400.00	
St John the Baptist Church PCC	£0.00	£700.00	£700.00	
Lambstails	£200.00	£100.00	£100.00	
Sub TOTALS	£4,050.00	£4,906.00	£5,100.00	
		£42,833.00	£47,480.00	
Total	£42,950.00	£42,833.00	£47,480.00	

2019/20 precept £45000.00

2020/21 precept £47000.00

Financial Year 2020/21

Agenda item 20.9 Appendix 2

Summary Position

Opening Balance April 2019	£64,933.76	CA & DA
precept rec'd	£45,000.00	
gross total	<u>£109,933.76</u>	
Less expected expenditure 2019/20	<u>£62,072.00</u>	includes new mower, payments on behalf of Findon Sheep Fair
Less expected funded project expenditure 2019/20	<u>£14,000.00</u>	Operation Watershed incl VAT, UFNDP
net total	<u>£33,861.76</u>	
Estimated Receipts 2019/20 excl precept	£12,629.00	incl Sheep Fair Payments
Project grants received 2019/20	£44,235.00	SDNPA CIL award (£31.5k) #, Op Watershed net of VAT (£7.5k), UFNDP grant (£5235.00)
Estimated Balance 31/03/20	<u>£90,725.76</u>	
Expenditure precept budget for year 2019/20	£42,833.00	from precept table
net total 2020/21	<u>£47,892.76</u>	
Reserves C/F		
Pre School building maintenance	£3,000.00	
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 design/consultation	£1,000.00	
Homewood play area Phase 1	£5,000.00	
Contingency for PWL repayment	£3,000.00	
Pond Green public consultation	£1,000.00	incl legal advice
Pond Green enhancements	£4,000.00	
replacement fencing Nepcote Green	£20,000.00	
legal costs (contingency)	£2,000.00	
wells railing restoration	£1,000.00	
Xmas street fair	£3,000.00	
	<u>£48,450.00</u>	
April 2020 estimated CA starting balance	-£557.24	
Precept required	£47,000.00	

SDNPA CIL may need to be awarded in phases over three years
 For approval by Findon Parish Council 3 February 2020

Agenda Item 20.9

Report to	Findon Parish Council
Meeting Date	3 February 2020
From	Clerk, Fiona MacLeod
Title of Report	Budget/precept for 2020/21
Purpose of Report	To consider and approve the budget/precept for 2020/21

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 25 November 2019. Further refinement has taken place and the updated Budget/Precept and Summary Position documents were recommended for approval by Findon Parish Council (FPC) at the F&G Committee meeting on 16 January 2020. These are attached as Appendices 1 and 2 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 2020) and the estimated figures for expenditure during 2020/21 as at 28 January 2020.
- 1.2 Consideration in the proposed budget/precept calculations has been given to whether a precept amount should be included for the 2020/21 figures to cover any Public Works Loan borrowing should FPC apply for a Loan regarding the completion of the Findon Village Hall extension. It was felt that, as this was at a very early stage and subject to positive consultation results from the village, that an amount be allocated in FPC Reserves rather than the Precept for the 2020/21 financial year.
- 1.3 FPC will have to consider increasing the precept to £47k for 2020/21 from £45K in 2019/20. To put this into perspective, this represents an increase of 4.4%, however due to the increase in the tax base of households, the actual increase per Band D household is slightly lower.
- 1.4 The precept for 2019/20 is £45.78pa per Band D household and based on a tax base of 983 households. Should a precept of £47k be approved by FPC, my understanding is that this would equate to £47.71pa per Band D household based on a tax base of 985 households i.e. an increase of only £1.93pa or £0.04p per week.

2. For ratification by full Council

- 2.1 That the proposed precept/budget table and Summary Position detailed in Appendices 1 and 2 be approved.
- 2.2 A precept request of £47k for 2020/21 be sent to Arun District Council on 4 February 2020.

