

## LINDFIELD PARISH COUNCIL

Minutes of the **FULL COUNCIL MEETING** of LINDFIELD PARISH COUNCIL held on **THURSDAY, 9 JUNE 2022** at King Edward Hall, Lindfield.

The meeting commenced at 19:45

Parish Councillors:	Mr. W. Blunden (Chair)	Mrs. M. Hersey *	Mr. R. Plass
	Mrs. V. Upton (Vice-Chair)	Mr. M. Leach	Mr. J. Stevens
	Mrs. L. Grace *	Mr. A. Matthews	Mr. I. Wilson
	Mr. S. Henton	Mr. R. Pickett	Mr. C. Wood

(\*) Denotes absence

**In attendance:** Mr. A. Funnell (Clerk)

### **370. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE**

370.1 Apologies were received from Cllrs Hersey & Grace. The reasons for absence were accepted.

### **371. DECLARATIONS OF INTERESTS**

371.1 The following declarations of interest were recorded:

- Cllr Blunden declared a personal interest in item 380 as he is an allotment holder.
- Cllr Matthews declared a personal interest in item 380 as she is an allotment holder.

### **372. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF COUNCIL HELD ON 12 MAY 2022 (PREVIOUSLY CIRCULATED)**

372.1 The Chairman called for approval of the Minutes of the Council meeting held on 12 May 2022. The Minutes were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

### **373. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

373.1 There were no members of the public present.

### **374. TO RECEIVE AND CONSIDER THE FINAL REPORT OF THE INTERNAL AUDITOR AND THE INTERNAL AUDIT REPORT ON THE ANNUAL RETURN.**

374.1 The Internal Audit inspection had taken place, following which the Internal Auditor completed the Internal Audit section of the Annual Return and submitted his written report the same day. No matters had been reported, "by exception".

### **375. ANNUAL RETURN 2021/22 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2021/22**

It was **NOTED** that Members were required to acknowledge their responsibility for ensuring that there was in place a sound system of internal control, including the preparation of the accounting statements.

The Council having given due consideration to reports of the Internal Auditor (Minute 374 above) and the Review of the Effectiveness of the System of Internal Audit and Internal Control, the report of which had been considered at the meeting held on 31 March 2022, the Chairman took Members through each of the statements listed in Section 1 (Annual Governance Statement). Members considered their responses and confirmed the statements to the best of their knowledge and belief.

It was **AGREED** to enter YES to each of Statements 1 - 8 and N/A to Statement 9 (which related to trust funds).

### **376. ANNUAL RETURN 2021/22 SECTION 2 (ACCOUNTING STATEMENTS):**

Members had received, in advance of this meeting, a copy of Section 2 and the supporting documentation.

- Section 2 of the Annual Return, the Supporting Notes and Balance Sheet had been completed and signed by the Responsible Financial Officer before presenting the documents to the Council, as required.
- The Accounts were presented as Income and Expenditure.
- The Income and Expenditure recorded receipts of £184,004 and payments of £183,359.
- The closing bank – Cash & Investment Reconciliation as at 31 March 2022 was £206,315.77 represented by the following:

Barclays Current Account	£15,000.00
Barclays Premium Account	£98,204.48

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Nationwide Building Society	£93,000.03
Petty Cash	£114.26
Closing Balance	£206,315.77

There were no queries from Members on the accounts.

It was **PROPOSED, SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2021/22 and that Section 2 of the Annual Return, together with the Supporting Notes for the Statement of Accounts and the Balance Sheet, should be **SIGNED** by the Chairman of Council, and Responsible Financial Officer.

### 377. EXERCISE OF ELECTORS RIGHTS

377.1 It was **AGREED** to confirm to the External Auditors, Moore, that the Parish Council had adopted their suggested 30-working day period for the exercise of public rights should start on or before the first of July 2022.

### 378. MATTERS ARISING

378.1 There were no matters arising.

### 379. EXCLUSION OF THE PUBLIC [AND PRESS]

379.1 It was **PROPOSED, SECONDED** and **AGREED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted (staffing matters) it was desirable in the public interest that the public [and press] be excluded.

### 380. LICENCE FEE – 21 DENMANS LANE

380.1 Members noted the content of the report and **AGREED** to its recommendations.

The meeting finished at 19:59