

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



# Annual Internal Audit Report 2019/20

## HELLINGLY PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken **SEE REPORT.**

Name of person who carried out the internal audit

**28/05/2020**

DD/MM/YY

DD/MM/YY

**ENTER NAME OF INTERNAL AUDITOR**

**Keith Robertson**

Signature of person who carried out the internal audit

**SIGNATURE REQUIRED**

Date

**01/06/2020**

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### HELLINGLY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2020

and recorded as minute reference:

PCH.096.05.20

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

WWW.HELLINGLY-PC.ORG.UK



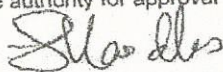
Section 2 – Accounting Statements 2019/20 for

HELLINGLY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	647,072	532,535	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	105,605	119,230	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,450	1,581,933	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	88,217	106,790	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	206,376	891,607	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	532,535	1,235,301	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	511,647	1,152,220	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,003,557	1,773,954	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

15/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

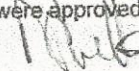
15/05/2020

as recorded in minute reference:

PCH.096.05.20

Signed by Chairman of the meeting where the Accounting Statements were approved

\*





# Keith Robertson Internal Audit Services

## HELLINGLYPARISH COUNCIL

### Internal Audit Report 2019-20

#### Introduction

In accordance with the Internal Audit Plan, Controls and Procedures have been tested. The tests were to the standards and practices defined in the Governance and Accountability for Smaller Authorities 2019 and meet the needs of the Council. I confirm that I do not have any role within the Council and have carried out my duties without bias.

The audit was completed on 28<sup>th</sup> May 2020 and confirmed that the financial controls are in an adequate order as at 31<sup>st</sup> March 2020, with some improvement needed in financial reporting. No major issues were found that require noting on the annual return but the recommendations in the attached report do need to be specifically addressed by the Council. The report below highlights the findings of the audit with reference to the Internal Control Objectives and Governance Statements in the Annual Return.

#### **Summary of findings.**

Hellingly Parish Council has grown and is growing from substantial receipts of CiL funding. This changes the dynamic of the Council and requires, in context, its controls and financial reporting to be robust and sufficient for the needs of a Council of its size. This was noted in the 2018-19 Internal Audit report which highlighted the need to improve budgeting and financial reporting to include all Receipts and Payments and all Reserves and to ensure that the financial reports produced during the year clearly agreed to the financial records. The Council's financial regulation 3.2 defines that all sources of funding and all R&P are to be included in the budget and that the budget shall consider "broadly" 3 years.

The budget for 2020-21 did properly examine the expenditure to be funded by the precept but it did not include all receipts and payments, or reserves and did not clearly agree (current year) to the financial records. The budget was valid in context of the precept but the risk from incomplete reporting in disguising error or fraud remains if plans and financial reports do not transparently represent the financial position of the Council in total. Similarly, financial reports presented during the year to Council did highlight key financial data but did not have totals and were not clearly shown to agree to the financial records. The Council may want to consider the above when assessing its response to assertions in Boxes 1 and 7 in its Governance statement.

The above may have required a negative response to boxes D & J on page 3 of the annual return but it is noted that as of 31 March 2020 the financial records and the financial reports in the Annual return did agree, included total reserves. I have therefore reported Yes to all of the IA checks but may not consider doing so in the future if the Council does not address these issues during 2020.

#### **Items reported in Audits from 2018-19**

##### **Internal Audit.**

##### **D. Budgeting & Precept**

D. 2. Annual Budget. It was recommended that the budget process was changed to formally consider and state the opening, closing balances and movements for all reserves (including general reserves) and that this agrees to the budgeted receipts, payments and bank balances. Not completed.

D.2 Annual Budget. Several significant income streams were expected in 2019-20 but have not been budgeted for. It was recommended that ALL receipts and payments expected are budgeted for and that any flows into reserves or subsequent spending is also budgeted for. Not completed.

D.3 Reporting. It was recommended that the quarterly reports are amended to include a summary that includes actual opening, closing balances and movements for all reserves and that this agrees to receipts, payments and bank balances in the financial systems as reported quarterly. Not completed.



**I. Bank reconciliations.** It was recommended that bank recs are made available for review, if needed, at meetings of the Council. Completed and it is noted that an assigned Councillor does review and sign off payments after the Council meeting.

**External Audit – No comments or items for action.**

### **Internal Audit Report 2019-20**

#### **A. Appropriate Accounting Records.**

- A.1 The financial records are maintained in the RBS accounts package. The financial ledgers were up to date as of 31 March 2020 and the ledger and bank balances were updated during the year. The data held for each transaction sampled was correct; the cash book and ledger was arithmetically correct as of 31 March 2020. I was not able to establish if the same were true for all accounts at all points during the year (and that is not within the scope of the audit) but it is noted that there were many journals required prior to the year-end completion to enable the VAT and reserve balances to be correctly reported.
- A.2 VAT was properly accounted for as at the year-end subject to some refunds identified as not being processed and will require further work during 2020.
- A.3 The transition to I&E reporting from R&P reporting should make the treatment of VAT within the ledger simple and the Clerk will take advice from RBS on the new procedures needed to accounts for I&E including the posting and reclaim of VAT. Financial reports produced agree to the financial records (limited to the partial records reported) but did not include totals and so could not be proven to agree to the financial records. It is noted that the RBS system and the nominal ledger code structure in place does provide the tools needed for detail and summary financial reporting.
- A.4 Reserve Balances as at 31 March 2020 were correct but given the number of correcting journals needed at year end probably I cannot conclude that the balances were correct during the year ( in the ledger).

It is recommended that all Income and Payments and all reserve balances reported to the Council are checked by the Council to agree to the ledger. The RBS system can produce these reports including an I&E summary and a Balance sheet. The Council will also as usual need review the financial data in terms of operational management of its finances.

