

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 remote Meeting of Findon Parish Council (FPC) to be held on **Monday 3 August 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 REMOTELY – SEE END OF AGENDA FOR DETAILS

Miss Fiona MacLeod
Clerk to the Parish Council
28/7/2020

AGENDA

- 20.76 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 20.77 CHAIRMAN'S ANNOUNCEMENTS**
- 20.78 COUNCILLOR VACANCY AND CO-OPTION**
To consider co-option to fill the current vacancy.
- 20.79 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.
- 20.80 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 22/6/2020**
- 20.81 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**
To note the update report.
- 20.82 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 20.83 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.
- 20.84 USE OF NEPCOTE GREEN FOR REGULAR ORGANISED EXERCISE CLASS**
To consider a request and relevant documentation.
- 20.85 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20**
To note the Internal Auditor's report, agree AGAR section 1 – annual governance statement 2019/20, and agree AGAR section 2 accounting statements 2019/20.
- 20.86 MODEL CODE OF CONDUCT CONSULTATION**
To consider a response on the consultation issued by the Local Government

Association.

20.87 FINDON VILLAGE HALL EXTENSION

To consider a progress report regarding a Public Works Loan and any items for ratification.

20.88 GRANT APPLICATIONS

To consider any grant application request forms.

20.89 SEAGULL NUISANCE NEAR NIGHTINGALES

To receive an update report from Cllr Wilson.

20.90 KEY 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
- c) Homewood Play Area Working Group

20.91 CLERKS REPORT

To note the report and consider any items for ratification.

20.92 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

- a) Planning
- b) Finance & Governance
- c) Sheep Fair

20.93 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) Trees Working Group
- c) Assets of Community Value
- d) Village Hall Trust
- e) Findon Village Pre-School
- f) Joint Eastern Arun Area Committee (JEAAC)
- g) Allotment Gardens
- h) Open Spaces Working Group)
- i) Bridleways and footpaths Working Group
- j) Village parking/speeding Working Group
- k) Nepcote Green Charitable Trust (NGCT)

20.94 FINANCE

- a) To note Receipts and Bank Reconciliation as circulated
- b) To approve Payments as circulated
- c) Update on BACS payments

20.95 ITEMS TO BE REFERRED TO NEXT AGENDA

MEMBERS OF THE PUBLIC TO DIAL 0203 8555465 MEETING ID REF 104 647 641#

Agenda Item 20.84

Report to	Findon Parish Council
Meeting Date	3 August 2020
From	Fiona MacLeod, Clerk
Title of Report	Use of Nepcote Green for regular organised exercise class
Purpose of Report	To consider

1. Background

- 1.1 Since the COVID 19 lockdown began in March 2020, Findon Village Hall has been closed and is likely to remain so for the foreseeable future.
- 1.2 A request has been received from a regular hirer of the Village Hall for Findon Parish Council (FPC) to consider the use of a small corner of Nepcote Green for the hirer to run an outdoor fitness class for the rest of the summer and autumn 2020. Noise would be kept to a minimum and social distancing rules adhered to. The instructor is fully qualified and insured and has provided insurance documentation, risk assessment and specific COVID 19 risk assessments, and COVID 19 consent screening forms. (as previously circulated).
- 1.3 As part of track and trace, all students would be registered and their contact details kept for three weeks after each class, then destroyed.
- 1.4 The fitness class would probably have no more than a dozen participants taking part (subject to COVID 19 requirements in place at the time of a class).
- 1.5 At the time of writing this report, I am waiting for advice from the Sussex Assoc of Local Councils regarding this request.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following points to aid further discussion at the meeting:
- 2.2 Would this set a precedent for other requests for organised 'free of charge' outdoor activities?
- 2.3 How would such a class be managed in relation to the other users of Nepcote Green (walkers, dog walkers, runners, horse riders etc) ?
- 2.4 Would the instructor carry out a risk assessment of the condition of the area to be used for the activity?
- 2.5 Would the instructor repair any damage to the area caused by the class?
- 2.6 Would the instructor remove any rubbish arising from the class?

