



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

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**Minutes of the Westhampnett Full Parish Council Meeting held at 7pm on
Monday 8th July 2024 at Westhampnett Community Hall, Hadrian Drive,
Westhampnett, PO18 0FP**

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr C McLeish, Cllr T Ashcroft, Cllr S Burborough, Cllr S James and Cllr D Plummer (Vice Chair), Cllr S Hannafin & Cllr J O'Meara

The meeting was Clerked by Beccy Anderson, Parish Clerk

10 members of the public attended & Cllr H Potter (CDC) & Cllr J Hunt (WSSC) & Susan Nel (Rolls Royce)

Minute No.	Item
1	<u>OPEN MEETING & TAKE APOLOGIES FOR ABSENCE</u> Cllr Holden opened meeting at 7pm. No apologies
2	<u>DISCLOSURE OF INTERESTS</u> Cllr S Burborough – as an employee of Rolls Royce
3	<u>PUBLIC QUESTION TIME</u> A member of the public questioned the extra content with the July agenda and that they hadn't received an email (with the agenda). The Clerk explained the extra information is now being published alongside the agenda to meet transparency requirements. She apologised for the lack of an email as due to her lack of skill with the current website she thought the emails had been sent The member of public also raised the issue of the (a) litter bin next to the bus stop becoming too full (also with dog poo bags) and emptying visits required (The Chair raised this with Cllr H Potter to look into) (b) litter bin at Westerton, which is not currently collected by CDC. (The Chair agreed to look into action can be taken) Another member of the public stated they thought that the new Parish Council website should not include address information for the councillors. The Clerk confirmed this was not obligatory and this would not be published on the new website. Two members of the public raised the issue of any future changes to the planning regulations would not be useful unless developers are prepared to build housing that is affordable. The Chair also added that the current infrastructure in the area (e.g. sewage) was not able to sustain further development A member of the public asked about the shift time changeover times at Rolls Royce (which should be staggered) which Sue Nel agreed to raise with RR.
4	<u>REPORTS FROM EXTERNAL BODIES:</u> District Councillor (Henry Potter) see attachment 4a for report Cllr Potter noted/reported on the following <ul style="list-style-type: none">Planning - He also added that he had received a number of enquiries following the election of a new government regarding changes to planning policy/law. He stated the biggest issue for the incoming government would be overcoming environmental issues. New guidelines should be issued within the next 2 weeks. County Councillor (Jeremy Hunt) see attachment 4b for report Cllr Hunt noted/reported on the following <ul style="list-style-type: none">Household Support Fund was still open to help local residents.The poor state of Westerton Lane and he will be contacting highways regarding repairs.The Waste Transfer Facility had 2 new doors fitted which should help with odours. Cllr S Burborough reported the entrance road outside needed to also be regularly cleanedMadgwick Lane speeding controls (on the CDC IBP) The Parish Clerk/Cllr D Plummer responded they have an ongoing request with WSSC to look into the appropriate sites for speed cameras/humps and would copy in Jeremy Hunt in future correspondence and update him at the next PC meeting.

