

ACTION AND PROJECT PROGRESS LIST

Item 7

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	DATE DONE	NOTES
Full Council	42.7	13-Jul-23	Toilets on the Common	It was AGREED by a majority that the Parish Council: (A) Applies to Mid Sussex District Council for grant funding (B) Delegate authority to the Clerk, in conjunction with the Toilets on the Common Working Group, to manage and complete the application.	Clerk/WG	31-Aug-23	Application has been submitted
Full Council	42.8	13-Jul-23	Bank Mandate	(A) Ratify Cllr Beecroft is added as an authorised signatory to the Council's accounts with Barclays Bank and Nationwide Building Society (B) Remove former Cllr Henton as an authorised signatory from our accounts.	RFO		This has been completed
Full Council	42.9	13-Jul-23	Bank Arrangements	(A) Agree that the Parish Council applies for the Unity Trust Instant Access Business Savings Account. (B) Agree that the existing authorised signatories and banking mandate arrangements will apply to the new account. (C) Delegate Authority to the Responsible Financial Officer, in conjunction with the Chair and Vice-Chair of F&GP, to manage and complete the application.	RFO		Application has been submitted
Full Council	45.1	13-Jul-23	Clock Tower House Lease	To instruct the Council's solicitor to offer the five-year lease renewal to the tenant.	Deputy Clerk		Our solicitor has been instructed to issue the lease to our tenant for consideration

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/07/2023	Barclays Current Account	14,621.64	
2	31/07/2023	Business Premium Account	128,396.42	
3	31/07/2023	Nationwide Building Society	93,000.03	
4	31/07/2023	Petty Cash	117.55	
				236,135.64
<u>Unpresented Payments</u>				
1	10/07/2023	DEBIT CARD	50.00	
1	27/07/2023	DEBIT CARD	50.00	
				100.00
				236,035.64
<u>Receipts not on Bank Statement</u>				
1	31/07/2023	Interest	114.53	
				114.53
Closing Balance				236,150.17
<u>All Cash & Bank Accounts</u>				
1		Current Bank A/c	14,636.17	
2		Business Premium Account	128,396.42	
3		Nationwide Building Society	93,000.03	
4		Petty Cash	117.55	
		Other Cash & Bank Balances	0.00	
		Total Cash & Bank Balances		236,150.17