FINDON PARISH COUNCIL
TERMS OF REFERENCE FOR PLANNING COMMITTEE
FEBRUARY 2020

1. Constitution and Authority

- a. The Planning Committee (the Committee) is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on a *regular but infrequent* basis, but may be amended at any time by the Council;
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council;
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Planning Committee;
- f. *Only members of the Planning Committee may vote on an Agenda item;*
- g. The Committee Chairman, or nominated deputy, may speak in support or against a planning matter at meetings of the South Downs National Park Authority (the Planning Authority) Planning Committee meetings.

2. Membership

- a. The Committee shall be appointed annually at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of all members of the Council.
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at the first meeting following the Annual Council meeting held in May;

3. Meetings and Reporting

- a. Meetings will generally be held monthly, and at other times if deemed necessary by the Chairman of the Committee
- b. The quorum necessary for the transaction of business for the Committee shall be not less than *three*;

- c. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- d. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

4. Roles, Responsibilities and Delegations

- a. As a statutory consultee, to consider and respond on all planning applications received from the Planning Authority, with regard to current planning policies and statute;
- b. *To be familiar with the planning documentation and location for each planning application to be considered;*
- c. To consider and respond to documentation received from the Planning Authority or any other organisation on planning matters;
- d. To attend training on planning matters and policy as required;
- e. To attend any site inspections arranged by the Planning Authority if requested to do so;
- f. To make publicly available planning consultation notices received from the Planning Authority on the Council web site and Notice Board.
- g. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- h. To report on Committee planning responses and Planning Authority decisions at Council meetings, identifying any specific issues for further action by the Council.

FINDON PARISH COUNCIL

TERMS OF REFERENCE FOR FINANCE AND GOVERNANCE COMMITTEE

FEBRUARY 2020

1. Constitution and Authority

- a. The Finance and Governance Committee is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on a *regular but infrequent* basis, but may be amended at any time by the Council;
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council;
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Finance and Governance Committee; and
- f. *Only members of the Finance and Governance Committee may vote on an Agenda item.*

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of not less than three members and not more six. In accordance with Standing Order 13 a v, the Chairman and Deputy Chairman of the Council may attend all Committee meetings and may exercise their right to speak and vote;
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at its first meeting following the Annual Council meeting held in May.

3. Meetings and Reporting

- a. Meetings will be held twice a year, and at other times if deemed necessary by the Council or Chairman of the Committee;

Approved by full Council 3 February 2020.
Review January 2023

- b. The quorum necessary for the transaction of business for the Committee shall be not less than three;
- c. Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- e. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

4. Roles, Responsibilities and Delegations

- a. To budget for the Council's administration requirements for each financial year;
- b. To budget for the Council's spending on other matters for which no other Committee has responsibility, including Section 137, and manage and control spending from this budget during the year;
- c. To collate budgets from other Committees, negotiate adjustments, and recommend a total budget to Council in January each year;
- d. To monitor overall financial matters and the use of reserves against the approved budget for the Council;
- e. To ensure the appropriate level of Internal Audit is undertaken;
- f. To ensure that a Risk Assessment is completed annually, and a Risk Register is maintained;
- g. To ensure that the Council's Asset Register is monitored and updated annually;
- h. To monitor the Council's overall compliance with the Financial Regulations adopted by the Council in January 2015 to ensure the sound and open governance of financial matters and actions taken in the name of the Council;
- i. To review the Financial Regulations at least every three years to ensure fit for purpose;
- j. In addition, to make recommendations where necessary to the Council following a periodic 'fit for purpose' review of governance to include Standing Orders, Committee's Terms of Reference, Code of Conduct, Risk Management, Complaints Procedure, Freedom of Information Policy and any other policies as deemed appropriate.

- k. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- l. To report on Committee meetings at Council meetings, identifying any specific issues for further action by the Council.