FINDON PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2020

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2019/2020 has recently been completed. The audit included all financial transactions for the period 1 April 2019 to 31 March 2020 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. I spotted some errors whereby expenses had been recorded in the wrong columns, but the overall totals were correct.
- 2) The accounting records, minutes and other financial information were found to be in reasonable order.
- 3) The VAT spreadsheet had not been updated, and the clerk does not record VAT separately on the payments spreadsheet. I was not therefore able to check whether any potential reclaim has been correctly calculated. I have subsequently added a column to the clerk's spreadsheet to record the VAT incurred in the year to assist her with the claim.
- 4) The fixed asset value on the annual return should show last year's value (£152,330) plus the addition in the year (defibrillator cabinet £648) – total = £152,978. The clerk had recorded fixed assets on the annual return at insurance value.
- 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)

21 July 2020

Findon Parish Council

Bank Reconciliation Financial Year ending 31 March 2020

Prepared by Fiona MacLeod, Responsible Financial Officer

Date: 30/06/2020

Balance per bank statement as at 31 March 2020

Current Account Balance

£ 35519.35 +

Deposit Account Balance

£ 30587.37+

Total

£ 66106.72

Un-cleared Cheques

£ 702.00

101095, 101130

Total **£65404.72**

Cash Book Reconciliation

Opening Balance as at 1/4/2019

£ 64848.76 +

Total Receipts for 2019/20

£ 63878.84-

Total Payments for 2019/20

£ 63322.88

Closing Balance as at 31/3/2020

£ 65404.72

Annual Internal Audit Report 2019/20

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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

21/07/2020

Name of person who carried out the internal audit

RACHEL HALL (ACA)

Signature of person who carried out the internal audit

Rachel Hall

Date

21/07/2020

*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 2019/20

We acknowledge as the members of:

FLINDON 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 2020, 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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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 must 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

<https://flindonparishcouncil.gov.uk>

Section 2 – Accounting Statements 2019/20 for

Furdon PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	57869	64849	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	43000	45000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	63196	18879	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	10669	10304	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	88547	53019	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	64849	65405	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	64849	65405	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	152330	152978	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.

I certify that for the year ended 31 March 2020 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

JME

28/07/20

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

Explanation of Variances

	<u>2018/2019</u>	<u>2019/20</u>	<u>Variance</u>	<u>Variance</u>	<u>Detailed explanation of variance (with amounts) if more than 15%</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>	
<u>Box 2</u> <u>Precept</u>	<u>43000</u>	<u>45000</u>	<u>2000</u>	<u>4</u>	<u>n/a</u>
<u>Box 3</u> <u>Other receipts</u>	<u>63196</u>	<u>18879</u>	<u>44317</u>	<u>70</u>	£25K (net of VAT) grant funding received from West Sussex County Council for Operation Watershed works and VAT reclaim £19k in <u>2018/19 financial year</u>, totalling £44k
<u>Box 4</u> <u>Staff costs</u>	<u>10669</u>	<u>10304</u>	<u>365</u>	<u>3</u>	<u>n/a</u>
<u>Box 5</u> <u>Loan interest /capital 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>88546</u>	<u>53019</u>	<u>35528</u>	<u>40</u>	£30k Contractor payment (incl VAT) re Operation Watershed works in <u>2018/19 financial year</u>.
<u>Box 7</u> <u>Balances carried forward</u>	<u>64849</u>	<u>65405</u>	<u>556</u>	<u>0.9</u>	<u>n/a</u>
<u>Box 8</u> <u>Cash & short term investments</u>	<u>64849</u>	<u>65404</u>	<u>556</u>	<u>0.9</u>	<u>n/a</u>
<u>Box 9</u> <u>Fixed assets & long term assets</u>	<u>152330</u>	<u>152978</u>	<u>648</u>	<u>0.4</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>

Local Government Association Model Member Code of Conduct

Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



Local Government Association

18 Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

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For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.