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/07/2023	Business Premium Account	Automatic	881.84			210		881.84	From 20623318
04/07/2023	Castle Water Limited	DD	25.40			4330	100	25.40	CTH Water Supply May 2023
04/07/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	30.95		5.16	4170	100	25.79	MultiPurposeCopierP
05/07/2023	Amazon EU S.a.r.l, UK	DEBIT CARD	16.28		2.72	4170	100	5.82	A4 Plastic Punch Wallets
						4170	100	7.74	Gorilla Tape Black 32m
05/07/2023	DanyangChaofengGen.Merchandi	DEBIT CARD	16.99		2.83	4250	100	14.16	Drawstring Bin Bag Liners
07/07/2023	Pear Technology Services Ltd	ONLINE	288.00		48.00	4500	110	240.00	PTMapper/Maplink Support 23/24
07/07/2023	Ian Woodhams	ONLINE	20.00			4250	100	20.00	CTH Window Cleaning 29.6.23
10/07/2023	KPS Composting Services Ltd	DEBIT CARD	50.00		8.33	4471	110	41.67	Green Waste 1 Tonne
14/07/2023	West Sussex County Council	ONLINE	8,202.97			4000	100	6,670.76	Salaries June 2023
						4010	100	502.14	NICs June 2023
						4020	100	979.67	Pension Contributions Jun 2023
						4530	110	50.40	VO Travel Expenses June 2023
14/07/2023	Monitor Cleaning Services Ltd	ONLINE	483.28		80.55	4561	110	402.73	Cleaning Service June 2023
14/07/2023	Vision ICT Ltd	ONLINE	48.00		8.00	4200	100	40.00	Admin Fee GA4 Website Upgrade
14/07/2023	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning June 2023
17/07/2023	Castle Water Limited	DD	61.68			4561	110	61.68	Water Supply June 2023
19/07/2023	Npower Commercial Gas Ltd	DD	206.61		9.84	4450	110	196.77	Electricity Supply June 2023
21/07/2023	JNR Computer Services	ONLINE	3,852.67		642.11	4200	100	3,210.56	IT Ann Maintenance/Micros
24/07/2023	British Gas Trading Ltd	DD	38.32		1.82	4561	110	36.50	Electricity Supply 7Jun-6Jul23
25/07/2023	Glasdon UK Limited	DEBIT CARD	239.30		39.89	4750	110	186.92	Topsy Jubilee Litter Bin-Top
						4750	110	12.49	Glasdon Litter BinTop Delivery
27/07/2023	KPS Composting Services Ltd	DEBIT CARD	50.00		8.33	4471	110	41.67	Green Waste 1 Tonne
31/07/2023	SUEZ Recycling and Recovery	DD	100.74		16.79	4295	100	83.95	Waste Collection June 2023
Subtotal Carried Forward:			14,840.53	0.00	874.37			13,966.16	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
Total Payments:			14,840.53	0.00	874.37			13,966.16	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance & General Purposes</u>							
1076 Precept	108,000	216,000	108,000			50.0%	
1090 Interest Received	685	0	(685)			0.0%	
1120 Clock Tower House Rental	3,232	0	(3,232)			0.0%	
1125 CTH Service Charge	159	0	(159)			0.0%	
1210 Licence Fee	141	0	(141)			0.0%	
Finance & General Purposes :- Income	<u>112,218</u>	<u>216,000</u>	<u>103,782</u>			<u>52.0%</u>	<u>0</u>
4000 Salary	20,012	84,500	64,488		64,488	23.7%	
4010 Tax & NI	1,506	7,200	5,694		5,694	20.9%	
4020 Pension	2,939	13,000	10,061		10,061	22.6%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	0	400	400		400	0.0%	
4120 Training	400	2,000	1,600		1,600	20.0%	
4140 Audit Fees	(711)	1,700	2,411		2,411	(41.8%)	
4160 Insurance	2,037	2,500	463		463	81.5%	
4170 Postage & Stationery	53	400	347		347	13.2%	
4175 Annual Memberships/Subscriptio	2,034	3,000	966		966	67.8%	
4180 Photocopying	550	2,300	1,750		1,750	23.9%	
4190 Telephone & Broadband	1,350	2,500	1,150		1,150	54.0%	
4200 IT & Website	3,938	4,500	562		562	87.5%	
4210 Office Equipment	0	500	500		500	0.0%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	500	2,500	2,000		2,000	20.0%	
4240 Room Hire	236	900	664		664	26.2%	
4250 Cleaning/Catering	774	2,700	1,926		1,926	28.7%	
4260 Newsletter & Annual Report	0	2,300	2,300		2,300	0.0%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	0	250	250		250	0.0%	
4271 Members Allowances	0	4,000	4,000		4,000	0.0%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	562	1,500	938		938	37.5%	
4295 Waste Collection	252	1,300	1,048		1,048	19.4%	
4310 PWLB Repayment	11,210	22,299	11,089		11,089	50.3%	
4320 Electricity Supply	1,611	3,100	1,489		1,489	52.0%	
4330 Water Supply	49	200	151		151	24.6%	
4340 Security Alarm System	0	500	500		500	0.0%	
4350 Fire Safety System	0	500	500		500	0.0%	
4360 Health & Safety	9	200	191		191	4.3%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4393 Maintenance/Improvements CTH	403	2,500	2,097		2,097	16.1%	
Finance & General Purposes :- Indirect Expenditure	50,346	175,849	125,503	0	125,503	28.6%	0
Net Income over Expenditure	61,872	40,151	(21,721)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	1,533	4,900	3,367		3,367	31.3%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	(614)	2,000	2,614		2,614	(30.7%)	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	0	2,000	2,000		2,000	0.0%	
4530 Village Orderly Equip/Expenses	258	1,000	742		742	25.8%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	1,616	14,000	12,384		12,384	11.5%	
4650 Climate Change Projects	31	1,500	1,469		1,469	2.1%	
4750 Replacement Street Furniture	199	1,000	801		801	19.9%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	100	100		100	0.0%	
Environment & Amenities :- Indirect Expenditure	8,212	54,975	46,763	0	46,763	14.9%	0
Net Expenditure	(8,212)	(54,975)	(46,763)				
<u>120 Allotments</u>							
1200 Allotment Income	1,124	0	(1,124)			0.0%	
Allotments :- Income	1,124	0	(1,124)				0
4600 Allotment Expense	1,000	2,500	1,500		1,500	40.0%	
Allotments :- Indirect Expenditure	1,000	2,500	1,500	0	1,500	40.0%	0
Net Income over Expenditure	124	(2,500)	(2,624)				
<u>130 Planning & Traffic</u>							
4963 SID Maintenance & Replacement	0	1,000	1,000		1,000	0.0%	
4973 RTPI	0	7,000	7,000		7,000	0.0%	
4985 Improvements per Traffic Study	(4,044)	0	4,044		4,044	0.0%	
Planning & Traffic :- Indirect Expenditure	(4,044)	8,000	12,044	0	12,044	(50.6%)	0
Net Expenditure	4,044	(8,000)	(12,044)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Non Budgeted Expenditure</u>							
4399 GR: KEH Clock	85	0	(85)		(85)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>85</u>	<u>0</u>	<u>(85)</u>	<u>0</u>	<u>(85)</u>		<u>0</u>
Net Expenditure	<u>(85)</u>	<u>0</u>	<u>85</u>				
Grand Totals:- Income	113,342	216,000	102,658			52.5%	
Expenditure	55,599	241,324	185,725	0	185,725	23.0%	
Net Income over Expenditure	<u>57,743</u>	<u>(25,324)</u>	<u>(83,067)</u>				
Movement to/(from) Gen Reserve	<u>57,743</u>						

Lindfield Parish Council 2023-2024

Expenditure from Earmarked Reserves as at 31 July 2023

Account	Opening Balance	Expenditure	Closing Balance
EMR - Toilets on the Common	84,170.00	-	84,170.00
EMR - Wilderness Field S106 Maintenance	18,695.58	-	18,695.58
EMR - Council Elections	5,400.00	-	5,400.00
EMR - Traffic Improvement & Planning Support	4,500.00	-	4,500.00
	112,765.58	<hr/> - <hr/>	112,765.58

Andrew Funnell

From: [REDACTED]
Sent: 30 August 2023 16:40
To: Andrew Funnell
Cc: [REDACTED]
Subject: RE: GH340 Lindfield PC - Updated Fee Proposal and S106 Funding Application
Attachments: GH340 Fee Proposal 30.08.23.pdf

Hi Andrew,

Further to our recent discussions, please see attached for updated fee proposal with Stages 3 (Discharge of Conditions), 5 (CDM/Health and Safety) and 7 (Contract Administration) now confirmed also.

Stage 2 (Building Regulations) and Stage 4 (Pre-Contract Services) remain unchanged, for which I believe you have already confirmed instruction for Stage 2 previously.