Agenda Item 20.11

Report to	Findon Parish Council
Meeting Date	3 February 2020
From	Clerk, Fiona MacLeod
Title of Report	Governance review
Purpose of Report	To consider changes to Committees and appointments

1. Background

- 1.1 From time to time, Findon Parish Council (FPC) will review the documentation that underpins its way of working.
- 1.2 The Terms of Reference (ToR) for the Planning Committee, Finance & Governance Committee, and Open Spaces Committee are now due for such review to ensure that they continue to be 'fit for purpose'.
- 1.3 The ToRs for Planning and Finance & Governance Committees are attached as appendices 1 and 2 to this report, with proposed amendments in italics for ease of reference, following a review by the Finance & Governance Committee on 16 January 2020.
- 1.4 The Open Spaces Committee has not met for some time and, following a conversation with Open Spaces Lead Cllr Carr, it is proposed that this Committee is no longer required. Full reporting and decision making on Open Spaces matters are covered at the FPC meetings by way of written reports, which has worked well. The Committee could, of course, be reinstated at a later date should FPC wish to do so.

2. For approval by full Council

- 2.1 That the revised ToRs for the Planning Committee and Finance & Governance are approved.
- 2.2 That the Open Spaces Committee is disbanded but may be reinstated by FPC at a later date if required.
- 2.3 That Cllr Martin be appointed to the Finance & Governance Committee with immediate effect.

FINDON PARISH COUNCIL

PROTOCOL

MARKING THE DEATH OF A SENIOR NATIONAL FIGURE

This protocol offers guidance to the elected Members, staff and population within the Parish covered by Findon Parish Council (FPC) on marking the death of a senior national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This document is derived from the template supplied by the National Association of Civic Officers (NACO) and is the adopted template of interpretation and implementation within the Findon Parish.

This protocol is constructed in a way to enable appropriate elements when marking the death of other members of the Royal Family, the Prime Minister/former Prime Minister, a serving Councillor or other prominent person.

All parts of this protocol apply on the death of the Sovereign (note: those sections around the Accession Proclamation arise **only** upon the Monarchs death).

- Her Majesty The Queen will be given a State funeral
- The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral
- The Duchess of Cornwall, The Duke of Cambridge, The Duchess of Cambridge, Prince George of Cambridge, Princess Charlotte of Cambridge, Prince Louis of Cambridge, The Duke of Sussex, The Duchess of Sussex, The Duke of York, The Earl of Wessex, The Princess Royal, The Countess of Wessex, The Duke of Gloucester, The Duchess of Gloucester, The Duke of Kent, Prince Michael Kent, Princess Michael of Kent and Princess Alexandra will be given Non-Ceremonial Royal Funerals.

Flying of flags at half-mast across the Parish will be appropriate.

The National Proclamations will be read in London (St James Palace and the Royal Exchange), Edinburgh, Belfast and Cardiff, along with County Proclamations normally read by the High Sheriff. The High Sheriff of West Sussex has responsibility for the primary reading of the Proclamation (produced/circulated by Buckingham Palace/Central Government) within the county of West Sussex.

Elements of this protocol may be used when responding to another incident which has led to a large number of deaths (i.e. a local disaster or terrorist attack).

1. Implementation of the Protocol on hearing of the death

Plans to mark a death must be implemented **only when a formal announcement** has been made (i.e. where news agencies say 'reports are coming in of the death of...' will be treated with caution. Wherever possible wait for a more definite or specific announcement (i.e. 'it has been announced by Buckingham Palace/Downing Street that...')

For the death of the Sovereign or another senior member of the Royal Family the Clerk will cascade information through the community to ensure timely decisions and notifications can be made. For other figures, there may need to be consultation at the time on the ways in which such a death should be marked.

2. Book of Condolence

On the death of the Sovereign only, a Book of Condolence provided by the Diocese with an appropriate message from the Diocese on behalf of the Bishop of Chichester will be placed within the church of St John the Baptist, Findon, along with a photograph.

The Book of Condolence will close the day after the funeral and the book deposited with the West Sussex County Council (WSCC) Record Office.

3. Official Correspondence/website

The Chairman (as the figurehead of the Parish Council) will agree a form of words for a message, expressing sorrow at the news of the death, along the lines of:

“The Councillors and Clerk of Findon Parish Council are deeply saddened at the news of the death of XXXXXXXXXX. Our thoughts are with the Royal Family at this time.