#### **B. Financial Regulations, documentation and approvals.**

- B.1 The Standing Orders and Financial Regulations were readopted in May 2019 and were presented again for review in November 2019.
- B.2 Expenditure Approval. All items in the sample audit were supported by documented approval in the minutes referring to a list of items for approval. The list however was not filed and so not available during the audit. There is therefore no documented audit trail through the financial records confirming if the payments were approved. It is recommended that the approved list is attached as an appendix within the minutes or added to the face of the minutes.
- B.3 VAT accounting needs some attention to confirm that the VAT postings using an I&E system are properly understood. There was some under claim of refunds as at 31 March 2020 with a closing debtor of approx. £90K. The Q4 claim had not been processed at the time of the audit and so the scale of any underclaim could not be established. The Clerk/RFO is aware of the process changes needed and will take advice from RBS. It is recommended that the Council reviews the VAT treatment and VAT due with the Clerk on a quarterly basis during 2020.
- B.4 The Council is VAT registered but does not charge VAT on the hire of the Hall. This may be correct if the activity is non business and there are exemptions where the level of "sales" is low. The levels of income from the current hall exceed these limits and the new hall will add to the income. If the income is determined to be exempt there may be some further review of a partial exemption on VAT refunds to be considered. It is noted that the Clerk has asked HMRC to confirm if the Council is compliant but the response seen during the audit does



not confirm compliance or noncompliance. It is recommended that the Council take expert advice to review its treatment of VAT on hall hire.

B.5 Agendas & Minutes are sent out in time are well presented.

**C. Risk Assessment**

C.1 A formal Risk Register was reviewed and approved in April 2020.

C.2 Internal Audit Effectiveness. The agenda from May 2020 includes a review of controls. If these controls are properly applied, they will be adequate but the Council must check that these controls are applied during the year. The controls include checks and approval of payments and bank reconciliations and review of financial reports and Risk.

C.3 Insurance – The Parish Council's Insurance in place is sufficient to cover its assets and financial risk.

**D. Budgeting & Precept**

D.1 Budgetary Control – Annual budgets are prepared in support of the precept; actual expenditure is compared with the budget and any significant variances are explained. The budget is considered at detail and summary levels. The 2020-21 budget does not however include all Receipts, Payments and Reserves. The budget should also per the financial regs consider 3 years in summary. The Council has a bank balance as at 31 March 2020 of £1.1 million pounds which is a significant sum. Cash flows and deposits of surplus funds should be part of its financial planning. It is again recommended that the budget process is changed to formally consider and state the opening, closing balances and movements for all reserves (including general reserves) and that this agrees to the budgeted Income, Expenditure and Reserve movements.

D.2 Reporting. Monthly and Quarterly reports of actual vs budget for Q2 and Q3 2019 were reviewed. The Q2 report showed a summary of R&P and comments to budget but did not show reserves or confirm that actual data agreed to finance records. Q3 reports showed good detail but no summary/totals, no reserves and did not confirm if actual data agreed to financial the records. Changes to reporting were recommended at the last Internal Audit. It is not clear if the Council has considered if these changes were needed or not but given the levels of receipts, payments and reserve values not reported it is difficult to understand how the Council can use these reports to know the financial position of the Council in total. It is noted that the year-end actual reports produced did agree in total to the financial records and did reports all reserves. It is recommended again that the quarterly reports are amended to include a summary that includes actual opening, closing balances and movements for all reserves and that this agrees Income and Expenditure and reserves in the financial systems as reported quarterly.

**E. Receipts**

E.1 The precept recorded in the minutes agrees to the Council Tax authority's notification.

E.2 Other income is banked as received.

E.3 There is no VAT on income. VAT refund receipts are correctly accounted for subject to notes above B3 and B4.

F. **Petty Cash** – The Council does not use or hold petty cash.

**G. Employee Costs**

G.1 **Staff Wages** – The Clerk and other employees have contracts of employment. The Payroll is managed by the Clerk via the HMRC on line systems. The process for Payroll controls was reviewed and is adequate. No payroll records were sampled in the audit.



## **H. Assets**

**H.1** Assets – An Asset register is maintained updated as at 16<sup>th</sup> April 2020. The Assets recorded now include the Hall build costs to 31<sup>st</sup> March 2020. It is noted that the Hall build is insured by the builder. The asset register agrees to the Annual Return (final copy not seen). The insurance cover is sufficient to cover asset values.

## **I. Bank Reconciliations.**

**I.1** Bank Reconciliations are completed on a monthly basis. The reconciliations are not presented to the Council at the monthly meetings for review because the Council has stated it does not want to see the bank reconciliations. One of the Councillors separately reviews the reconciliations and statements and initials these as seen.

## **J. Accounting Statements.**

**J.1** The accounts were maintained on a Receipts and Payments basis during 2019-20 and restated by the RBS support team to represent an I&E basis before the year end close. Final reports for 2019-20 are on the I&E basis. The Annual Return (draft copy) agrees to the financial records.

**J.2** All of the items chosen in the sample of payments from the ledger were supported by invoices authorised for payment and approved in the minutes, but without sight during the audit of the actual list of items approved referred to in the minutes.

**J.3** Reserves – Earmarked reserves total £1.1 million and are identified by project. Two reserves are reporting as negative which is correct and represents amounts spent before confirmed income is received, the funding being from other reserves that are not required in cash flow terms before the receipt of other receivable reserves. General reserves are £112K being just less than 1 year of precept.

## **K. Limited Assurance Review Exemption.**

The Council did not exempt itself in 2018-19

## **L. Exercise of Public Rights.**

The Council properly reported the item required including the notice of public rights for the 2018-19-year end.