In terms of rough programme, based upon instruction to proceed on 17th September, following your meeting, it would be sensible to allow:

- 2 months for Stage 2 Building Regulations (mid-November finish).
- Discharge of Conditions can be submitted at this point also with drainage information having then been completed by the Structural Engineer.
- 1 month to produce Specification of Works (mid-December finish)
- Tendering of works early in new year, say mid-January, tender period 4 weeks (mid-February tender returns)
- Assuming relatively quick mobilisation, we could then be on site mid to end of March, and an approximate construction duration would be 6 months.
- This results in completion of the works on site mid to end of September.

In terms of your S106 funding application, and queries RE fees, please see below a short summary of total costs. I have tried to include some budget figures where specialist input is required:

		Cost Ex VAT (£)	VAT (£)	Notes
Stage 2 - Building Regualtions	Gould Baxter	2,760.00	552.00	
	Soil Investigation (Budget)	500.00	100.00	
	Utilities Search (Budget)	200.00	40.00	
	Structural Engineer and Below Ground Drainage (Budget)	3,000.00	600.00	
	Application to connect into public sewer (Budget)	300.00	60.00	

	Building Control (Budget)	1,500.00	300.00	
Stage 3 - Discharge of Conditions	Gould Baxter	500.00	100.00	
Stage 4 - Pre-Contract Services	Gould Baxter	3,450.00	690.00	
Stage 5 - CDM/Health & Safety	Gould Baxter	750.00	150.00	
Stage 7 - Contract Administration	Construction Budget Cost	229,625.00	45,925.00	NOTE: Any VAT relief or exemption to be confirmed by specialist. It has been assumed 20% VAT applicable.
	Gould Baxter (10%)	22,962.50	4,592.50	
		265,547.50	53,109.50	= 318,657.00

I trust the above is clear and of assistance, but please let me know if you require any further information.

I look forward to hearing from you.

Best Regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Budget Estimate - Updated June 2023

GH340 - Lindfield Public Conveniences, Lindfield Common, West Sussex

5th June 2023

1.00	Specialist Groundworks	1,870.00
2.00	Sub Structure	18,390.00
3.00	Super Structure	
	Roof	16,850.00
	External Walls	10,775.00
	External Doors	4,950.00
	Internal Walls and Partitions	4,820.00
	Internal Doors	750.00
4.00	Internal Finishes	
	Walls	13,240.00
	Floors	4,065.00
	Ceilings	1,570.00
5.00	Fittings, Furnishings and Equipment	1,650.00
	Changing Places equipment and sanitaryware	
6.00	Services	
	Sanitaryware and Changing Places equipment	25,000.00
	Disposal Installations	2,110.00
	Water Installations	1,735.00
	Ventilation Systems	2,300.00
	Electrical Installations	4,700.00
	Fire and Lighting Protection	675.00
	Builder's Work in connection with Services	450.00
7.00	External Works	
	Site Preparation Works	1,010.00
	Roads, Paths and Pavings	2,700.00
	Soft Landscaping, Planting and Irrigation System	1,870.00
	Fencing, Railings and Walls	1,500.00
	External Fixtures	750.00
	External Services	30,275.00
8.00	Main Contractors Preliminaries	23,920.00
9.00	Main Contractors Overheads and Profits	26,700.00
10.00	Contingency	5,000.00
	Build Cost Sub-total:	209,625.00
11.00	Statutory Services	
	UKPN Electrical Connection	£10,000.00
	Water Connection	£10,000.00
	Total Budget Cost:	229,625.00

Andrew Funnell
Clerk, Lindfield Parish Council
Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield RH16 2LH

a.funnell@lindfieldparishcouncil.gov.uk

30th August 2023

Dear Andrew

LINDFIELD PUBLIC CONVENIENCES

Thank you again for your time recently and for the opportunity to be involved in the project.

Our fee proposal below relates works to Lindfield Public Conveniences.

Our fees are stated for stages where these can be assessed at this time, and for your reference we have also set out the further stages that are likely to be required but where associated fees cannot be confirmed until the proposals are more defined during preceding stages.

An outline description of what is undertaken in each stage is given below. A more detailed description of our services at each stage is included in the Appendix to this letter.

Stage 1 – Planning Documentation

Using feasibility sketch proposals developed during Stage 1, refine the scheme and prepare proposals for planning application:

- 2.1 Meet with you to discuss client/Local Authority feedback to proposals finalised during Stage 1.
- 2.2 Prepare formal drawing documentation in response to feedback.
- 2.3 Prepare Design and Access Statement for planning application.
- 2.4 Liaise with other specialists where applicable.
- 2.5 Consolidate all documentation and submit to client for approval prior to submission.
- 2.6 Submit planning application to Local Authority, or where relevant provide documentation to Planning Consultant for collation and submission.

Stage 2 – Building Regulations

Using the information prepared for planning during Stage 1, develop drawings to show compliance with Building Regulations:

- 3.1 Meet with you to confirm specific client requirements relating to Building Regulations e.g. any preferred key building materials, heating system type etc.

- 3.2 Prepare initial drawings for circulation and review with specialist consultants.
- 3.3 Liaise with Structural Engineer and cross reference with information on drawings prepared by Gould Baxter.
- 3.4 Liaise with Mechanical and Electrical Engineer if appropriate and cross reference with information on drawings prepared by Gould Baxter. This proposal is set out on the assumption that one will be appointed.
- 3.5 Liaise with other specialist consultants as necessary and co-ordinate input to finalise detailed proposals.
- 3.6 Submit detailed proposals to Local Authority Building Control/Approved Inspector for approval/comment.
- 3.7 Liaise with Building Control/Approved Inspector to review their Plans Check Report.
- 3.8 Make any adjustments required to proposals to show compliance with Building Regulations.