This will be the official form of words to be used on the Parish Council’s website homepage and Facebook Page, along with details of the Church opening hours and village Book of Condolence. The website must be replaced by a black screen with a photograph of the deceased, the year of birth and death and where, if any, members of the public can access Books of Condolence and leave flowers. (This will be managed by Processmatters2 on behalf of FPC)

An external link to the Buckingham Palace e-book of condolence (www.royal.gov.uk) will be made. This link will be removed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday the link will be removed at 5.00pm on the Friday).

4. Organisation of Local Events During the Period of Mourning

On the death of the Sovereign large numbers of people may wish to pay their respects and to take part in events that mark not just a sad passing, but a moment in history. The focus will inevitably fall on London, which many will perceive to be the centre of events.

Residents may choose to express their sadness by laying flowers or lighting candles in the church. In order to manage such flower laying activity safely, FPC and St John the Baptist Church have identified the following site within the Parish:

- **The War Memorial or garden adjacent to the Church.**

All flowers will be removed the week after the funeral has taken place (or once the flowers have died). Weather conditions will have an effect on the above but decisions will be made giving forethought and sensitivity to the needs of the community.

Church Services may also provide a setting for people to come together to express sadness. These arrangements will be made by the Priest in Charge and Parochial Church Council. Councillor and staff attendance at such services is encouraged to add to the sense of community coming together in a unified expression of grief.

5. Cancellation of Existing Planned Events

It is impossible to create hard and fast rules around cancelling long planned events which fall in the period between a death and a funeral. It is best practice to remove the importance of ‘cost and inconvenience’ when cancelling events, remaining mindfully guided by the public mood. Public

opinion can be volatile and change quickly in such emotional circumstances and there is a risk of public criticism if the decision to go ahead is seen to 'go against the grain'.

It is hard to envisage any civic event that should carry on in the period between a death and the funeral as it would risk negative publicity at a time when the rest of the country and the Commonwealth is in mourning.

When the time comes, the question to ask is **not** 'do we cancel?' **but 'is it really necessary and appropriate for this event to go ahead?'**

6. Proclamation Day

As stated in **2** above, **Proclamation Day** is set to be **the day following** the death of the Sovereign (Day of Death plus 1).

- (i) The Proclamation will be made at St. James Palace at 11.00hrs (or 14:00hrs on a Sunday)

The Proclamation is then cascaded.

- (ii) At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read:

- (iii) In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle; in Belfast by Norroy and Ulster King of Arms.
- (iv) Once those Proclamations have been read it is appropriate for the Proclamation to be read at County, City, Borough and Parish level if they so choose.
- (v) The High Sheriff of West Sussex will cause the Proclamation to be read at County level at 12.30hrs.

7. Period of Mourning and Dress Code

Mourning for the Monarch lasts 1 month. Mourning for the Duke of Edinburgh or the Prince of Wales last 9 days from day of death until the end of the day of the funeral.

Whilst flags are at half-mast it is appropriate for black ties/scarves to be worn by the Chairman, Councillors and staff when on Council business.

On occasions where a full Council meeting falls during the period of mourning or on the death of the Sovereign and when the Proclamation is read it is appropriate for all Councillors and members of staff to wear a small black rosette (self-supplied) or a black armband.

8. Timings

For Royal funerals planning largely assumes that when a death occurs it will be on an ordinary day of the week and the funeral will follow a given number of days later. That is because when you start to ask 'what if?' it soon becomes almost impossible to anticipate every conceivable set of circumstances. Easter, Christmas and Remembrance Sunday all throw up possible problems.

When reports of a death are received, it will be possible to take a view of whether it is a 'straightforward' time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.

A Royal funeral will not take place on a Sunday. Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National commemorations would go ahead in some form, but again the lead on local ceremonies should be taken from indications on television, and in the media of plans for the Cenotaph.

9. Marking a Silence

The death of a Senior National Figure may be marked by a National Two Minute Silence.

