

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 13 JUNE 2024** 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)

131. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

131.1 There were no apologies for absence.

132. DECLARATIONS OF INTERESTS

132.1 The following declarations of interest were received:

133. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

133.1 There were no members of the public present.

134. CHAIR'S ANNOUNCEMENTS

134.1 The Chair thanked members and staff that had attended the Council's stall on Lindfield Village Day. The Council would send a letter to the Village Day Committee thanking them for the organising and running of a very successful event for the community.

135. TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR

135.1 The Internal Audit report was **NOTED**.

136. ANNUAL RETURN 2023/24 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2023/24

136.1 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 112 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 2 May 2024, 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.

137. ANNUAL RETURN 2023/24 SECTION 2 (ACCOUNTING STATEMENTS)

137.1 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 £232,883 and payments of £238,527.
- The closing bank – Cash & Investment Reconciliation as at 31 March 2024 was £180,350.99 represented by the following:

Barclays Current Account	£15,000
Barclays Premium Account	£61,537.86
Nationwide Building Society	£45,000.00
Petty Cash	£149.37

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Unity Trust Current Account	£464.20
Unity Trust Savings Account	£58,199.56
Closing Balance	£180,350.99

There were no queries from Members on the accounts.

It was **PROPOSED, SECONDED** and **RESOLVED to APPROVE** the Accounts for 2023/24 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.

138. THE SETTING OF THE DATE FOR THE EXERCISE OF ELECTORS' RIGHTS.

138.1 It was **AGREED** to set the date of announcement as Friday 14th June 2024 and the inspection period as Monday 17th June to Friday 26th July 2024 inclusive.

139. MATTERS ARISING AFTER THE PREPARATION OF THIS AGENDA, which the Chair agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.

139.1 No matters raised.

140. EXCLUSION OF THE PUBLIC [AND PRESS]: TO CONSIDER WHETHER A RESOLUTION SHOULD BE MOVED UNDER STANDING ORDER NO. 3(D) AND IN ACCORDANCE WITH THE PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960 SECTION 1(2), TO EXCLUDE THE PUBLIC AND PRESS FROM THE FOLLOWING PART OF THE MEETING, BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED OR FOR OTHER SPECIAL REASONS (STAFFING MATTERS).

140.1 Cllr Pickett **PROPOSED** and Cllr Beecroft **SECONDED**. It was **AGREED** to exclude the press and public due to the confidential nature of the items to be considered.

141. TOILETS ON THE COMMON

141.1 CHANGING PLACES EQUIPMENT QUOTES

This item had been dropped from the agenda.

141.2 MECHANICAL, ELECTRICAL AND PLUMBING SERVICES QUOTES

Members reviewed the fee proposals. It was agreed to appoint Martin Thomas Associates Ltd.

142. DENMANS LANE TOILET CLEANING.

142.1 Members were advised that we were awaiting quotes.

The meeting finished at: 20:13.

The next meeting of the Council is 18 July 2024.

DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until they are confirmed as a correct record at the subsequent meeting.