

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 26 JUNE 2025**, at King Edward Hall, Lindfield.

The meeting commenced at 20:00

Parish Councillors:	Mrs. A. Beecroft	Mrs. A. Matthews *	Mr. T. Webster
	Mr. W. Blunden *	Mr. S. Nisbett *	Mr. C. Wood
	Mrs. I. Burns *	Mrs. V. Upton *	Mr. D. Woolley *
	Mrs. L. Grace *	Mr. I. Wilson	

(*) Denotes absence

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

241. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE.

241.1 Apologies were received from Cllrs Blunden, Grace, Matthews, Nisbett, & Upton.

242. DECLARATIONS OF INTERESTS.

242.1 There were no declarations.

243. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

243.1 There were no members of the public present.

244. TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR

244.1 Members formally noted the following documents:

- Mulberry Internal Audit Report.
- Annual Review of the Effectiveness of the Overall Internal Audit 2024-2025.
- Annual Review of the Effectiveness of the Internal Control System 2024-2025.

Members thanked the office, particularly the RFO, for ensuring the Council continues to exercise good governance.

245. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2023/24

245.1 Members **noted** the comments of the external auditor on the External Auditor Report and Certificate 2023/24.

246. ANNUAL RETURN 2024/25 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2024/25

246.1 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 had given due consideration to reports of the Internal Auditor (Minute 244 above) and the Review of the Effectiveness of the System of Internal Audit and Internal Control (Minute 244 above). The Chair 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 Chair of Council and the Clerk.

247. ANNUAL RETURN 2024/25 SECTION 2 (ACCOUNTING STATEMENTS).

247.1 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 £275,375 and payments of £245,222.
- The closing bank – Cash & Investment Reconciliation as at 31 March 2025 was £212,977.53, represented by the following:

Barclays Current Account	£ 14,505.26
Barclays Premium Account	£ 53,715.97
Nationwide Building Society	£ 84,467.17
Unity Trust Current Account	£ 20,713.59
Unity Trust Savings Account	£ 38,575.54
Closing Balance	£ 1,000.00

There were no queries from Members on the accounts.

It was **proposed, seconded and resolved** to **approve** the Accounts for 2024/25 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 Chair of

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Council and the Responsible Financial Officer.

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

248.1 It was **agreed** to set the date of announcement as Monday, 30th June 2025, and the inspection period as Tuesday, 1st July to Monday, 11th August 2025 inclusive.

249. FESTIVE LIGHTS TENDER

249.1 Members **agreed** that a moderation panel be set up to review and accept a tender for the festive lighting. The moderation panel would be the Clerk, in conjunction with the Chair, Vice-Chair, E&A Chair & Vice Chair. If a member of the panel were unable to attend, an authorised signatory would take their place.

250. COMMUNITY GOVERNANCE REVIEW

250.1 Members considered the email and **agreed** that all members be asked for the comments and that a report would be prepared for the next Full Council meeting.

251. MATTERS ARISING

251.1 The Clerk advised that a by-election had not been called, and the Council were now legally able to co-opt for the vacancy.

The meeting finished at 20:43

The next meeting of the Council is on 24 July 2025

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.