

# LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 15 JUNE 2023** at King Edward Hall, Lindfield.

The meeting commenced at 20:00

Parish Councillors:	Mrs. A. Beecroft	Mrs. A. Matthews	Mr. I. Wilson
	Mr. W. Blunden (Chair)	Mr. S. Nisbett	Mr. T. Webster
	Mrs. I. Burns *	Mr. R. Pickett	Mr. C. Wood
	Mrs. L. Grace *	Mrs. V. Upton (Vice-Chair) *	Mr. D. Woolley

(\*) Denotes absence

**In attendance:** Mr. A. Funnell (Parish Clerk)  
Mrs. T. Ely (Responsible Financial Officer)

**Also Present:** Cllr A-M. Cooke (MSDC)

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

24.1 Apologies were received from Cllrs Burns, Grace & Upton, . The reasons for absence were accepted.

## **25. DECLARATIONS OF INTERESTS**

25.1 There were no declarations of interest.

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

26.1 There were no members of the public present.

## **27. CHAIRMAN'S ANNOUNCEMENTS**

27.1 The following announcements were made:

- a) Lindfield Open Gardens – The organisers of the event should be congratulated on the success of the event.
- b) London to Brighton Bike Ride – The London to Brighton bike ride takes place on Sunday. In previous years the event has been the biggest fundraiser for the Lindfield Scouts. Unfortunately, they are unable to hold a refreshment stop on Black Hill/Lindfield Common. It is hoped that in future this issue can be resolved.

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

28.1 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".

## **29. ANNUAL RETURN 2021/22 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2022/23**

29.1 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 28 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 9 March 2023, 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).

It was **PROPOSED, SECONDED** and **RESOLVED:** to **APPROVE** Section 1 of the Annual Return (Annual Governance Statement), duly completed, and that it should be **SIGNED** by the Chairman of Council and the Clerk.

**30. RETURN 2021/22 SECTION 2 (ACCOUNTING STATEMENTS):**

30.1 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 £202,581 and payments of £221,564.
- The closing bank – Cash & Investment Reconciliation as at 31 March 2023 was £197,078.57 represented by the following:

Barclays Current Account	£15,000.00
Barclays Premium Account	£88,926.74
Nationwide Building Society	£93,000.03
Petty Cash	£151.80
Closing Balance	£197,078.57

There were no queries from Members on the accounts.

It was **PROPOSED**, **SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2022/23 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.

**31. EXERCISE OF ELECTORS' RIGHTS: DATES FOR THE PUBLIC INSPECTION PERIOD.**

31.1 It was **AGREED** to confirm to the External Auditors, Moore, that the Parish Council had adopted the following dates Monday 19<sup>th</sup> June to Friday 28<sup>th</sup> July inclusive as the 30-working day public inspection period.

**32. MATTERS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.**

32.1 Cllr Beecroft and the RFO provided an update on the bank mandate changes. Full Council would be asked on the 13<sup>th</sup> of July to ratify the changes, which had been recommended for approval by the Finance and General Purposes Committee on the 30<sup>th</sup> of May 2023.

The meeting finished at: 20:17