Stage 3 – Discharge of Conditions

Following receipt of planning approval, co-ordinate discharge of planning conditions relating to construction:

- 4.1 Preparation of, and collation of documentation by others in connection with applying for Discharge of Conditions in Planning Decision Notice.

Stage 4 – Pre Contract Services (Specification and Tendering)

Using approved documentation prepared for Stages 2 through to 4, develop and add further detail to designs to enable pricing of the works and contractor selection:

- 5.1 Prepare a detailed written Specification of Works.
- 5.2 Prepare initial lighting and small power layout.
- 5.3 Prepare initial door and window schedule.
- 5.4 Collate documentation, including design/specification information by specialists where required, ready for tendering.
- 5.5 Invite competitive tenders for the building contract.
- 5.6 Respond to queries from contractors during the tender period.
- 5.7 Check/analyse priced documents upon receipt of tenders.
- 5.8 Report on tenders received and provide recommendation for contractor appointment.

Stage 5 – CDM/Health and Safety

During all stages of our appointment, act as Principal Designer as required by the Construction (Design and Management) Regulations 2015, to oversee/co-ordinate ongoing design:

- 6.1 Prepare Designer's Risk Assessment.
- 6.2 Collate Designer's Risk Assessments from other specialists.
- 6.3 Collate information pertaining to services on the site.
- 6.4 Liaise with client to identify existing known risks/hazards on site.
- 6.5 Prepare Pre-Construction Health and Safety Information document and issue to tendering/chosen main contractors.

Stage 6 – Construction Drawings

Using documentation prepared for stages 2 to 5, and in readiness for contract documents and construction on site:

- 7.1 Develop Building Regulations drawings to add further initial construction details for sample areas to supplement information in Specification of Works.
- 7.2 Prepare dimensioned setting out drawings for general floor plans for use on site.

7.3 Prepare small power and lighting plans.

Stage 6 services are to be undertaken together with Stage 7.

Stage 7 – Contract Administration

Oversee works through to completion on behalf of the client.

- 8.1 Following client instructions, notify preferred contractor and unsuccessful contractors of tender outcome.
- 8.2 Attend Pre-Contract Site meeting with chosen contractor to discuss programme of works and organisation.
- 8.3 Prepare Contract Documentation (JCT form of building contract).
- 8.4 Arrange for signature of contract documents by both parties.
- 8.5 Supply all necessary information to the contractor.
- 8.6 Check contractor's programme of works.
- 8.7 Monitor the progress and quality of the work by periodic site visits.
- 8.8 Chair monthly progress meetings and prepare minutes to report to you on progress and actual contract expenditure.
- 8.9 Administer the terms of the building contract during progress of the works and issue contract certificates.
- 8.10 Assess valuation applications submitted by the building contractor, and agree progress/interim payment on your behalf.
- 8.11 Update a Draft Rolling Final Account on a monthly basis.
- 8.12 Prepare snagging list prior to certification of Practical Completion.
- 8.13 Issue Practical Completion Certificate at completion of the works.
- 8.14 Make further inspection towards end of Rectification Period following completion of the works and agree any required remedial works.
- 8.15 Agree Final Account with the Building Contractor and certify final payment.
- 8.16 Hand over latest 'For Construction' drawings for record.

Stage 7 services are to be undertaken together with Stage 6.

Fees

Our fees for the stages set out above are as follows, and are exclusive of VAT:

Stage	Fee/Status
Stage 1 – Planning	Completed
Stage 2 – Building Regulations	£2,760.00
Stage 3 – Discharge of Conditions	£500.00
Stage 4 – Pre-contract Services	£3,450.00
Stage 5 – CDM/Health & Safety	£750.00
Stage 6 – Construction Drawings	TBC
Stage 7 – Contract Administration	10% of Final Account Figure

General Allowances

Our fee estimate has been based upon the current Client Brief. Should the scheme be abandoned at any time, or any significant revisions be required, our fee in the circumstances would be calculated on a quantum meruit basis and hourly rate.

We would submit interim fee invoices on a monthly basis to reflect ongoing time expenditure, albeit within the parameters of the above cost proposals.

We have not allowed within the above fees for acting as Party Wall Surveyor if this is required. This will very much depend upon the response from your neighbour if notices are served.

We have not allowed for liaison with utilities suppliers and would assume that this will be dealt with direct by you and/or mechanical and electrical engineers together with the contractor.

We trust that the above is self explanatory, but if there are points that require clarification, or you would like to discuss any aspects of our fee proposal in more detail, then please do not hesitate to let us know.

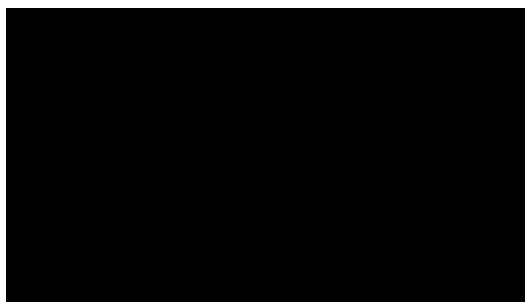
We are obliged to enclose herewith our Conditions of Engagement, which form part of this letter.

Finally, by way of illustrating the range of professional services we can provide, we would direct you to our website at www.gouldbaxter.co.uk.

We look forward to hearing from you in due course.

With kind regards

Yours sincerely



- Enc - Conditions of Engagement
- Appendix – Further detail for our services at each stage.