	<ul style="list-style-type: none"> The Parish Council could contact the Rural Crime Team (based in Midhurst) regarding speeding issues. There wasn't any progress on the foot path on Coach Road. Cllr S Burborough asked him to look into item 15 on the agenda (to provide a safe footpath/cycle way for local residents) Westhampnett Road (by St James's industrial site) will be made one-way for a number of weeks from 12/08/2024 and he will let the PC know more information asap. <p>Rolls Royce Motor Cars. (Susan Nel) Susan Nel noted/reported</p> <ul style="list-style-type: none"> Apologies for the letter sent to residents (which was incorrect). A correct version has been printed and sent out and she has put the correct version on noticeboards. Deliveries of plant and temporary office buildings had commenced on-site . Speeding reports had been received and she informed the meeting that Rolls Royce would be contributing to the cost of speed signage etc. Rolls Royce would also be contributing to community notice boards by either maintaining existing notice boards or paying for new notice boards (minuted in item 11) Damage to Roll Royce signage and to staff cars after 'stingers' were laid which in the entrance to the Stane Street car park all of which was reported to the Police. The Chair asked Susan Nel to re-arrange a meeting with the PC regarding the need for a Liaison committee (booking a time via the Hall Manager)
5	<p><u>CONFIRM MINUTES</u> Councillors confirmed and approved</p> <ul style="list-style-type: none"> (i) Annual Parish Meeting 13th May2024 – proposed by Cllr TA, seconded by Cllr SJ (ii) Extraordinary Parish Council Meeting 19th June 2024 – proposed by Cllr DP, seconded by Cllr SJ
6	<p><u>INTERNAL AUDIT REPORT</u> Councillors approved the 'Year-End Audit - Points Carried Forward' extract from the 2023/2024 Internal Audit Report from Mulberry LA Services – proposed by Cllr SH, seconded by SB</p>
7	<p><u>PAYMENT APPROVAL</u> Councillors approved July 2024 Cheque payments.</p>
8	<p><u>POLICIES/STANDING ORDERS</u> Councillors approved (previously adopted) policies – proposed by Cllr TA, seconded by Cllr JOM</p>
9	<p><u>FINANCIAL REGULATIONS</u> Councillors approved Financial Regulations (NALC model Financial Regulations April 2024) – proposed by Cllr DP, seconded by Cllr SJ</p>
10	<p><u>RISK ASSESSMENT</u> Cllr Holden informed councillors regarding the need to update the Parish Council Risk Assessment (as per Internal Audit report) Cllr Holden and the Clerk agreed to research the impact scales to complete the risk assessment template for approval at the next Parish Council meeting.</p>
11	<p><u>PARISH COUNCIL NOTICE BOARDS</u> Councillors discussed the condition of the Parish Notice Boards and the possible purchase of metal notice boards (to replace wooden notice boards) Councillors agreed (i) The noticeboards at Maudlin, March CoE School and The Grange would remain. Susan Nel confirmed she would look into RR taking responsibility any future maintenance (to be agreed) (ii) Three new metal Notice Boards would be installed at Westerton, The Community Hall and Madgwick Lane to be funded by RR. (iii) The siting at Westerton would be at the Westerton bus shelter.</p>
12	<p><u>COMMUNITY HALL DEVELOPMENT</u> Cllr T Ashcroft spoke on behalf of the Community Hall Committee regarding the proposed development of the Community Hall (notes attached). The Chair asked Cllr D Plummer to respond to Comm Hall Committee who stated</p> <ul style="list-style-type: none"> The objective of the development is Phase 2 of the original development plan for the site which included extending into the roof and building additional storage to increase capacity and accessibility. The development would contribute to the building of community assets The S106 funding money would be lost unless spent within 10 years (now 4 years left) The PC is mindful of any loss of rental income. He is working to obtain quotations for works and aims to have a proposal for discussion/approval at the Parish Council September 2024. He would attend the next Community Hall Committee meeting to ensure better communication between the PC and the Comm Hall Committee.

