

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY
23rd APRIL 2024, AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

Attendees: Cllrs. A. Van Koolbergen (Chair), J. Spencer,
G. Yeates and Clerk/RFO-D. Holcombe. Community Clerk also in attendance.

23510 Apologies for Absence

A. Smith.

23511 Declarations of Interests

Members were reminded that should interests arise during the meeting they should be declared at that time.

23512 Public Session- 1 resident in attendance.

Resident asked questions:

1. Regarding the Income & Expenditure Report the resident asked when the data was up to and requested information on CC11 (Janitorial) Disabled Toilet i.e height of rails and CC21 (Property Maintenance) new entrance doors i.e the lead door will be larger with a slim fixed panel, alleviating the need for double doors. Cllr Spencer confirmed regarding the disabled toilet rails, this is the first time this has been brought to our attention and the rails have been adjusted. Clerk/RFO gave the information required on the doors.
2. Regarding H&S -disabled parking, resident requested could this be looked at to ensure it meets the latest regulations, Clerk/RFO confirmed she was happy to receive information from the resident and this would be looked at as part of the next H&S meeting, again this is the first time this has been brought to our attention.
3. Regarding Operation Watershed for Shripney, resident asked for further information. Clerk/RFO gave a summary and resident had no further questions.
4. Regarding voting, resident asked if there is anything we can do to encourage voting. Clerk/RFO explained that press releases etc are usually cascaded to the Parish Council by WSCC, Arun DC and other organisations if they wish us to advertise. Clerk/RFO explained we are not usually involved, but that said, she would note it for future reference if The Buzz had advertising space. Cllr Yeates commented this does go on our website etc and she would also like to see an article in The Buzz if possible, she would also encourage people to go on the electoral roll as this helps them with their credit rating.

23513 Minutes of the Meeting of the 26th March 2024

RESOLVED that the Minutes of the meeting of the 26th March 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

Cllr Yeates abstained as she was not present at this meeting.

23514 Matters Arising from the Minutes

None.

23515 24/25 Income & Expenditure Report



LOTTERY FUNDED

The Clerk/RFO had previously circulated the current expenditure for Members to approve, Clerk/RFO asked Members to note the following:

1. The recent H&S meeting of 15/4/24.
2. New rates negotiated for Business broadband/phone & printer resulting in a saving of approx £250 per year.
3. Shripney Operation Watershed 5k requested from Arun DC.
4. First half of precept received, CIL of 2,025.50 also received. Grant awards and annual subscription invoices received so far have been paid.

Members having no further questions, approved the current expenditure report.

RESOLVED to approve the current expenditure report.

23516

24/25 Reserves

The Clerk/RFO had previously circulated the current reserves for Members to approve and confirmed the reserve transfers from the 24/25 budget have been done. Members having no further questions, approved the Reserves.

RESOLVED to approve the current Reserves.

23517

2024-Financial Risk Management Record (NALC/JPAG)

Clerk/RFO informed Members she had received and noted the 2024 update on the National Association of Local Councils (NALC)/(JPAG) Joint Panel on Accountability and Governance Practitioners Guide update for 2024. Clerk/RFO explained that the majority of this document consists of Annual Return (AGAR) guidance.

Cllr Yeates enquired regarding the public rights what was this? Clerk/RFO confirmed this relates to the public rights notice which we have a legal duty to advertise.

Members reviewed and agreed for Clerk/RFO to oversee the management of this document.

RESOLVED Clerk/RFO to oversee the management of this document.

ACTION Clerk/RFO to oversee the management of this document.

23518

To approve the Internal Auditors Report for End of Year Accounts 23-24.

The Clerk/RFO had previously circulated the report to Members. Cllr Van Koolbergen read out the findings and conclusion from the Internal auditor Jennifer Smith.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to.

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to Members of the Council that the financial systems are operating correctly and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.



LOTTERY FUNDED

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council’s financial position.

Members congratulated Clerk/RFO for a successful audit and approved the Internal Audit Report for 23-24. Clerk/RFO thanked Deputy Clerk and Community Clerk for all their hard work in assisting a successful audit.

Cllr Yeates raised she noted that Rachel had been replaced by Jennifer Smith, Clerk/RFO explained she had retired. Cllr Yeates asked regarding the website regulations would that be the old or new. Clerk/RFO confirmed they would have looked at both.

RESOLVED to approve the Internal Audit Report for 23-24.

23519 Standing Orders -24/25 Review

Cllr Van Koolbergen referred to Clerk/RFO’s Memo which gave an overview, Clerk/RFO informed Members she had in line with LTN87 procurement (issued in February 2024), updated the current standing orders. She had also updated the voting section for the AGM in line with agreed policy. She had also updated the font size and removed any un-necessary brackets. Members having no further amendments approved these changes.

RESOLVED to approve the proposed Standing Orders.

ACTION Clerk/RFO to oversee the management of this document.

23520 Correspondence

Thankyou from Air Ambulance for the grant we gave them.

Clerk/RFO notified Members that the Insurance policy and invoice has just been received with an explanation that unavoidably this has gone up, this brings this cost centre over budget by 100.72. Clerk/RFO confirmed she will circulate the email with attachments. Cllr Yeates asked where we were within our long-term agreement, Clerk/RFO confirmed we were in our second year.

Business Talktalk and Arun DC confirmation of CIL 2,025.50 and Operation Watershed Shripney 5k contribution and precept.

23521 Urgent Matters

None.

There being no further business the Chairman closed the meeting at 19:34

Signed Chairman of the Committee Date



LOTTERY FUNDED