Client Acceptance Instructions

I agree with the above and attached Conditions of Engagement and confirm instructions to proceed with the following stages:

Stage	Fee/Status	Instructed (Y/N)
Stage 2 – Planning	Completed	Y
Stage 3 – Building Regulations	£2,760.00	Y
Stage 4 – Discharge of Conditions	£500.00	
Stage 5 – Pre-contract Services	£3,450.00	
Stage 6 – CDM/Health & Safety	£750.00	
Stage 7 – Construction Drawings	TBC	
Stage 8 – Contract Administration	10% of Final Account Figure	

Client: Andrew Funnell, Lindfield Parish Council

Signed:

Date:

APPENDIX – Further detail to our services at each stage.

Stage 1 – Feasibility Study (with or without Pre Application Submission) – Further detail

- a) Unless stated otherwise, we allow for preparing sketches for a single scheme in accordance with the brief, and for one set of revised sketches following discussion to agree changes prior to submission for pre-application consultation. If additional schemes are required then further fees may need to be agreed.
- b) Our sketch scheme will be based on 'As Existing' floor plans provided to us. These may be Estate Agent's illustrative floor plans, or Measured Survey information provided by others. If no 'As Existing' floor plans are available, we will recommend others to prepare these for you.
- c) When agreeing the Client Brief we will request your budget allowance for the works as an initial guide. Estimates of build costs by us would be based upon floor areas and costs/m², based on our experience of similar projects. If more detailed/formal assessment is required this may require specialist input.
- d) Documentation prepared for consultation would typically include:
 - Site Plan 'As Proposed'.
 - General arrangement floor plans 'As proposed'.
 - Principal elevations 'As Proposed'.
 - Illustrative photos of existing site conditions where necessary.
- e) Additional documentation that can be prepared if required, subject to agreement of further fees could include:
 - 3D modelling (with illustrative colour rendering)
 - Internal/external 3D visuals.
 - CGI
- f) The sketch scheme at feasibility stage will be prepared based upon the client brief and our experience of potential planning restrictions. In some instances it can be appropriate to obtain further specialist input at feasibility stage to guide early concept proposals and we can provide recommendations where required. Such further input would be by separate direct appointment by you, and might include:
 - Planning Consultant
 - Heritage Consultant
 - Ecologist
 - Cost Consultant
- g) Where specialist reports will be required to support any planning application, we would expect these to be set out in the written pre-application advice from the Local Authority if obtained.
- h) Where we will not be seeking pre-application advice from the Local Authority, proposals may be prepared by us for use by you or a Planning Consultant during any pre-application consultation, or it may be considered preferable to proceed directly with a formal planning application under Stage 2.
- i) The purpose of the Feasibility Study is to develop the scheme sufficiently, and cost effectively, in readiness for more comprehensive and detailed proposals prepared for formal planning application under Stage 2.
- j) Pre Application fees payable to the Local Authority would be paid direct by you. We would forward a link so that payment can be made electronically.

Stage 2 – Planning Documentation – Further detail

- a) If accurate Measured Survey information has not already been provided, then this would need to be obtained by others together with 'As Existing' plans, elevations and sections. We will recommend others to provide this.
- b) We allow to discuss with you to review feedback from Stage 1 and to agree an updated brief as necessary, prior to making any necessary refinements for approval.
- c) We allow for preparing a single scheme in accordance with the updated brief, and one set of further revisions following discussion, prior to finalising a submission for the planning application. If additional schemes are required then further fees may need to be agreed.

- d) We allow to prepare the following for the planning application:
 - Site Location Plan 'As Proposed'.
 - Site Block Plan 'As Proposed'.
 - Site Plan 'As Proposed'.
 - General arrangement floor plans and roof plan 'As Proposed'.
 - Exterior elevations 'As Proposed'.
 - Preparation of Design and Access statement.
- e) Additional documentation that can be prepared if required, subject to agreement of further fees could include:
 - 3D modelling (with illustrative colour rendering)
 - Internal/external 3D visuals.
 - CGI
- f) We would liaise with other specialists to inform design where applicable. Appropriate consultants would typically be identified, and possibly involved, during Stage 1, and might include (not an exhaustive list):
 - Planning Consultant
 - Heritage Consultant
 - Ecologist
 - Arboriculturist
 - Drainage consultant
 - Landscape Designer
 - Renewables
 - Cost Consultant
- g) Estimates of build costs would be reviewed upon completion of the proposals, and would be on the same basis as at feasibility stage.
- h) Following submission of the planning application by us or others, we would monitor progress to obtain feedback and initial views where possible in advance of the planning decision. We have not allowed for ongoing discussions or negotiation during the decision period. If alterations to the proposals or additional information is required, then further fees may need to be agreed. Whilst every effort is made in advance of submission to ensure that proposals will be viewed favourably by the Local Authority, it is not possible to guarantee approval. Further applications may need to be made for revised schemes, and are not included in our initial fee proposal.
- i) Our agreed fee would be payable upon completion of our documentation and prior to release to the Planning Consultant or submission to the Local Authority.
- j) Planning Application fees payable to the Local Authority would be paid direct by you. We would forward a link so that payment can be made electronically.