	<p>Cllr T Ashcroft reported: - Lloyds Bank Acct Balance £68,034.45 Bookings in June 2024 – 9 reg hires, 10 private hires</p>
13	<p><u>TRO WESTERTON LANE</u> Cllr W Holden updated councillors regarding the application of 21/05/2024 for speed reduction on Westerton Lane which is now waiting for the arrangement of the speed data collection (Cllr WH to chase) which will then be assessed against the Speed Limit Policy (as per Cllr J Hunt)</p>
14	<p><u>VILLAGE NAME SIGNS</u> Cllr D Plummer informed councillors the village name signs for installation on the village gates at Westerton, Maudlin and Westhampnett (to be installed by the volunteers) have now been ordered and the PC is waiting for a lead time/delivery date.</p>
15	<p><u>CYCLE/FOOT PATH</u> Councillors discussed the proposal from Cllr S Burborough to request a cycle/foot path along the edge of the solar field behind the hedge way to the Stane Street cycle/footpath. Cllr Burborough agreed to send details of the proposal to Cllr Jeremy Hunt who agreed to take this up with WSCC</p>
16	<p><u>PLANNING</u> Cllr S Burborough updated the following: -</p> <ul style="list-style-type: none"> • WH/23/02711/REM - Madgwick Lane (WH/20/02824/OUT for the construction of 165 dwellings and associated works and ancillary development) An amendment to 02711 needs reviewing. • WH/24/01509/DOM – Longstones, Westerton Lane Westerton Chichester – needs reviewing • Recent permitted developments including ‘place next to the pub’ • WH/24/00800/FUL Rolls Royce outstanding (not to include SB) Councillors to review • No update re Strettington Logistics proposal or Maudlin Farm • Goodwood Estate works are continuing to the sculptured garden site and will include a café, car park and walks accessible to local residents <p>(Lead Cllr D Plummer)</p> <ul style="list-style-type: none"> • Planning advice Re Allotments land <p>Councillors discussed and approved the advice from Pro Vision. Councillors agreed the PC was happy to proceed with the land transfer.</p>
17	<p><u>PARISH COUNCIL WEBSITE</u> Councillors discussed the information sent by the Clerk and agreed to feedback via email with suggestions/comments as to content.</p>
18	<p><u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u> Monday 9th September 2024, 7pm</p>
19	<p><u>CLOSE MEETING</u> The Chair closed the meeting at 08:47pm.</p>

Signed

Date

ITEM 4a EXTERNAL BODIES REPORTS

Westhampnett Parish Council Meeting 08/07/2024.

Cllr Henry Potter CDC Member for Goodwood Ward District Councillors report.

At the Cabinet Meeting on June 11th, Members agreed to recommend to full Council the release of £420,000 from reserves to cover the cost of specialist Professional Services to support the Planning Authority in defending Planning appeals. In addition, a further £74,000 was agreed, again from reserves, to provide funding for legal and expert advice during the years 2024/25. The reason being, the Council has received a number of speculative Applications for housing some of which have become subject to Appeals. These appeals are sometimes very costly and time consuming hence the need for substantial funding.

Also during the same Meeting, Cabinet agreed the release of £206,206 towards the cost of replacing the public toilets in Tower Street, Chichester.

Interestingly, the very following day, 12th June, the Planning Committee voted to defer a decision on the demolition of the toilets until the decision was agreed by Full Council. There has been much aversion by the public to lose these toilets, but there is evidence of subsidence to the foundation of the building so something must be done. I fully supported the recommendation to demolish the block, knowing that the money had been set aside for the replacement. There appeared in the Chichester Observer last week a rather derogatory letter questioning my support for what is obviously the best option, demolish and renew which is supported by most of the responders to the future of these very necessary toilets.

The Council have begun a 'Let's Talk' consultation period for members of the public to engage in debate regarding the Climate Emergency Action Plan beginning with an on line session which took place on July 1st. Face to face meetings are planned, in Petworth at the Leconfield Hall, the Grange Centre in Midhurst and at the Assembly Rooms in North Street Chichester, on Thursday 25th July from 3.00 pm until 5.00 pm.

A great opportunity to voice your views on Climate Change. I understand refreshments will be provided. Even more detail will be found in the next copy of the Councils 'Initiatives' magazine due to be published shortly. I'm afraid I have no further information regarding the ongoing situation with the Playing fields 'attached' to Madgwick Park and Lavant view other than the dismay that they were ever provided on a proven flood plain in the first place.

And that concludes my report.

Cllr Henry Potter.