**M. Trust Funds.** The Council has confirmed that it does not act as the sole trustee for trust funds.

It is noted that the figures have been produced by the Clerk in accordance with the requirements and all supporting documents have been produced for the Internal Auditor. The Clerk's co-operation aided considerably the work of this internal audit. Thank you.

Keith Robertson FCMA  
Internal Auditor  
01 June 2020



## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to the reconciliation headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a reconciliation basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **HELLINGLY PARISH COUNCIL**

County area (local councils and parish meetings only): **WEALDEN DISTRICT**

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **JENNIFER HOODLESS - CLERK & FINANCE OFFICER**

Date: **28/05/2020**

		£	£
<b>Balance per bank statements as at 31/3/xx:</b>			
	Current Account	50,000.0	
	Deposit Account	1,071,465.4	
	Premium Account	30,755.1	
[add more accounts if necessary]			
			1,152,220.4
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)			
	n/a		
[add more lines if necessary]			
Add: any un-banked cash as at 31/3/20			
<b>Net balances as at 31/3/20 (Box 8)</b>			<u><u>1,152,220.4</u></u>









# THE PARISH COUNCIL OF HELLINGLY

The Village Hall, North Street, Hellingly, East Sussex, BN27 4DS

Tel: 01323 449415  
e-mail: [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk)  
Website: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk)

Minutes of the meeting of **Finance Committee** held at the **Village Hall, North Street, Hellingly on Monday 18<sup>th</sup> November 2019 at 7.30pm**

## F026.11.19 to F032.11.19

**Present:** Councillors D White (Chairman), G Hesselgrave, F Lulham, S Davis and P Milne.

**In attendance:** Jenny Hoodless, Clerk

**Apologies for absence:** None given.

**F.026.11.19** **Declarations of Interest.** Councillors Hesselgrave and White declared a personal interest in the grant application from the Cuckmere Flood Forum. Cllr G Hesselgrave also declared a personal interest in Tree Warden, W Hesselgrave. Cllr P Milne declared a personal interest in the Groundsman for the Country Park.

**F.027.11.19** The **Minutes of the Finance Committee** Meeting held on Monday 19<sup>th</sup> November 2018 (**attached**) were approved and signed.

**F.028.11.19** Matters arising (not covered elsewhere on the Agenda).  
**F.025.11.18** The **Bus Shelter** (Park Road) at the beginning of The Drive - repairs, the back of the shelter had been repaired but not the roof as too expensive when not used a great deal. The Committee agreed for the **Clerk** to obtain a cheaper quote for the roof to be repaired. The Committee requested that the **Clerk** contact East Sussex County Council and WDC Planning Office, Claire Turner, to resolve the outstanding request for a bus shelter to be placed at the top of The Drive by the NHS Car Park as provided in the original 106 Agreement. The Committee agreed to move the notice board at Lower Horsebridge to the front of the car park where the telephone box had been removed.

**F.025.11.18** Council **Credit Card** – The Clerk reported that this was now in place and working well.

**F.029.11.19** The Committee discussed and approved the following grant applications for Local Organisations:

Organisation	Amount granted last year 2018-19	Amount requested this year 2019-20	Grants approved by Finance Committee
Hellingly Brownies, Guides and SS	£300	£300	£300
Hellingly School PTA	£562.99	£490	£490
Friends of Hellingly Preschool	£500	£500	£500
Hellingly Bowls Club	£1,000	£1200	£800
Wealden Citizens Advice	£1,100	£1100	£1100
St Wilfrid's Hospice	£800	£1,125	£1,125
Cuckmere Flood Forum	£100	£ 100	£100
Hailsham Cricket Club	£400	£ 800	£800



Hellingly Hound Dogs	£500	£ 900.00	£800
Wealden Works	£467.20	£500	£500
Union Corner Allotments	£84.24	£100	£100
3 <sup>rd</sup> Hailsham Brownies (Hellingly Hall)	£225	£204	£204

**F.030.11.19 Community Hall** – the Committee noted the income and expenditure for the Community Hall build.

**F.031.11.19 Annual Review of Staff Salaries.**

The Committee discussed and approved the staff salaries for 2020/21. The Clerk reported that SALC % pay increases had not yet been decided but the likely outcome and advice to base our budgets on, was 3% increase. **(Appendix 1 Confidential attached)**  
The Committee requested the Clerk contact Country Park Groundsman, Tom Milne to see if he would be able to work additional hours from next April.

The Committee also agreed Christmas bonuses for the staff **(attached Appendix 1 Confidential)**

**The Clerk left the room whilst discussion took place.**

**F.032.11.19** The Committee discussed and approved the **Budget for 2020/21 (attached Appendix 2)** and the following:

- **Approved** the Budget figures for 2020/21
- **Noted** the Budget Report – the Precept would be calculated once Tax Base had been confirmed in Dec/Jan.
- **Noted** the Earmarked Reserves **(attached Appendix 3)**– The **Clerk** to set up an EMR for Elections.
- **Noted** the Subscription Costs discussed and approved except for ESALC as it is expensive. The Committee would like the **Clerk** to obtain feedback from Cllr P Strudwick who attends on behalf of HPC and for a list of membership benefits to HPC.
- **Approved** costs for new Phone System to be ordered now as the Business Contract for the Clerk's telephone & broadband has expired.
- **Approved** costs (approx/max £2,500) for new online booking system for Halls.

Meeting closed at 9.20 pm.