Stage 3 – Building Regulations – Further detail

- a) We allow to add information and detail to the approved planning drawings to demonstrate compliance with Building Regulations:
 - Floor plans (at all levels).
 - Sections through selected parts of the building.
 - Elevations.
 - Site Plan.
- b) We co-ordinate designs with other specialist consultants who would be instructed separately by you. We would obtain fee proposals from alternative consultants and make recommendations for your instruction.
- c) A Structural Engineer's specialist input will almost always be required.
- d) We recommend that mechanical, electrical and drainage installations be designed by a specialist MEP engineer (mechanical, electrical and public health) for many projects.
- e) Other specialist input that may be required could include:
 - Civil Engineer/Below Ground Drainage
 - Renewables
 - Energy Assessors - SAP calculations/EPC's/SBEM

- f) Where Approved Inspector services are to be used in place of Local Authority Building Control, we would obtain alternative quotations and make recommendations for your instruction.
- g) Please note that as part of the Building Regulations process, separate 'plans check' and 'inspection' fees are payable and are normally invoiced directly to the client by the Local Authority/Approved Inspector.
- h) Upon completion of any updated drawings in response to the Plans Check Report, there will typically be remaining items set out in the report that are to be submitted and agreed during or after construction to demonstrate compliance and obtain a Final Certificate/Completion Certificate for the finished works. Where we are not involved with the project on site, this will be provided by the appointed main contractor together with specialist sub-contractors. Where we are involved with the works on site, as part of our Stage 8 – Contract Administration services we will co-ordinate collation and submission of remaining information in order to achieve sign off.

Stage 4 – Discharge of Conditions – Further detail

- a) Information often required to discharge planning conditions can include:
 - Samples of proposed materials (physical or images/literature).
 - Large scale details through specific joinery e.g. window frames.
 - Traffic Management Plan
 - Construction Management Plan (site logistics)
- b) Planning conditions may require discharge (approval), prior to commencement, prior to occupation, or prior to certain stages of construction/use.
- c) Securing approval for submitted details can require ongoing negotiation with the planning authority to identify acceptable solutions.

Stage 5 – Pre Contract Services (Specification and Tendering) – Further detail

- a) Stage 5 develops preceding design information to include client specific requirements beyond essential compliance with Building Regulations and Planning requirements.
- b) We allow to prepare an indicative lighting and small power layout where there is no specific lighting design or electrical design being prepared by others. This is to provide initial allowances for tender purposes.
- c) We have not allowed for preparing reflected ceiling plans (RCP) unless stated.
- d) We have not allowed for providing an Interior Design service, but can assist with selection of general colours and finishes for specification and tendering purposes. Specific choices can be included within the Specification if known, or can be finalised during works in progress.
- e) We have not allowed or designing bespoke internal joinery or cabinetry. If this is required then this would be subject to a separate fee.
- f) We have not allowed for preparing a detailed design for kitchen units/appliances and would assume that these will be prepared by a specialist supplier/sub-contractor based upon general layouts shown in the Building Regulations/Construction drawings.
- g) We have not allowed for preparing detailed internal elevations/designs, for example to bathroom/WC/shower areas, or bespoke internal joinery. If these are required then these would be subject to a separate fee.
- h) We allow to obtain and report on tenders for works agreed in preceding stages. We have not allowed for a 'value engineering' exercise to revise scope or specification. If revisions to the specification are required after receipt of tenders, then further fees may need to be agreed.
- i) We allow for obtaining tenders from main contractors only, with tenders to include all required sub-contractors. We have not allowed for seeking tenders direct from sub-contractors or suppliers.
- j) Where significant sub-contract/supply items may require detailed client input for design and pricing, general cost allowances (Provisional Sums or Prime Cost (PC) sums) may be included in the specification for tender purposes, pending further quotes and selection. e.g. windows, kitchens, sanitaryware, floor coverings, tiling etc.

Stage 5A – Interior Design Support – Further detail

- a) The scope of guidance required is project specific but might include:
 - Lighting design
 - Detailed sanitaryware layout
 - Joinery/cabinetry layouts and elevations
 - Liaise with AV specialists
 - Prepare reflected ceiling plans (RCP's)
 - Liaise with landscape designer
- b) If a full interior design is required we would be happy to recommend consultants to be appointed on a separate fee basis.

Stage 6 – CDM/Health and Safety– Further detail

- a) Where we are involved during the construction phase and to completion, we have allowed to oversee preparation and handover of the Health and Safety file by the contractor to the client.
- b) Where we are not involved during the construction phase, the Principal Designer role is to be undertaken by others, typically either the main contractor, or client/client's consultant.

Stage 7 – Construction Drawings– Further detail

- a) We have not allowed for preparing extensive typical construction details. Further details can be prepared if required and would be subject to additional fees.
- b) Setting out dimensions for floor plans are for overall wall/partition positions and window/door structural openings.
- c) Setting out dimensions for bathroom/WC/shower areas are for general layouts of fittings, not for detailed setting out of pipework/connections/finishes etc.
- d) Setting out dimensions relating to the building site/plot will be provided with reference to existing site features shown in the site plan/topographical survey.
- e) Setting out information is provided by annotation/dimensions. We have not allowed for preparing setting out co-ordinates.
- f) Setting out on site is to be undertaken and co-ordinated by the contractor. Electronic files for dimensioned drawings can be provided from which the contractor's setting out engineer can determine co-ordinates for setting out.

Stage 8 – Contract Administration– Further detail

- a) A JCT (Joint Contracts Tribunal) form of building contract is a standard proforma with options for selection/completion as required. We have not allowed for making bespoke alterations to the contract wording.
- b) We allow for making minor alterations to our architectural drawings and co-ordinating updates to specialist drawings by others where necessary. Significant alterations to proposals may require agreement to further design fees.

Item: 11 viii
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date: 14 September 2023
Subject: Village Orderly Vehicle

NOTE - This report should be read in conjunction with the appendices which provide more detail on various points.

Purpose of Report:

1. To consider the provision of a vehicle to support the role of the Village Orderly.

Summary:

2. Members are asked to consider the recommendation from Finance & General Purposes Committee (F&GP) that the Council provides a used electric van for the Village Orderly role. Members will need to consider what type of vehicle is suitable for the role, fuel type, costs, and whether to lease or purchase outright.