REF 11.197



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Findon Village Preschool	No (if any) 1029483
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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CURRENTLY UP TO DATE TO 06/7/20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	500		-	500	3,373
Fundraising	232		-	232	2,783
Fees/Parents/Carers	5,415		-	5,415	15,184
Vouchers	50,103		-	50,103	69,831
Grants	1,000		-	1,000	1,500
Bank Interest			-	-	234
Other Receipts	3,395		-	3,395	152
	-		-	-	-
Sub total (Gross income for AR)	60,645	-	-	60,645	93,057
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,645	-	-	60,645	93,057
A3 Payments					
Salaries	49,323	-	-	49,323	59,835
Rent/Rates	769	-	-	769	627
Other premises Costs	1,413	-	-	1,413	9,540
Catering costs	727	-	-	727	674
Consumables	1,577	-	-	1,577	1,423
Equipment	2,319	-	-	2,319	1,715
Office costs and Meeting costs	3,546	-	-	3,546	3,084
Other payments	902	-	-	902	3,091
	-	-	-	-	-
Sub total	60,576	-	-	60,576	79,989
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,576	-	-	60,576	79,989
Net of receipts/(payments)	69	-	-	69	13,068
A5 Transfers between funds			-		612
A6 Cash funds last year end	58,383	22,449	-	80,832	67,152
Cash funds this year end	58,452	22,449	-	80,901	80,832

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	38,845	2,500	-
	Deposit Account	19,584	19,949	-
	Cash Box	23	-	-
	Total cash funds	58,452	22,449	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

FINDON PRESCHOOL

Year 1st Sept 2018 to 31 Aug 2019

MONTHLY TOTALS

INCOME

Date	Description	Amount	1 Fees	2 Vouchers	3 Other Funding	4 Fund raising	5 Grants	6 Donations	7 Bank Interest	8 Other
Sep-18	yes	3,555.31	787.50	0.00	0.00	700.00	0.00	2,067.81	0.00	0.00
Oct-18		18,375.39	2,129.40	16,225.66	0.00	20.33	0.00	0.00	0.00	0.00
Nov-18		5,420.06	3,177.50	742.56	0.00	0.00	1,500.00	0.00	0.00	0.00
Dec-18		17,320.90	465.00	15,936.48	0.00	169.42	0.00	750.00	0.00	0.00
Jan-19		1,852.50	1,852.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-19		3,511.94	595.00	2,706.24	0.00	158.70	0.00	0.00	0.00	52.00
Mar-19		1,667.50	1,167.50	0.00	0.00	0.00	0.00	500.00	0.00	0.00
Apr-19		16,837.84	830.00	15,913.63	0.00	44.21	0.00	50.00	0.00	0.00
May-19		1,670.00	1,620.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Jun-19		2,507.20	190.00	1,987.20	0.00	325.00	0.00	5.00	0.00	0.00
Jul-19		19,788.85	2,355.00	16,318.85	0.00	1,065.00	0.00	0.00	0.00	50.00
Aug-19		549.43	15.00	0.00	0.00	300.00	0.00	0.00	234.43	0.00
YEAR TOTAL		93,056.92	15,184.40	69,830.62	0.00	2,782.66	1,500.00	3,372.81	234.43	152.00
			93,056.92							
		93,056.92								
	Deposit AC interest	234.43								
		92,822.49								
	Restricted funds	2000								
	Restricted funds	750								
	Restricted funds	500								
		89,572.49								

FINDON PRESCHOOL EXPENDITURE BA Year Sept 2018 to Aug 2019
01 Sept 2018 to 31 Aug 2019