Jennifer Hoodless  
Clerk & RFO to the Parish Council

19<sup>th</sup> November 2019



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## THE PARISH COUNCIL OF HELLINGLY

The Village Hall, North Street, Hellingly, East Sussex, BN27 4DS

Tel: 01323 449415  
 e-mail: [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk)  
 Website: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk)

Minutes of the Parish Council Meeting held at the Village Hall at 7.30 p.m. on  
**Wednesday 11<sup>th</sup> December 2019**

### PCH 055.12.19 to PCH 063.12.19

**Present:** Councillors: D White (in the Chair), G Hesselgrave, W Hesselgrave, J Gayton, W Short, S Davis, G Ibbotson, V Lee, J Perez, P Milne, M Harrington-James, C Jackets, A Jackets, and P Strudwick.

**Apologies for absence:** Councillors F Lulham and County Cllr N Bennett

**In attendance:** Jenny Hoodless, Clerk and Claire Reynolds, Assistant Clerk

**Members of the Public:** None

**Declarations of Interest:** None

**PCH 055.12.19** The Minutes of the Parish Council Meeting held on Wednesday 13<sup>th</sup> November 2019 were approved and signed:

### PCH 056.12.19 Matters arising (not covered elsewhere on the Agenda):

**PCH 051.10.19** ESCC Grass Cutting – a list of grass cutting areas had been compiled and circulated to Council. The Council requested that the Clerk enquires as to exactly which areas would be cut by ESCC for two and four cuts per year.

**PCH 058.11.19** Climate Change Update – Cllr J Perez

- Plastic bottle refills from shops, no shops within the Parish other than the petrol station, **Cllr J Perez to make enquiries.**
- Flooding – Sandbags or equivalent equipment, the Clerk to check current supplies.
- Electric vehicles – Cllr D White reported there would be two electric car charging points located in the new Community Hall car park.
- Recycle bins for the Community Hall and Village Hall, Council agreed to have at both halls.

### PCH 057.12.19 Questions for County Cllr N Bennett

- County Cllr N Bennett wishes everyone a Happy Christmas.
- Cllr D White raised concerns regarding the number of potholes within the parish, please advise what steps are being taken to address the situation. Cllr D White advised all Councillors to report all major potholes to the Clerk and to East Sussex Highways.
- Cllr V Lee reported that sewage is being pumped out in Station Road continuously for the last 7 days at least, all Councillors expressed great concerns for the drainage system which is under huge strain with all the new developments. Please advise what is being done to resolve this situation?

### PCH 058.12.19 District Councillor's Report:

- Cllr D White reported that he put forward a motion to Full Council, for a Planning Application Condition be brought in, limiting occupancy of new houses, until the



sewage/drainage system has been improved to cope with the usage increase. Cllr White advised Cllrs to report all flooding / drainage issues to Nick Claxton, Lead Flood Authority contact at ESCC. The reports received could then be used as supporting evidence to show the urgent need for improvements

- Cllr G Ibbotson reported that Data Monitoring system at Bull River is saying no data, possibly broken, needs to report it to EA.
- Cllr D White advised the next PCS meetings would take place on 19<sup>th</sup> December and 15<sup>th</sup> January.
- A resolution was requested by the Green Party, with regard to the use of herbicides/round up, this was rejected as a motion due to WDC carrying out its own trial.

**PCH 059.12.19 Council Approved the draft minutes of the Finance Committee meeting of Monday 18<sup>th</sup> November 2019.**

**PCH 060.12.19 Financial Matters.** The Council:

- **Approved** the bank reconciliation, payments and receipts for November:
  - Payments Total = £73,327.19 (CH £49,875.00) so
  - non-CH payments = £23,452.19
  - Receipts Total = £18,760.34
- **Approved** the Clerk and Assistant Clerk's Expenses for November.
- **Approved** the Budget for 2020/21
- **Resolved** the Precept for 2020/21 with an increase of £2 on a Band D.

**PCH 061.12.19 Community Hall Update – Cllr D White reported:**

- To start thinking about open days for residents and businesses
- Council approved the name for Hellingly Community Hall to be changed to Hellingly Community Hub.
- To invite organisations such as, Food Bank, Age Concern, Youth, Job Centre etc
- To have historical displays, three boards listing the names of the fallen, list Parish Councillors and tribute board to the builders.
- Council agreed to review the hall hire prices to include 2 hour sessions.

**PCH 062.12.19 Clerk's report:**

- The Clerk advised that all agendas, minutes and key documents are now available to all Councillors on SharePoint, instructions on how to access these documents had been distributed.
- The Clerk advised that emergency repairs took place at the Country Park play area on the swings, one quote was obtained and approved by Chairman and Vice-Chair.

**PCH 063.12.19 Chairman's Report:**

- Cllr D White wished all Councillors and staff a Happy Christmas.

Meeting Closed 8.40pm

Jennifer Hoodless  
Clerk to the Parish Council

12<sup>th</sup> December 2019



STAFF SALARIES 2020/21

Name	Position	Hours	Current SCP	Current Salary	Proposed SCP 2020-21	Proposed 2020-21
Jenny Hoodless	Parish Clerk	37	37	£32,233	38	£34,788
Tracy Harper	Assistant Clerk Admin	20	29	£14,864.32	29	£14,864.32
Claire Reynolds	Assistant Clerk	20	27	£12,833.46	28	£14,227.20
Jay Pleece	Groundsman	22.5	N/A	£12.00ph	n/a	£14ph
Tracey Bennett	Cleaner	7	N/A	£10.00ph	n/a	£11ph
Geoff Wickham	Groundsman	12	N/A	£12.00ph	n/a	£14ph
Tom Milne	Groundsman	4	N/A	£10.00ph	n/a	£12ph