Recommendation(s):

F&GP has recommended the following to the Full Council:

- a) To agree the vehicle type required for the role is a van.
- b) To agree that the van be electric-powered.
- c) To lease a used electric van on a two-year agreement, including a service contract (max value £7,000 for the contract length).
- d) To confirm that the expenditure will be met from the general reserve.
- e) To purchase insurance for the vehicle.
- f) To provide authority to the Clerk to sign the relevant contracts.
- g) That the Clerk be provided delegated authority, in conjunction with the F&GP Committee Chair & Vice Chair, to take decisions relating to the running of the van.

Background:

3. The current Village Orderly position was created in 2018. The role has changed considerably during this time. Since the role started the Parish Council has purchased additional speed indicator devices and taken ownership of the Wilderness Field.
4. At present, the Village Orderly has been using his private vehicle for work and the Parish Council pays him for his mileage. The role requires the use of a car/van. Equipment to be carried includes a ladder and tools that are nearly 6ft in length. It would not be practical to hire a vehicle each day the Village Orderly works and this approach would cost more than a lease agreement.
5. The role may develop further in the future if the Parish Council expands its services or takes on new assets. This includes for example the proposed toilets on Lindfield Common.

Considerations

6. There are three key considerations that members will need to address:

- 6.1 What type of vehicle is suitable for the role? The two options appear to be either a car or a van. In addition, a member has suggested that an e-cargo trike be considered (see Appendix x).
- 6.2 What type of fuel should the vehicle have? The three options are petrol, diesel, or electric. Given the low mileage anticipated diesel is not suitable. New petrol vans currently have long wait times (either purchase or lease). Electric vans are available in limited numbers either new or second-hand. Electric vehicles, from a vehicle emissions perspective, are the least polluting.
- 6.3 To purchase or lease? New vehicle purchase costs (£23-45k) are prohibitively expensive when this has not been budgeted for. Secondhand vehicle prices are high (£9-17k). Leasing a new vehicle is also expensive (£7-13k on a two-year agreement) but leasing a used van would appear to offer better value (£5-7k on a two-year agreement).

Financial Implications:

- 7 There is no budget item this current financial year for the vehicle. Expenditure up until 31 March 2024 will have to be met from the general reserve. In future budgets, the cost can be included in the budget-setting process. The following expenditure will be required;
- Purchase/lease.
 - Fuel & possible charger costs/contribution.
 - Insurance.
 - Road tax (may not apply depending on age, fuel type etc).
 - Maintenance (if not included within the contract).

Conclusion

7. The recommendations that have been reached to lease a used electric van are based on the following points:
- Secure loading area that can accommodate equipment needed for the role.
 - Driver safety equipment (crash cell, airbags etc).
 - Space for a co-worker when needed.
 - Duty of care to employees, and previous assurances that a vehicle would be provided if required.
 - Less cost than leasing a new vehicle and reusing an existing vehicle.
 - Environmental impact is less than diesel or petrol. This correspondence with our Climate Change Action Plan to reduce environmental impacts through procurement.
 - Allows for the role to grow (if required).
 - Does not compromise the existing duties undertaken.

Legal Implications:

8. The Parish Council exercises the General Power of Competence, as confirmed at its meeting dated 17th May 2023.

Appendices

- 1 Email detailing the current position and potential options.
- 2 Additional information based on queries received after circulating the above email.
- 3 E-Cargo Trike proposal


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Our Ref: MARK/LIN003

 Ms T Ely
 Lindfield Parish Council
 The Clock Tower House
 Lindfield Enterprise Park
 Lewes Road
 Lindfield
 West Sussex
 RH16 2LH

31 August 2023

Dear Ms Ely,

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31st March 2024. (The 2023/24 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in JPAG Practitioners guide. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.

- ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.
 - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
 - iv. Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
 - i. whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance

with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.
- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic Publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.
 - iv. Our report will be issued in .Pdf format via a secure server, which is password protected.

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the 2023/24 council year are £65 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel from the auditors home address.
- d. Our fees are payable on presentation of invoice.

9. Cancellation of Services

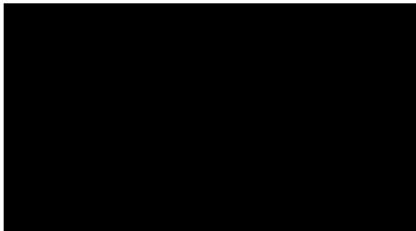
- a. Services can be cancelled at any time in writing
- b. Cancellation will be effective from the end of the period to which this letter of engagement applies.
(para 1a.)

- c. All outstanding fees become payable

10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,



Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor. This email outlines our amended pricing structure for 2023-24 onwards and includes a reminder of the benefits of continuing to receive your internal audit provision through us.

Our internal audit charges have not increased since 2010, however for the 2023/24 financial year, we are increasing our hourly rate to £65 per hour. This is due to the increased costs incurred by the business and is reflective of other comparative companies offering internal audit provision across the sector.

As with other service providers to local authorities, we are now able to offer a long-term 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period of your updated engagement letter.

Please contact anna@mulberryandco.co.uk to let us know if you would like to take advantage of this offer.

The other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support *
- Provision of dedicated reviews of councils policies and procedures *

** Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the southeast for the last fifteen years and we have now expanded our portfolio to include Town and Parish Councils in 16 counties across the country as well as continuing to support London's only Parish Council.

Last year, we were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as *'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils'* and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting developments planned over the coming year, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to. We look forward to continuing to work with you and will be issuing your engagement letter very soon.