On the death of the Sovereign there will be a Two Minute Silence at 11.00am on the day of the funeral (D+10).

It may be that Silence will be kept for other members of the Royal Family; advised for the day of the funeral as part of the funeral service.

10. Letter of Condolence

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereigns deaths, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed on to the new Sovereign). In each case **one 'official'** letter of condolence will be sent on behalf of the Parish Council by the Parish Clerk.

11. Public Holiday

The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.

(Once adopted, this protocol will be shared with organisations, businesses and individuals within the community and the wider population at the time of necessity. The protocol has been developed in conjunction with the Church of St John the Baptist, Findon).

Agenda Item 20.13

Report to	Findon Parish Council
Meeting Date	3 February 2020
From	Clerk, Fiona MacLeod
Title of Report	Operation Watershed
Purpose of Report	To note and ratify recommendation

1. Updates for noting

- 1.1 Councillors will recall that West Sussex County Council (WSSC) required Findon Parish Council (FPC) to request three quotations for the 2019/20 Operation Watershed funding bid for works in Stable Lane. The work has to be carried out in accordance with a "scope of works" prepared by WSSC in conjunction with F M Conway Ltd.

2. Issues for ratification by full Council

- 2.1 Estimates have now been received from two of the three contractors.
- Contractor A – cost of works £7240.00 (excl VAT) based on works being carried out in one continuous visit and that the necessary permissions are in place for working along the road and also to enter onto private land to construct a new soakaway
 - Contractor B – cost of works £11033.00 (excl VAT) based on works being carried out in one continuous visit and that the necessary permissions are in place for working along the road and also to enter onto private land to construct a new soakaway. No allowances for any costs associated with obtaining the aforementioned permits has been made.
- 2.2 Both quotes have been carefully considered and Cllr Carr recommends acceptance of the estimate of contractor A in the sum of £7240.00 (excl VAT).
- 2.2 The total cost (excl VAT) will be requested for Operation Watershed funding and WSSC have confirmed that there still funds available in the 2019/20 pot.
- 2.3 Subject to FPC ratification, the Clerk will complete the funding request documentation and send to WSSC for approval. There is a standard Landowner Consent Form that will accompany the documentation as there is already a soakaway on private land and the intention is that the new one will replace it.

**Agenda Item
20.16**

Report to	Findon Parish Council
Meeting Date	3 February 2020
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/consider/approve

1. Updates for noting

- 1.1 I attended Arun and Chichester districts monthly Clerks networking meeting on 7 January 2020 which was also attended by the Monitoring Officer and colleagues from Arun District Council. The next meeting is on 4 February 2020.
- 1.2 The defibrillator and external cabinet are in place and clearly visible on the wall next to Nepcote/Nepcote Green. Familiarisation on use of the defibrillator and CPR has been arranged for 4 February 2020 in the Village Hall.
- 1.2 I will be attending the Sussex Association of Local Councils (SALC) Legal and Finance day on 26 March 2020, which will include risk and asset management.
- 1.3 Further draft details have been received from the St John the Baptist School PTA and Raw Energy Pursuits Ltd regarding the Nepcote Green Fun Run in Findon on 4 April 2020 and these have been circulated to councillors for awareness. Car parking for the event will be at Cissbury and a Travel Management Plan is being developed. Security of the site is also under discussion. Once finalised, the documentation for the event will be circulated to FPC.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following items:
- 2.2 St John the Baptist School PTA would like FPC approval in principle for a circus event on Nepcote Green on Saturday 4 July 2020. There will be a two hour circus show starting at 2pm. Councillors may recall that a similar event was held on Nepcote Green in April 2018. The PTA has produced a draft Event Management Plan which has been circulated to councillors for awareness.
- 2.3 A request has been received from Clive Ball for budget approval from FPC to carry out some remedial paint repairs to the Wattle House as per the email circulated to councillors. The South Downs National Park Authority (SDNPA) Conservation Officer has been made aware as it is a Listed Building, and the paint used will be the remaining approved paint from the previous Wattle House renovations. FPC is asked to approve a budget of up to £500.00 for this work and Clive Ball will assist with organising a group to undertake the work.