Agreed

3%

3%

3%

Position	Bonus Christmas 2018	Bonus Christmas 2019	Agreed
Clerk	£600	£	1000
Assistant Clerk	£n/a	£	250
Assistant Clerk Admin	£350.00	£	250
Groundsmen	1 week's wages	1 week's wages	1 week's wages
Cleaner	1 week's wages	1 week's wages	1 week's wages
Allotments Supervisor			
Tree Warden			



		2020-21				
		Actual Year	Current	Funds	% Spent	Proposed
		Year to Date	Budget	Available		Budget
<b>Finance</b>						
<b>101 Administration</b>						
1150	CIL Receipt	£4,963.00	£0.00	n/a	n/a	n/a
1176	Precept	£119,230.00	£119,230.00	£0.00	n/a	£125,060 Estimated - awaiting Tax Base confirmation
1177	HTC Concurrent Grant	£8,000.00	£16,000.00	£8,000.00	n/a	£16,000
1190	Bank Deposit Interest Received	£819.00	£300.00	n/a	n/a	£300
						<b>£141,360</b>
<b>4001 Salaries and Wages</b>		£40,120.00	£70,500.00	£30,380.00	56.9%	<b>£80,000</b> Approx 3% SALC increase and allowing for additional hours of work once hall is open
4007	Travel and Subsistence	£42.00	£400.00	£358.00	10.5%	£400
4008	Training, Courses & Conference	£94.00	£1,500.00	£1,406.00	6.3%	£1,000
4021	Telephone and Internet	£838.00	£2,000.00	£1,162.00	41.9%	£2,300 New Phone System
4022	Postage	£30.00	£400.00	£370.00	7.5%	£300
4023	Stationery & Printing	£352.00	£800.00	£448.00	44.0%	£1,500
4025	Computer Software & Support	£915.00	£1,500.00	£585.00	61.0%	£2,500 Monthly emails
4026	Insurance	£910.00	£900.00	(10)	101.1%	£950
4027	Subscriptions	£558.00	£1,500.00	£942.00	37.2%	£2,000
4034	Parish Web Site	£850.00	£1,500.00	£650.00	56.7%	£3,500 Website hosting fees and online booking system development
4051	Bank Charges and Interest	£88.00	£150.00	£63.00	58.3%	£150
4057	Audit Fees - External	£800.00	£1,000.00	£200.00	80.0%	£1,100
4058	Audit Fees - Internal	£206.00	£150.00	(56)	137.2%	£250
						<b>£95,950</b>
<b>102 Civic and Democratic</b>						
4007	Travel and Subsistence	£14.00	£100.00	£86.00	14.3%	£100
4008	Training, Courses & Conference	£612.00	£500.00	(112)	122.4%	£500
4023	Stationery & Printing	£0.00	£100.00	£100.00	0.0%	£200
4101	Chairman's Allowance	£71.00	£350.00	£279.00	20.4%	£350
4102	Councillors' Allowances	£0.00	£2,240.00	£2,240.00	0.0%	£2,250
4111	Election Expenses	£0.00	£4,000.00	£4,000.00	0.0%	£1,000 EMR - Election Fund (to set up)
4131	Civic Functions	£9.00	£200.00	£191.00	4.6%	£350
4132	Remembrance Day Parade	£0.00	£100.00	£100.00	0.0%	£150
						<b>£4,900</b>
<b>103 Neighbourhood Plan</b>						
4003	Contractors	£4,818.00	£15,000.00	£10,183.00	32.1%	£5,000 Grants?
4023	Stationery & Printing	£0.00	£1,000.00	£1,000.00	0.0%	
<b>104 Street Lighting</b>						
4012	Light, Heat & Energy	£275.00	£900.00	£625.00	30.6%	£750
4041	Maintenance	£0.00	£150.00	£150.00	0.0%	£200
						<b>£950</b>
<b>107 Grants (Incl S137)</b>						
4301	Grants and Donations - S 137	£0.00	£6,759.00	£6,759.00	0.0%	£7,500



Village Hall									
201	Village Hall								£9,000 Possible Lease
1001	Letting Income								£0
1004	Planning Use of Village Hall								£682
1177	HTC Concurrent Grant (75%)								<b>£9,682</b>
4001	Salaries and Wages	£2,419.00	£4,200.00	£1,781.00		57.6%	£4,500 Possible Lease would mean all expenditure is removed		
4010	deposits returned	£741.00	£0.00	(741)		0.0%			£0
4011	Rates and Water	£0.00	£950.00	£950.00		0.0%			£1,000
4012	Light, Heat & Energy	£959.00	£2,000.00	£1,041.00		48.0%			£2,000
4014	Property Repairs	£4,042.00	£6,000.00	£1,958.00		67.4%			£5,000
4016	Janitorial	£366.00	£500.00	£134.00		73.3%			£600
4017	Health and Safety	£0.00	£200.00	£200.00		0.0%			£200
4018	Refuse disposal etc	£296.00	£350.00	£54.00		84.5%			£400
4026	Insurance	£500.00	£500.00	£0.00		100.0%			£500
4043	Equipment and Protective Cloth	£27.00	£500.00	£473.00		5.4%			£500
4049	Dog/Litter Bin Collections	£0.00	£48.00	£0.00		37			£500
4055	Performing Rights Society	£190.00	£300.00	£110.00		63.3%			£350
									<b>£15,550</b>
202	Roebuck Park Community Hall								£5,000 Estimated
1001	Letting Income	£0.00	£0.00	£0.00		0			
4001	Salaries and Wages	£0.00	£1,500.00	£1,500.00		0.0%			£10,000
4003	Contractors	£397,469.00	£0.00	(397,469)		0.0%			£0
4011	Rates and Water	£0.00	£500.00	£500.00		0.0%			£2,000
4012	Light, Heat & Energy	£0.00	£500.00	£500.00		0.0%			£3,000
4016	Janitorial	£0.00	£500.00	£500.00		0.0%			£1,000
4026	Insurance	£0.00	£1,000.00	£1,000.00		0.0%			£1,800
4043	Equipment and Protective Cloth	£0.00	£1,000.00	£1,000.00		0.0%			£1,000
4056	Professional fees - other	£22,330.00	£0.00	(22,330)		0.0%			£0
4055	Performing Rights Society	£0.00	£0.00	£0.00		0			£350
4017	Health & Safety	£0.00	£0.00	£0.00		0			£400
4018	Refuse Disposal	£0.00	£0.00	£0.00		0			£500
??	CCTV Security	£0.00	£0.00	£0.00		0			£400
									<b>£20,450</b>
301	Cemetery								£6,000 Estimated
1031	Cemetery Fees	£934.00	£10,000.00	£9,066.00					£2,512
1177	HTC Concurrent Grant (50%)	£1,256.00	£2,512.00	£1,256.00					<b>£8,512</b>
4001	Salaries and Wages	£5,816.00	£8,500.00	£2,684.00		68.4%			£10,000
4003	Contractors	£1,025.00	£4,000.00	£2,975.00		25.6%			£4,000
4011	Rates and Water	£657.00	£950.00	£293.00		69.1%			£1,000
4026	Insurance	£480.00	£395.00	(85)		121.5%			£500
4039	Grounds Mfce/Hedge Cutting	£193.00	£500.00	£307.00		38.6%			£1,500