CDC Member for Goodwood Ward

ITEM 4b EXTERNAL BODIES REPORTS

Westhampnett PC Report 08/07/24

From Jeremy Hunt – West Sussex County Council Member for Chichester North

Good evening,

Obviously, everyone has been distracted by the recent elections, but I would like to reassure you that the work of your County Council, supporting you and your residents, has gone on uninterrupted. Heading into the summer break here are a few updates, including some which I hope will help support your parishioners, including your youngest residents and their parents, so please spread the information as widely as possible.

Finance: Although we are only just into the fourth month of the current financial year, we are well into formulating our budget plans for 2025/26 and our four-year Medium Term Financial Strategy through to 2022028/29. An update on these plans - and the financial challenges we are facing - will be presented at Public Cabinet on July 23rd at 10.30 at County Hall. Papers will be published ten days in advance of the meeting on our website: <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/committees-and-decision-making/cabinet/>

Highways Update. A further package of multi-million-pound road repairs and improvements has started in West Sussex, proactively tackling our current pothole issues and also investing in larger-scale resurfacing across the county's 4,000km road network. Following additional funds being added to last year's budget for highways maintenance, West Sussex County Council is committed to tackling the impact of persistent, severe weather on the highway with both reactive and proactive measures. This financial year, in addition to our base budget for highways maintenance and operations of £43.8million, we have invested:

- an extra £4million to support highway maintenance, including pothole repairs.
- an additional £7million to increase our carriageway resurfacing and treatments programme to more than £20million, enabling highways teams to deliver one of their largest programmes of works to date.
- a further £2million to tackle the significant carriageway patching backlog across the county following the very wet conditions over the last six months. This work will start in early summer to maximise the best working conditions.

The county council has so far received £4.3million (£2.161m in 2023/24 and £2.161m for 2024/25) from additional government funding announced in 2023. We are using this funding to deliver additional carriageway resurfacing works, with delivery having already started and the programme due to run to September 2024. A further £10million from council funds has been committed for next year (2025/26) to continue the work needed to make our highway network more resilient for the future.

These latest figures for highway repairs and improvements show that we're not just talking about the challenge - we're taking action. Our highways teams are continuing to work hard to fix the issues, completing multi-million-pound improvement programmes and demonstrating our commitment to our Better Roads campaign. We have teams of highway officers out on the network identifying and assessing safety-related defects including potholes, both through routine inspections and by responding to customer reports. Our safety repair gangs are then tasked with fixing the safety defects. During this busy period, we are currently fixing around 1,000 safety defects a week. Last year, our safety repair teams completed more than 46,000 safety defect repairs, of which approximately 30,000 were potholes. This is an increase of more than 5,000 from the previous financial year. In more rural areas, we used three Velocity spray injection patchers to repair more than 23,000 further defects while also delivering proactive patching covering 26,000m², which is equivalent to covering more than 130 tennis courts.

Our Planned Delivery team worked across 189km of roads in the last financial year, which were either completely resurfaced or had surface dressing, micro-asphalt treatments, or large-scale areas of patching and completed:

- 75 full resurfacing schemes were completed, totalling approximately 43km. The new road surfaces are more durable, making them more resilient to potholes, and smoother, which lessens road noise.
- Surface dressing was used at 31 sites, with 66km of roads treated. Surface dressing involves coating the road in bitumen and chippings and relies on the action of the traffic using the road to embed the chippings. It is used as a cost-effective method to prolong the lifespan of suitable roads.
- 277 sites received micro-asphalt treatment, covering a total of 69km. This treatment delays the need to do more significant work and minimises disruption to residents and road users.
- 11km of large-scale areas of patching were completed at 48 sites.