Date	Description	Amount	EXPENDITURE								
			10 Salaries	11 Rent and Rates	12 premises cost	13 Catering	14 Consum	15 Equipment	16 Office costs	17 meeting costs	18 Other
Sep-18		9,998.21	4,849.80	47.00	4,596.49	63.87	44.11	230.00	166.94	0.00	0.00
Oct-18		5,119.05	4,780.91	47.00	130.41	0.00	108.81	0.00	51.92	0.00	0.00
Nov-18		6,598.40	5,056.88	47.00	51.22	27.23	347.52	79.99	257.22	0.00	731.34
Dec-18		6,113.56	4,783.55	47.00	131.02	68.65	125.91	0.00	207.43	0.00	750.00
Jan-19		6,958.57	5,221.32	47.00	816.71	69.65	20.37	422.74	270.78	0.00	90.00
Feb-19		5,156.96	4,761.82	0.00	137.53	62.93	36.94	41.98	115.76	0.00	0.00
Mar-19		5,969.38	5,579.25	0.00	51.22	0.00	177.56	64.98	96.37	0.00	0.00
Apr-19		6,642.15	4,875.67	46.80	1,434.22	5.59	74.37	0.00	205.50	0.00	0.00
May-19		8,601.76	5,248.22	48.00	872.85	121.19	106.66	389.14	1,103.59	0.00	712.11
Jun-19		6,036.07	5,477.25	99.22	0.00	84.85	80.89	0.00	236.62	0.00	57.24
Jul-19		7,358.61	4,851.73	99.22	636.77	75.18	229.74	486.00	279.97	0.00	700.00
Aug-19		5,436.48	4,348.73	99.22	681.78	94.84	69.77	0.00	92.14	0.00	50.00
		79,989.20	59,835.13	627.46	9,540.22	673.98	1,422.65	1,714.83	3,084.24	0.00	3,090.69
	TOTAL	79,989.20	59,835.13	627.46	9,540.22	673.98	1,422.65	1,714.83	3,084.24	0.00	3,090.69

**Findon
Preschool**

	BANK	DEPOSIT	COMBINED	CASH BOX	
	01/09/18	01/09/18	01/09/18		
2018 Opening Balance per statements	28,442.33	38,686.73	67,129.06	23	67,152.06
Expenditure	(79,989.20)		(79,989.20)	0	(79,989.20)
Income	92822.49	984.43	93,806.92		93,806.92
Balance per accounts 31-08-19	<u>41,275.62</u>	<u>39,671.16</u>	<u>80,946.78</u>	<u>23</u>	<u>80,969.78</u>
Balance per statement 009-2019	41,275.62				
Balance per statement - 002-2019		39,671.16			
Cash Book				23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	Findon Village Preschool	No (if any)	1029483
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CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2018		31/08/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	123	3,250	-	3,373	1,150
Fundraising	2,783	-	-	2,783	892
Fees/Parents/Carers	15,184	-	-	15,184	19,231
Vouchers	69,831	-	-	69,831	41,686
Grants	1,500	-	-	1,500	-
Bank Interest	234	-	-	234	167
Other Receipts	152	-	-	152	703
	-	-	-	-	-
Sub total (Gross income for AR)	89,807	3,250	-	93,057	63,829
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	89,807	3,250	-	93,057	63,829
A3 Payments					
Salaries	59,835	-	-	59,835	51,322
Rent/Rates	627	-	-	627	774
Other premises Costs	9,540	-	-	9,540	2,911
Catering costs	674	-	-	674	536
Consumables	1,423	-	-	1,423	1,773
Equipment	1,715	-	-	1,715	1,993
Office costs and Meeting costs	3,084	-	-	3,084	4,607
Other payments	3,091	-	-	3,091	1,545
	-	-	-	-	-
Sub total	79,989	-	-	79,989	65,461
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	79,989	-	-	79,989	65,461
Net of receipts/(payments)	9,818	3,250	-	13,068	- 1,632
A5 Transfers between funds	750	- 138	-	612	- 138
A6 Cash funds last year end	47,815	19,337	-	67,152	68,922
Cash funds this year end	58,383	22,449	-	80,832	67,152

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	38,776	2,500	-
	Deposit Account	19,584	19,949	-
	Cash Box	23	-	-
	Total cash funds	58,383	22,449	-

(agree balances with receipts and payments account(s))

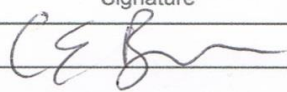
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CLAIRE BROWN	30/6/20

Findon village preschool AGM Report
Wednesday 6th November 7.30pm at The Gun

At present we have 18 children with 17 going to school in the summer.

We have had another full , fun packed year.

Our children have had a wide variety of different activities and experiences.

We have made some changes on the inside of the building making it a more calmer and inviting place to be, giving the children time to focus and concentrate more.