4043	Equipment and Protective Cloth	£1,497.00	£3,500.00	£2,003.00	42.8%	£1,500
4044	Mower Fuel/Oil	£216.00	£400.00	£184.00	54.0%	£400
						£18,900
<b>Cemetery lodge</b>						
302	<b>Cemetery Lodge</b>					
1011	Rent Received	£3,990.00	£7,980.00	£3,990.00	50.0%	£7,980
4026	Insurance	£201.00	£50.00	(151)	402.1%	£250
4041	Maintenance	£1,917.00	£500.00	(1,417)	383.5%	£1,000
4056	Professional fees - other	£466.00	£958.00	£493.00	48.6%	£958
						£2,208
<b>Allotments</b>						
401	<b>Union Corner Allotments</b>					
1001	Letting Income	£177.00	£2,000.00	£1,823.00		£2,000 Estimated
1177	HTC Concurrent Grant (75%)	£344.00	£688.00	£344.00		£688
						£2,688
4011	Rates and Water	£49.00	£700.00	£651.00	7.0%	£750
4013	Rent	£600.00	£600.00	£0.00	100.0%	£600 Pay Peter
4026	Insurance	£0.00	£100.00	£100.00	0.0%	£100
4039	Grounds Mtce/Hedge Cutting	£1,400.00	£2,000.00	£600.00	70.0%	£2,500
						£3,950



Recreation Grounds		Drainage Contribution not included in Budgets	
<b>501</b>	<b>Lower Horsebridge Rec'n Grd</b>		
1021	Hellingly Rugby Club Loan Repa	£2,333.00	£1,667.00
1177	HTC Concurrent Grant (75%)	£3,538.00	£3,538.00
			n/a
			<b>£7,076</b>
4001	Salaries and Wages	£546.00	£1,954.00
4009	Active Play Sessions	£460.00	(110)
4011	Rates and Water	£375.00	£525.00
4017	Health and Safety	£107.00	£43.00
4026	Insurance	£50.00	£0.00
4039	Grounds Mlce/Hedge Cutting	£2,776.00	£3,724.00
4044	Mower Fuel/Oil	£0.00	£50.00
4047	Play Equipment Maint & Repairs (19)	£0.00	£5,019.00
4049	Dog/Litter Bin Emptying	£313.00	£538.00
			<b>£16,250</b>
<b>502</b>	<b>Lower Dicker Recreation Grd</b>		
4001	Salaries and Wages	£400.00	£0.00
4017	Health and Safety	£107.00	£43.00
4026	Insurance	£50.00	£0.00
4039	Grounds Mlce/Hedge Cutting	£405.00	£1,595.00
4047	Play Equipment Maint & Repairs	£0.00	£2,000.00
	Dog/Litter Bins ????		
			<b>£400</b>
			<b>£150</b>
			<b>£50</b>
			<b>£1,500</b>
			<b>£1,500</b>
			<b>£3,600</b>
<b>503</b>	<b>Country Park</b>		
4001	Salaries and Wages	£4,629.00	£2,943.00
4009	Active Play Sessions	£553.00	(53)
4017	Health and Safety	£201.00	£199.00
4018	Refuse disposal etc	£312.00	£438.00
4026	Insurance	£1,000.00	£0.00
4039	Grounds Mlce/Hedge Cutting	£3,333.00	£6,667.00
4043	Equipment and Protective Cloth	£481.00	£119.00
4044	Mower Fuel/Oil	£33.00	£17.00
4045	Equipment Mlce /Service	£0.00	£100.00
4047	Play Equipment Maint & Repairs	£0.00	£5,000.00
4048	Vandalism Costs	£0.00	£1,000.00
4049	Dog/Litter Bin Emptying	£992.00	£808.00
			<b>£13,500 Advise unsuccessful contractors</b>
			<b>£600</b>
			<b>£80</b>
			<b>£100</b>
			<b>£5,000</b>
			<b>£1,000</b>
			<b>£2,000</b>
			<b>£35,380 50% out of Dowry, 25% from Precept, 25% from Grounds maintenance budget</b>
<b>504</b>	<b>Cricknet Pitch and Pavilion</b>		
1011	Rent Received	£1,250.00	£0.00
			<b>£1,250</b>
4014	Property Repairs	£0.00	£500.00
4026	Insurance	£600.00	£0.00
4039	Grounds Mlce/Hedge Cutting	£273.00	£1,228.00
4048	Vandalism Costs	£0.00	£1,000.00
			<b>£1,000</b>
			<b>£3,600</b>
<b>511</b>	<b>Other Open Spaces</b>		
4001	Salaries and Wages	£281.00	£770.00
4026	Insurance	£60.00	£0.00
			<b>£0</b>
			<b>£60</b>
			<b>£1,500 Separate invoice for Cricket Pitch</b>
			<b>£1,000</b>
			<b>£3,600</b>