We are responsible for maintaining around 4,000km of road: A and B roads are ordinarily inspected monthly, C-class and main distributor roads on a three or six-monthly basis and declassified roads are typically inspected annually. However, our highways officers cannot be everywhere, so the public's help in spotting and reporting concerns are really appreciated. Details, including an online reporting form, are on our website. If a pothole is an immediate risk to public safety, you should call 01243 642105. We also have information on our website explaining the process of identifying and repairing potholes. For more information go to:

www.westsussex.gov.uk/roads-and-travel/roadworks-and-projects/road-projects/better-roads-road-funding-information/

WSSCC Here to help - Advice and practical support with the cost of living. West Sussex County Council and its partners are here to help, offering practical support and advice to anyone who needs it. Drop into any of our 36 libraries for free;

- information, books and enquiry service
- Information and advice
- Internet access and help to get you online
- Events and activities
- Access to support from a range of partners, for example health and wellbeing, or financial advice

To find out more go to [library support online](#).

Contact our Community Hub/Household Support Fund - Our Community Hub is open seven days a week and offers information and advice across a broad range of support available. You can call us or fill in a contact form online. You may be eligible to access help from the Household Support Fund, which is available through our [Community Hub](#) and can help support eligible residents who are struggling with costs towards fuel or food bills. For full details, including how to apply, see the Community Hub pages @: [Community Hub](#) You don't have to be receiving benefits to access help from your local council. If you do receive benefits, they won't be affected in making an application via this scheme.

West Sussex Records Office. Explore the history of West Sussex via our Record Office's new website, giving residents even better access to the history and heritage of the County. Visitors to the website can be transported to years gone by from the comfort of their own home through access to digital records. The online catalogue uses a specialist digital preservation system enabling users to search through the records and access up to 36,000 images available to view, download and purchase. West Sussex has a rich history, and our new website has made it easier to access by modernising the way residents can access services through the use of digital channels and technology to make it as easy as possible.

To help users to get the most out of the new website, advice on searching the catalogue is available along with new research guides and further information about the collections. There are also new pages on all the Record Office's projects and latest news.

The online shop also has a host of books DVDs and CDs available to purchase, some of which can't be found anywhere else.

Residents can also visit their local library to use a public computer, and staff will be able to help get you started on the new website. For those in need of a little extra help, the library offers digital support with the chance for a one-to-one session with a digital volunteer. Contact your local library for further information. For those residents who still want to make a visit to the Record Office in person, the website is still a handy tool. The new Reader Order Management system can let the team know what documents you'd like to view in the Searchroom by requesting up to three items in advance, helping customers make best use of their research or study time when they visit. You can also use the website to find out what events and talks are taking place and book your place online. Start exploring today at <https://www.wsro.org.uk/>.

And for our younger residents - Marvellous Makers is coming to a library near you. Children of all ages can visit your local West Sussex Library and join Amelia, Riley, Bob the dog and friends as they get creative to complete the 2024 Summer Reading Challenge, Marvellous Makers.



With free materials from the library and online via the website, the challenge encourages youngsters to keep reading over the holidays by offering rewards, including a medal and certificate if they complete the challenge and read six library books of their choice. Children can take part any time from Saturday 13 July – Saturday 14 September. All that participants need is a library card, which are available from all West Sussex libraries. After registering online for the challenge at arena.westsussex.gov.uk/src children receive a special code word. They then reveal this to staff at their local library to get their Marvellous Makers fold-out poster and first set of scratch-and-sniff stickers. The main challenge is for children aged 4-11 years, but younger children can take part in the Mini Challenge, collecting stickers as they share library books over the summer and receiving a special gold sticker and a certificate when they finish. Last year was a huge success, with 11,500 children and young people in West Sussex taking part in the challenge. I hope families will be inspired by this year's creative theme.

We are also looking to recruit volunteers aged 14 and over to support staff in promoting the Summer Reading Challenge, developing their skills and gaining valuable experience working with children and families. Applications can be submitted at www.westsussex.gov.uk/src.

Local Updates

Westerton - Following the winter flooding and the extensive sewerage tanking that took place over the winter I have reported both the the state of the road and the gullies through the village to our highways team. I now await the outcome of our highways team, but I have expressed the urgency of this work.

TRO Application for a Speed limit reduction through Westerton. This application has passed its first approval and is currently out for speed data collection which will then be assessed against our Speed Limit Policy.