- 2.4 The 75th Anniversary of VE Day will be commemorated over the weekend of 8-10 May 2020. Does FPC wish to consider a commemorative event in Findon, in conjunction with other local organisations ?
- 2.5 The SDNPA is currently undertaking a Viticulture Growth Impact Assessment to understand the Environmental, Economic and Social impacts of Viticulture and wine production in the National Park. A workshop to gather parishes views on 6 March 2020, which the workshop will run from 10am to 12.30pm. The workshop will be held at the South Downs Centre, Midhurst. Further details are in the SDNPA letter circulated to councillors. Does FPC wish to attend the workshop ?
- 2.6 West Sussex County Council (WSSCC) Waste Prevention Team has contacted me regarding the services provided by their staff and volunteers. This includes attending events, meeting with groups, organisations and schools to spread the waste prevention and recycling message (<https://www.wastepreventionwestsussex.co.uk/>). Would FPC like to invite representatives of the Team to the Annual Parish Meeting as guest speakers ?

Findon Parish Council (FPC) Risk Assessment and Management 2020/21

AREA	RISK	LEVEL	ACTION
Finance	Banking	M	Dealt with in Financial Regulations that were updated and approved by full Council in 2015. <i>To be reviewed 2020.</i>
	Risk of consequential loss of income	L	Insurance cover. Laptop uses Cloud technology for secure file storage.
	Loss of cash through theft or dishonesty	L	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	L	Monthly reconciliation prepared by Clerk, regular report to Council. Two signatories on cheques. Bank reconciliations checked.
	Comply with Customs & Excise Regulations	L	Use VAT helpline when necessary. VAT claims <i>claimed electronically via secure HMRC web site by Clerk.</i> Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	L	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	L	Confirmation with SALC on current legislation prior to any resolution to borrow monies.
Liability	Risks to third party, individuals or property	M	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.
Employment Liability	Comply with Employment Law	L	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue reqs	L	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	L	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
Legal Liability	Ensuring Activities are within legal powers	L	Legal advice sought where necessary. Clerk clarifies legal position. SOs and Committee Terms of Reference including delegations revised and approved by full council in 2015. <i>To be reviewed 2020.</i>
	Proper & timely reporting via Minutes	L	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	L	Data storage to comply with GDPR. Document Retention Policy to be formalised.
	General Data Protection Regulations (GDPR)	L	New FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.
Council Propriety	Code of Conduct	L	Signed by all councillors.
	Register of Interests (Pecuniary)	L	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	L	Register in place.

Reviewed and approved by the Finance & Governance Committee 16 January 2020. Signed

Dated

Rev 01 2021

Report to **Findon Parish Council**
Meeting Date **3 February 2020**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss**

1. Updates for noting

- 1.1 North Green. A year ago I reported that the Sheep Fair Committee (SFC) were keen to renew the main gates to Nephote Green (this work was done in Feb 2019 at a cost of £687 which the SFC paid for) and for the parking at the top of the North Green to be better controlled to prevent cars (particularly in winter) churning up the grassed area by driving over it and not keeping to the hard surfaced area . In the meantime the grassed area has been cordoned off by the use of temporary plastic fencing .

I met recently with Clive Ball and two other SFC members and the good news is that the SFC has decided to increase their grant for the required work from some £800 to £1500 . The required fencing work will include two sections of removal posts and rails. This will involve the making up of metal sleeves which will be let into the ground to house posts which will be padlocked. This will allow access to the fenced off area at the time of the Sheep Fair and the same method will be used for two posts along the top of the North Green and this will resolve the current security problem .

Estimates are being finalised but the total cost is expected to be in the region of £2500 . Less the grant from SFC will leave a balance of approx. £1000 for FPC to pay .£3000 has been allowed for in the 2020/21 Budget/Precept.