4039 Grounds Mitce/Hedge Cutting

£0.00

£600.00

£600.00

0.0%

£300



<b>Account</b>	<b>Opening Balance</b>	<b>Net Transfers</b>	<b>Closing Balance</b>
321 EMR - Village Hall	£3,391		£3,391
322 EMR - Cemetery	£1,000		£1,000
323 EMR - Rec'n Grds LHB & LD	£13,560	-£13,560	£0
324 EMR - RBPark (S106) Play Equip	£544,279	£531,336	£1,075,615
325 EMR - CIL	£6,131	-£1,168	£4,963
329 EMR - RBPark Landscaping	£0	£122,014	£122,014
333 EMR - Neighbourhood Plan	-£7,264	£7,264	£0
334 EMR - Community Hall Build	-£117,887	£73,513	-£44,374
	£443,211	£719,398	£1,162,610

Add trigger points for CIL contributions from Bellway etc

Elections  
Allotments ?

**LOCAL GOVERNMENT FINANCE ACT 1992  
PRECEPT ON THE BILLING AUTHORITY FOR THE YEAR 2020/21**

**Hellingly Parish Council**

To: **WEALDEN DISTRICT COUNCIL**, being the Billing Authority for Council Tax of the District in which Hellingly Parish Council is situated.

In accordance with section 41 of the Local Government Finance Act 1992 Hellingly Parish Council gives notice that it has calculated its budget requirement for the financial year 2020/21 in accordance with section 50 of the Local Government Finance Act 1992 as being:

<b>Budget Requirement</b> (Please enter in whole pounds only, no pence)	<b>£134,632.00</b>
<b>Precept</b> (Please enter in whole pounds only, no pence)	<b>£134,632.00</b>
<b>Precept Amount in Words</b>	<b>One Hundred and thirty-four thousand, six hundred and thirty-two pounds</b>

Wealden District Council is hereby directed to pay the above stated sum to Hellingly Parish Council and to send the remittance advice(s) to:

<b>Name</b>	<b>Jennifer Hoodless</b>
<b>E-mail Address</b>	<b>clerk@hellingly-pc.org.uk</b>

I confirm that this person is responsible for the administration of the Hellingly Parish Council's financial affairs.



**This Precept was AUTHORISED** at a meeting of Hellingly Parish Council

Held on Wednesday 11<sup>th</sup> December 2019

Signed

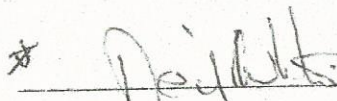


Print Name: Jennifer Hoodless

Designation: Clerk to the Council

**Form checked and Precept amount correct:**

Signed



Print Name: David White

Designation Chairman of the Council

**Please return the completed and signed form to:**  
**Chief Finance Officer**  
**Wealden District Council**  
**Council Offices**  
**Vicarage Lane**  
**Hailsham**  
**BN27 2AX**

**NOTE:** If a precept has not been made upon the Billing Authority by the date on which the Council Tax for the year is set, the Billing Authority may anticipate the precept, but by Regulations under s.41 Local Government Finance Act 1992, the amount may not exceed the amount of the precept in the previous year. If the Council does not receive any precept notification it may assume that the precept is nil. Wealden District Council will set the Council Tax for 2020/21 on 19 February 2020.

Report to	-	Council
Date	-	10 <sup>th</sup> December 2019
Report of the	-	Parish Clerk
Subject	-	Precept 2020/21

**Recommendation:** to **Resolve** the level of precept for 2020/21.

### Introduction

- Each year the Council is required to set a precept figure and to notify Wealden District Council of that figure so that they can formally set the Council Tax for the District. We are required to provide our precept figure to Wealden by Friday 17<sup>th</sup> January 2020.
- The Finance Committee agreed a budget for 2020/21 at the November meeting and presented to Full Council at this month's Council meeting on 11<sup>th</sup> December. The agreed gross expenditure was £229,188 with an estimated income of £175,222, based on estimated precept of £125,060. But at that time the Taxbase was not known, therefore the setting of the precept for 2020/21 was delayed until the Taxbase was available.

### Precept 2020/21

- We have now been notified that the Taxbase figure for Hellingly is **1,371** an increase of 131.6 on the 2019/20 figure. The precept for the current year is £119,230, below are details for 3 Precept scenarios:
  - If the Council wishes to set a precept that sees **no increase** in the Hellingly element of the Council Tax then a precept of £131,890 could be set, giving a band D Council Tax of £96.20, this would mean that £47,136 would need to be met from reserves, an increase of £19,112 on 2019/20.
  - If Council decide an increase of **£1** is required, that would give a band D Council Tax of £97.20 and a Precept of £133,261 then taking £45,765 from reserves which would be an increase on 2019/20 of £18,981
  - If Council decide an increase of **£2** is required, that would give a band D Council Tax of £98.20, this would mean that £44,394 would need to be taken from reserves, an increase on 2019/20 of £17,610.