Waste Site - I was forwarded a complaint from a resident about obnoxious ours coming from the site. The resident had been in correspondence with one of our officers but was not satisfied with the response, so wrote to the PC Clerk. I have raised this issue, particularly the alleged build up of black bag waste, plus the failure to keep the roller shutter doors closed, with senior management. I chased it last week, but the officer in question was on holiday until Monday, so I have asked for an urgent response. I will bring a verbal update if I get a response.

Madgwick Lane Speeding - I have requested some information on the CDC Infrastructure Business Plan, supposedly funded by WSCC Highways. To date I haven't had an update, but I have asked for an urgent response on Monday so that I can hopefully bring some information to the PC meeting.

WSCC Residents Newsletter. Lastly, just a reminder from my last parish update, that every month we issue a Residents Newsletter, which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. To subscribe just go to:

<https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

Finally, if you have any issues related to the County Council that I might be able to help you with, please don't hesitate to contact me.

Jeremy Hunt – West Sussex County Council Member for Chichester North

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ITEM 6 – INTERNAL AUDIT REPORT – POINTS CARRIED FORWARD

Audit Point	Audit Findings	Council comments
<p>A. BOOKS OF ACCOUNT</p>	<p>There are invoices and accounting records missing from the middle part of the year, and I must therefore conclude that the council has not met the requirements of this internal control objective.</p>	<p>Councillors were satisfied they saw invoices before approving payment, but invoices were not properly filled/stored. The new Clerk will be ensuring all invoices from 24/25 onwards are filed appropriately.</p>
<p>B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS</p>	<p>The External Auditor’s Report has not been published on the council website and neither has the Notice of Conclusion of Audit. This is a breach of the statutory regulations – see section N of this report. I recommend that if the council is unable to locate the documents, it contacts the External Auditor to request the missing documents.</p> <p>There is a link on the Councillors page to the Register of Members Interests, although this does not correctly link to the District Council website and must be updated to ensure that all Councillor’s Register of Members Interest Forms are accessible via the Parish Council website.</p> <p>I recommend the council consider the JPAG Practitioner’s Guide recommendations regarding the use of email addresses for councillors.</p> <p>Although the minutes of the May 2023 meeting state that Standing Orders were adopted, they are not published on the council website. A review of policies on the council website shows the most recent version dated June 2020 and these are not the NALC current model version and contain out of date legislation. I recommend the council adopts the new NALC model version to ensure it is meeting its statutory responsibilities and the document must be published on the council website.</p> <p>The Financial Regulations are also missing from the council website, and although the Locum Clerk appears to have updated them, the new NALC model version released in May 2024 should now be used as a model going forward for review and the document must be published on the council website.</p> <p>The previous internal auditor highlighted that no VAT returns had been completed since February 2017. The council is allowed to reclaim VAT and should ensure that it backdates the returns as far as allowable (previous three years) to reclaim the money it is entitled to, and then establish a process going forward to regularly reclaim the VAT each year.</p>	<p>The Clerk will be contacting the External Auditors to request missing documents.</p> <p>The Councillor Register of Members Interest Forms can now be found on the Parish website and the link to the DC website has been removed.</p> <p>The Parish will be changing their website provider to HugoFox (work starting in June 2024) and will also be using their service to use gov.uk email addresses</p> <p>The Clerk will be updating all Parish Council policies (including Standing Orders) for approval at the July 2024 PC meeting and once approved will publish on the website.</p> <p>The Clerk will be including the new NALC Financial Regulations in the update of all policies at the July 2024 PC meeting and will also publish on the PC website.</p> <p>The Clerk will be re-claiming VAT for 2021/2022 and 2022/2023.</p>