- 1.2 Bus Shelter. Thanks to the hard work of the Findon Village Volunteers Working Party the successful re-location of the North End bus shelter to a new site in Horsham Road near the Homewood junction has been achieved.
- 1.3 Preschool Building. The work carried out by the Working Party in October 2019 ensured that the sides of the building are weatherproof. However, unfortunately the flat felt roof has developed three leaks. I have met with two roofing contractors on site and am awaiting guidance and estimates. With the Preschool planning to construct a new building it would not make sense to renew the roof felting (such work would be extremely expensive) and it is hoped that a temporary solution can be found. I will report further.

2. Issues for consideration/approval by full Council

- 2.1 None.

Agenda item 20.19 a Dec 2019

Receipts

Date	Dec-19											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	Xmas lights	Open Spaces	Op W/Shed	UFNDP	Total Receipts
				45000.00	41.01	262.50	12628.82	0.00	191.45	0.00	5235.00	63358.78
12/12/19	cr	Sheep Fair	donation					500.00				500.00
29/12/19	cr	HSBC	interest		5.02							5.02
				45000.00	46.03	262.50	12628.82	500.00	191.45	0.00	5235.00	63863.80

Payments

Date	Dec-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
				7723.10	7808.19	1716.47	4698.00	656.98	9775.97	0.00	0.00	0.00	600.00	20110.31	2619.36	55708.38
05/12/19	101096	HMRC	Clerk Nov tax	172.00												172.00
	101097	F MacLeod	Clerk Nov salary	688.30												688.30
	101098	F MacLeod	Clerk Nov expenses		74.87											74.87
	101099	F MacLeod	storage		65.00											65.00
	101101	Andrew Deptford	Defib cabinet						648.00							648.00
	101102	C Ball	Xmas lights									206.52				206.52
	101103	SSALC Ltd	training		540.00											540.00
11/12/19	101104	L Martin	expenses		76.00											76.00
	101105	J Wilson	expenses						33.00							33.00
	101106	R Carr	expenses						67.78							67.78
20/12/19	DD	SSE	electrical supply			17.83										17.83
				8583.40	8564.06	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	58297.68

Bank reconciliation

Balance	as at 31/12/2019		Balance	B/forward	82014.19
	CA	50771.78		Receipts	505.02
	DA	30572.13		Payments	2589.30
		81343.91			79929.91
Uncl'd chqs	761, 844, 961, 1039, 1095	1414.00			
		79929.91			

Agenda item 20.19 b Jan 2020

Payments made by cheque total £1069.84

Date	Jan-20															
	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
				8583.40	8564.06	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	58297.68
03/01/20	101107	HMRC	Clerk Dec tax	172.00												172.00
	101108	F MacLeod	Clerk Dec salary	688.30												688.30
	101109	F MacLeod	Clerk Dec exps		25.20											25.20
16/01/20	101110	STJB School	Hall hire		90.00											90.00
	101111	Arun Business Supplies	Printer cartridges		43.14											43.14
	101112	Findon Village Hall	Hall hire		51.00											51.00
				9443.70	8773.40	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	59367.32

NB - due to the timing of the month end and the FPC meeting on Monday 3 Feb, this payment table only shows cheques that have been paid during January 2020

Agenda item 20.19 b Feb 2020

Payments made by cheque total £1630.17

Date	Feb-20															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	PWL	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				9443.70	8773.40	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	59367.32
03/02/20	101113	Travis Perkins	various						488.85							488.85
	101114	D Chaffe	prof services												120.00	120.00
	101115	SSALC	Parish Online					10.80								10.80
	101116	HMRC	Clerk Jan tax	172.20												172.20
	101117	F MacLeod	Clerk Jan salary	688.10												688.10
	101118	F MacLeod	Clerk Jan exps		59.52											59.52
	101119	R Carr	expenses						74.90	15.80						90.70
				10304.00	8832.92	1734.30	4698.00	667.78	11088.50	15.80	0.00	206.52	600.00	20110.31	2739.36	60997.49

NB - due to the timing of the month end and the FPC meeting on Monday 3 Feb, this payment table only shows cheques for payment 3 February 2020