At 1 April 2019, the Council had £443,211.47 in earmarked reserves detailed below, plus £67,257.89 in General Reserves:

Account	Opening Balance	Net Transfers	Closing Balance
EMR - Village Hall	£3,391.19		£3,391.19
EMR - Cemetery	£1,000.00		£1,000.00
EMR - Rec'n Grds LHB & LD	£13,560.31	-£13,560.31	£0.00
EMR - RBPark (S106) Play Equip	£544,279.00	£531,336.29	£1,075,615.29
EMR - CIL	£6,131.44	-£6,131.44	£0.00
EMR - RBPark Landscaping	£0.00	£122,013.79	£122,013.79
EMR - Neighbourhood Plan	-£7,263.88	£7,263.88	£0.00
EMR - Community Hall Build	-£117,886.59	£36,913.61	-£80,972.98
	<b>£443,211.47</b>	<b>£677,835.82</b>	<b>£1,121,047.29</b>



- There is £505,180 still to pay for the Community Hall Build costs, with approx £515,00 still to come from Persimmon for their contribution to the Community Hall. We are currently using funds from RBPark Play Equipment EMR to pay for the Community Hall build costs and will repay into this EMR account once the monies have been received from Persimmon.
- There are further funds to be received from Bovis and Bellway as their housing occupancy increases.
- The approx bank balance once the Community Hall, Allotments & Play Area have been completed will be £750,804.06 minus any monies owing to the EMR RBPark Play Equipment account.

**Conclusion:**

Councillors are therefore asked to consider the level of precept that they would wish to set for the financial year 2020/21.

<b>Summary Committee</b>	<b>Receipts</b>	<b>Expenditure</b>
Finance	£141,360	£119,350
Village & Community Halls	£14,682	£36,000
Cemetery	£8,512	£18,900
Allotments (Union Corner)	£2,688	£3,950
Cemetery Lodge	£7,980	£2,208
Grounds	£8,326	£58,830
<b>Totals</b>	<b>£183,548</b>	<b>£239,238</b>

Difference between Receipts & Exp -£55,690 To come from reserves. Public Open Space maintenance to come out of dowry.

<b>2019-20 Precept</b>	
Tax Base	£1,239.40
Precept	£119,230
Band D Payment	£96.20
<b>2020-21 Estimated Precept</b>	
Tax Base	£1,300 Estimated
Precept (no increase)	£125,060
Band D Payment	£96.20
Precept (£1 increase)	£126,360
Band D Payment	£97.20



Smaller authority name: HELLINGLY PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p>1. Date of announcement <u>15TH JUNE 2020</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>JENNIFER HOODLESS - CLERK + RFO</u> <u>HELLINGLY VILLAGE HALL, NORTH ST</u> <u>clerk@hellingly-pc-org.uk</u></p> <p>commencing on (c) <u>Monday 15 June 2020</u></p> <p>and ending on (d) <u>Friday 24 July 2020</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>JENNIFER HOODLESS</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## Contact details

Name of smaller authority: HELLINGLY PARISH COUNCIL

County Area (local councils and parish meetings only): WEALDEN

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
<b>Name</b>	JENNIFER HOOLESS	DAVID WHITE
<b>Address</b>	30 ST MELLION CLOSE HAILSHAM EAST SUSSEX BN27 3UY	GROVEBRIDGE FARM GROVE HILL HELLINGLY BN27 4HH
<b>Daytime telephone number</b>	01323-449415	01435-213171
<b>Mobile telephone number</b>	07508504716	—
<b>Email address</b>	clerk@hellingly-pc.org.uk	cllr.david.white@hellingly-pc-org-uk



## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: HELLINGLY PARISH COUNCIL

County Area (local councils and parish meetings only): WEALDEN

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on 15/06/2020

and ending on 24/07/2020

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020).

We have suggested the following dates: Monday 15 June – Friday 24 July 2020. The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020.)

Signed: 

Role: CLERK + FINANCE OFFICER

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

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## THE PARISH COUNCIL OF HELLINGLY

The Village Hall, North Street, Hellingly, East Sussex, BN27 4DS

Tel: 01323 449415  
 e-mail: [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk)  
 Website: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk)

Minutes of the Parish Council Meeting held by email on 11<sup>th</sup> May 2020

### PCH 092.05.20 to PCH 098.05.20

**Commented by email:** Councillors: D White, G Hesselgrave, G Ibbotson, V Lee, J Perez, C Jackets, A Jackets, P Strudwick, F Lulham, J Gayton, W Hesselgrave, P Milne, S Davis, W Short and M Harrington-James

**Declarations of Interest:** None given.

**PCH 092.05.20** The Minutes of the Parish Council Meeting held on Wednesday 11<sup>th</sup> March 2020 were approved by email and would be signed at the next Council meeting.

**PCH 093.05.20** Councillors **agreed** for the Chairman, Vice-Chairman and Committee Members to remain the same for 2020/21 as they were 2019/20.

**PCH 094.05.20** The Terms of Reference for Council Committees were **approved** by Councillors By email.

**PCH 095.05.20** The below documents were **approved** by Council by email:

- Financial Regulations
- Standing Orders
- Complaints Procedure
- Staff Policies
- Committee Members

**PCH 096.05.20** The Council approved and noted the below:

- **Approved** the Review of Effectiveness of Internal Controls.
- **Noted** the draft Year End 2019/20 Internal Auditors Reports (**to follow at the end of May**)
- **Approved** the Annual Risk Assessment
- **Approved** the Annual Return and final accounts for 2019/20
- **Approved** the list of direct debits and subscriptions for 2020/21
- **Approved** the asset register
- **Approved** the Clerk's x 3 Expenses for March & April

**PCH 097.05.20** Community Hall & Allotments Update

**PCH 098.05.20** Neighbourhood Plan Update

Jennifer Hoodless  
 Clerk to the Parish Council

15<sup>th</sup> May 2020