	The system noted above shows that detailed internal review has not taken place during the year and the council must ensure that processes are put in place to correct this.	The Clerk will be reclaiming VAT bi-annually from 2024/2025 onwards.
C. RISK MANAGEMENT AND INSURANCE	<p>There is no evidence of a council risk assessment being in place, with no information published on the council website. The council must have in place a risk assessment covering financial and operational risks, and this should be published on the council website. I must conclude that the council has inadequate risk management controls in place.</p> <p>Based on the year-end balances, the level of Fidelity Guarantee is insufficient, and appears to have been for several years based on the balances showing on previous AGARs. The council is recommended to ensure the Fidelity Guarantee is at least the highest level of balance held at any point during the year.</p>	<p>The Clerk will work with the Chair to produce a Risk Assessment for discussion at the next Parish Council meeting in July 2024.</p> <p>The Clerk has contacted the insurance brokers to raise the level of the Fidelity Guarantee to £500K.</p>
D. BUDGET, PRECEPT AND RESERVES	There is no evidence that regular reporting against budget took place during the financial year under review, although the Clerk has now established a process for reporting on a quarterly basis and I will be checking for reviews of this information in future minutes at the next internal audit.	The Clerk will be producing a quarterly budget monitoring report from 2024/2025 onwards
E. INCOME	Council is reminded that the hall hire fees should be reviewed annually and I will be checking for evidence of this in future minutes of meetings.	The next review of charges by the Comm Hall committee will be approved at the following PC meeting
G. PAYROLL	I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR). This initially included locum Clerk costs and the Hall Manager, who operates as a contractor and is paid by invoice. Council is reminded that only salary payments, HMRC payments and pension contributions can be included within box 4, with other payments included within box 6.	Amended before publication and sending to External Auditor
H. ASSETS AND INVESTMENTS	The most recent additions had originally been included at the cost including VAT. The JPAG Practitioner's Guide provides clear guidance that assets should be recorded at cost price net of VAT.	Now amended
I. BANK AND CASH	<p>The Chair confirmed that bank reconciliations have been reviewed by the council periodically during the year, although this has been inconsistent. As the council's Financial Regulations are unclear on this requirement, there has been no breach in regulations, but I recommend the council adopt the new model version which includes the requirement for a minimum quarterly check of the reconciliations, with the bank reconciliation and bank statement signed, and this activity recorded in the minutes.</p> <p>The council holds accounts with Barclays, Lloyds and National Savings & Investments. At the end of the</p>	<p>From 24/25 onwards the PC will be approving bank reconciliations monthly at either a Finance Committee meeting or a full council meeting.</p> <p>The Clerk will be monitoring the Barclays bank account balance and once online access is available will transfer funds to the NSI bank account to ensure the balance is kept under the £85K limit</p>

	<p>financial year, the balance on the Barclays account exceeds the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it.</p>	
J. YEAR END ACCOUNTS	<p>The AGAR correctly casts and cross casts although there is a £1 rounding error which should be amended within box 6 to ensure the round figures accurately sum.</p> <p>Last year's comparatives initially supplied for the internal audit did not match the figures submitted for 2022/23, and care must be taken when completing the AGAR to ensure the figures are accurately recorded.</p>	<p>Amended before publication and sending to External Auditor</p> <p>Amended before publication and sending to External Auditor</p>
L: PUBLICATION OF INFORMATION	<p>From a review of the council's website, there is considerable data missing as I was only able to locate pages 4 (Annual Governance Statement) and page 5 (Accounting Statements) for 2020/21 and 2022/23, while there are no page 6 (External Auditor's Report and Certificate) on the website and therefore the council has not met the requirements of this internal control objective.</p> <p>This internal control objective carries forward annually, requiring the previous five years of information to be published and therefore the council must endeavour to locate the missing information and add it to the website as soon as possible.</p>	<p>The Clerk will look for these documents and approach the External Auditor for any that can't be found.</p> <p>The Clerk will look for these documents and approach the External Auditor for any that can't be found.</p>
M. EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS	<p>The proposed dates for 2023/24 initially included the inspection period beginning on Saturday 24 June 2024. The period is 30 consecutive working days, and therefore must be amended to begin on Monday 24 June 2024.</p>	<p>Amended before publication and sending to External Auditor</p>
N: PUBLICATION REQUIREMENTS	<p>I was able to confirm that the Notice of Public Rights is published on the council website, but I was unable to locate either the External Auditor Report and Certificate or Notice of Conclusion of audit, and therefore the council has not met the requirements of this internal control objective.</p>	<p>Answered in Point B</p>