Mulberry & Co Local Authority Team

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Lindfield Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has answered 'Yes' to Assertion 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2022-23. Therefore, it relates to the Notice announcing the public right to review the 2021-22 return which was published during 2022-23. As noted in our Auditor Report last year, this notice was not correctly advertised therefore this assertion should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

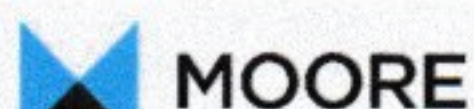
The Internal Auditor has answered 'Yes' to Control Objective M of their report despite the council providing a period of 29 working days for the Notice of Public Rights during the financial year 2022-23 which does not accord with the mandatory 30 working days as set out in the Accounts and Audit Regulations 2015, Paragraph 14(1). We would therefore have anticipated this response to have been 'No'.

3 External auditor certificate 2022/23

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

MOORE

Date

02/09/2023

Item: 11 xi
Committee Meeting: Full Council
Report of: Parish Clerk
Meeting Date 14 September 2023
Subject: Budget 2024/25

Purpose of Report:

1. To consider the budget setting mechanism for 2024/25.

Summary:

2. Members are asked to agree to the timeline and process for setting the 2024/25 budget.

Recommendation(s)

F&GP have made the following recommendation to the Full Council

- a) Agree to the proposed timeline for the 2024/25 budget setting (Appendix 1)
- b) Agree that the Full Council authorise the Committee Chairs & F&GP Vice Chair & Officers to meet, when required, between now and January to consider the latest financial figures and how this impacts the proposed precept for 2024/25.

Background & Considerations:

3. The Parish Council is responsible for setting an appropriate budget each year and agreeing on the necessary precept request. The Parish Council will need to advise Mid Sussex District Council of its precept request by the end of January 2024. To do this a timeline for budget setting needs to be agreed upon.
4. The Parish Council is in the process of agreeing its Plan 2022-27. This document will set out the Parish Council's objectives over this period. Committees should budget to support the objectives of the draft Plan.
5. Each committee should therefore ensure its budget can support the progressing of its proposed objectives, in addition to carrying out its core tasks. In many cases, the assigned objectives may not require funding (either due to their nature or that feasibility research needs to be undertaken to decide if it is appropriate to progress and include provision in a future budget.
6. Members should be acutely aware of the impact that the anticipated cash in hand as at 31st March 2024 has on the precept setting process.

Sustainability Implications

7. Suitable budget setting will facilitate the Parish Council in reaching its Climate Change objectives.

Risk Management Implications

8. Insufficient funding could result in interruption or withdrawal of services and or planned projects. Other risks include reputation damage if services are suspended and/or withdrawn.

Legal Implications

9. The Council has a legal duty under the Local Government Finance Act 1992 to set a precept and budget.

Appendices

Appendix 1 Budget timeline

Appendix 1 Budget setting timetable

Date	Meeting	Description / Stage
19 th September 2023	PTT	First draft budget
5 th October 2023	E&A	First draft budget
2 nd November 2023	F&GP	First draft budget
9 th November 2023	Full Council	Receive initial draft budgets
21 st November 2023	PTT	Final draft budget.
30 th November 2023	E&A	Final draft budget.
7 th December 2023	F&GP	Final draft committee budget. To consider the overall Council budget and precept requirement for 2024/25. F&GP to recommend budget to Full Council.
18 th January 2024	Full Council	Receive F&GP budget and precept recommendation. Confirm the final budget & precept requirement for 2024/25. Instruct Clerk to submit precept request to Mid Sussex District Council.
26 th January 2024		Clerk to submit precept request to Mid Sussex District Council

Item: 12
Committee Meeting: Full Council
Report of: Cllr Trevor Webster
Meeting Date: 14 September 2023
Subject: Councillor Appointments, Induction, and Training

Purpose of Report:

1. To consider the creation of a Working Group to create a policy and procedure document for appointments to positions within the Council, the induction of new councillors and the training of new and current Council Members.

Summary:

2. Members are asked to consider the creation of a Working Group that will be tasked with considering various points following the election of the Council in May 2023.

Recommendation(s):

Full Council AGREES to the following:

- a) To create a Working Group tasked with considering the points raised under paragraph 6 of the report.
- b) To produce a report for the F&GP committee (4 January 2024), and the Full Council (18 January 2024) to consider.
- c) To appoint four/five members to the Working Group:
- d) In addition, the Clerk:
 - i) advises the Working Group on the relevant legislation
 - ii) obtains input from relevant third parties (West Sussex Association of Local Councils, Society of Local Council Clerks, and other local authorities).

Background:

3. In May 2023 contested elections were held for the Parish Council. Fourteen candidates stood for the twelve available seats. This was the first contested election for a considerable time. Seven existing members and five new members were elected.
4. At the Annual Meeting of the Council, the following took place:
 - Appointment of a Council Chair
 - Appointment of a Council Vice-Chair
 - Appointment to Committees
 - Representative appointments
5. At the end of the meeting under matters arising, it was suggested that the Council should review its process for how appointments are made, how the induction of new members should be run and how/when a training needs analysis should be conducted for existing and new Council members.
6. Either during the meeting and/or after the following points have been raised:
 - There would be benefits in having an agreed policy and procedure for the appointment of Chairs and Vice-Chairs (to both Council and the committees) particularly when there is more than one candidate.

- A clear process should be agreed for the collection of Member's previous experience and skills is established that drives their appointed to appropriate Committees.
 - A clear process should be agreed for how and when a training needs analysis should be conducted for each Council Member that leads to the provision and uptake of training
7. Given the above, it would seem that there is a desire for these points to be considered further by members and this is why I reached the recommendations stated in section 2.

Financial Implications:

8. There are no financial implications at present.

Legal Implications:

9. The Parish Council exercises the General Power of Competence, as confirmed at its meeting dated 17th May 2023.