Another thing we have introduced is our woodwork area. This can be used independently during the day encouraging the children to learn to problem solve , think critically , concentrate experience to control risk and gain self esteem!

One of our dads has offered to come in to help with this !

We are starting to use more natural resources within our play shells, pine cones, wood, tins, and lids to name a few.

The children are being much more imaginative by giving these resources and the adults extend the childrens play by open ended questions and adding resources and books etc.

We could still use more items such as bricks , long thin pieces of wood and roof tiles ?!

The garden has had its make over thanks to some of our dads . We would still like to put up some posts for a hammock and things to challenge childrens climbing skills.

We have worked closely with the village community this last year with the children visiting the men in sheds who designed our mud kitchen and the Parish council task force spending much time repairing and smartening up the outside of the preschool.

We have had successful fundraisers this year with our raffles , sponsored bike ride and car boot .

Staff have been on training over the year developing their knowledge and skills to pass on new skills to the children .

Looking forward we need to do some marketing to help increase our numbers for next September as they will be low from what I can see forecasting this term. Parents seem to be sending children to preschool when they qualify for their funding where previously they were sending them at about 2.5

We are always hope full and sure things will pick up but we do need to be mindful of this.





Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
FINDON VILLAGE PRESCHOOL

On accounts for the year
ended

AUGUST 2019	Charity no (if any)	1029483
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Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed: Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

Section B Disclosure

ONLY COMPLETE IF THE EXAMINER NEEDS TO HIGHLIGHT MATERIAL MATTERS OF CONCERN (SEE CC32, INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS: DIRECTIONS AND GUIDANCE FOR EXAMINERS).

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

1. Updates for noting

- 1.1 Nepcote Green: it has been suggested that the bund on NG should be sown in the Spring with wild flower seed which would 'brighten the Green' and reduce the amount of strimming required. The amount of seed required and cost to be investigated.
- 1.2 Preschool: (1) unfortunately a roof leak has occurred very soon after the roof was re-felted. I have met the contractor there and he is investigating.
(2) the Preschool has requested permission to erect a 'temporary cover' as per appendix 1 to the report to give extra cover all year round for outside playing. This is in effect a lean-to carport structure 12m long by 3m wide with a poly carbonate sloping roof. I am told the cost is about £2500. This may be a relevant factor when considering the Preschool's grant application (Agenda item 20.88 refers)
- 1.3 Wattle House: a combined team made up of Findon Village Volunteers Working Party members and Sheep Fair members have made a fine job of re-painting the shutters, doors etc, some of which have a limited life and will need to be renewed within the next 4/5 years
- 1.4 Nepcote Green fencing: unfortunately it has been necessary to temporarily stop the re-fencing work. The western side has been done but telephone wires exactly underneath the old fencing were hit and damaged . Open Reach had to be called in to do repair work. When the contractors AC Gardens (Sussex) Ltd have definite confirmation of the run of all relevant services in the proximity of the fence line, work will then resume
- 1.5 Working Party (Findon Village Volunteers): the Working Party has been busy and operating within Covid 19 restrictions. Clearance of overgrowth has been carried out by the Nepcote Green Pond and further up Nepcote Green (to facilitate the re- fencing) , next to the Homewood Bus Shelter (to help to see when the bus is coming !), at the bottom of Steep Lane and the footpaths adjacent to the A24.

The Bus Shelter opposite the Black Horse had a safety issue in that part of the front section had been forced from the concrete base. This has now been re-secured, rotten roof shingles are in course of replacement and the Shelter repainted with preservative.

Work is about to start on repair work to the roof construction above the Well (which belongs to FPC) next to Pebble Cottage in High Street.

- 1.6 A24 verges and central reservation: at this time of year grass growth usually poses a problem with visibility being seriously obstructed . WSCC has done an excellent job in carrying out a thorough grass cut and the situation is much improved.

2. Issues for consideration by full Council

- 2.1 Homewood Parking Problems : I have prepared with Cllr Wilson's assistance a report into the dire parking problems at Homewood but this takes the form of a draft letter to Arun District Council (ADC) and West Sussex County Council (WSSC) with a view to saving time. This draft letter will be circulated under separate cover for consideration by Councillors at the meeting.