ITEM 7 JULY 2024 PAYMENTS

		JULY 2024 PAYMENTS			
Chq Date	Payee	Detail	Cheque No	Amount £	Sub-Total
08/07/24	Viking Office UK Ltd	Office supplies - files, envelopes, punched pockets, stamps	101951	94.98	
08/07/24	AES Alarms	Annual alarm monitoring	101952	302.26	
08/07/24	Scottish Power (village green)	10/03 to 11/06/2024	101953	189.00	
08/07/24	Mark Short	Comm Hall window cleaning	101954	70.00	
08/07/24	Mulberry Local Authority Services Ltd	Year end 2023/2024 Audit services	101955	426.66	
08/07/24	Mulberry Local Authority Services Ltd	Councillor training	101955	54.00	
08/07/24	Mulberry Local Authority Services Ltd	Councillor/Clerk training	101955	108.00	588.66
08/07/24	West Sussex County Council	Clerk's Payroll, Empl NI & Pension May 2024	101956	3,336.83	
08/07/24	West Sussex County Council	Clerk's Payroll, Empl NI & Pension June 2024	101956	3,336.83	6,673.66
08/07/24	Savills (UK) Ltd	Rent for Westerton Playing Field	101957	100.00	
08/07/24	Christie Intruder Alarms Ltd	Fire extinguisher maintenance	101958	175.64	
08/07/24	Chris Maher	Hall Manager hours June 2024	101959	540.00	
08/07/24	Chris Maher	Bin bags for Comm Hall	101959	5.25	545.25
08/07/24	L Huntingford	Grass cutting Westhampnett & Westerton 13 & 26/6 24	101960	560.00	
08/07/24	SOS Storage	Container hire 01/07/24 to 28/07/2024	101961	52.56	
08/07/24	Alison Oakley	Plants for Comm Hall planters	101962	74.94	
08/07/24	Mark McLeish	Fuel for volunteer equipment	101963	28.27	
			TOTAL	9,455.22	

ITEM 12**Hall Committee (HC) Meeting Minutes of 28 May 2024 noted the following:****A. Feedback for the Parish Council (PC) about Hall development:**

- Funds held (S106) = ~£600k
- Ideas proposed for development:
 - internal room/workspace for use of the Parish Clerk and Councillors.
 - building works to include developing into the loft space & adding stairs/lift
 - permanent on-site storage building on-site (external)
 - community workshop building (external)
- hard surfacing and bunding works to village green

B. HC Discussion resulted in following key points:

- There is a lack of clarity around aims and objectives, risks and constraints for Hall development

- HC should be part of discussion and decision-making regarding Hall development
 - HC works with Hall and users & has thoughts on needs for development and associated risks
- HC would like to have an open dialogue with the PC through nominated representatives and appropriate meetings
- Actions included information gathering
 - Seeking out drawings for expansion suggested by Hall architect (see below)
 - seeking feedback from hirers, users & neighbours (to be started)

C. HC thoughts on development investments

- Expanded and improved car parking
- Provision of a meeting room
- Permanent/additional storage facilities for Westhampnett volunteers
- Further indoor storage
- Options to enhance flexibility of use of Hall such as staging or adaptations to acoustics
- Additional internal storage
- External path lighting, especially along slope to car park
- Risks:
 - impact of works on hiring income - noise and disruption
 - economic impact and social impact

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Hall Committee Meeting Minutes of 18 June 2024 noted the following:

A. HC discussed outline drawings for expansion previously suggested by Hall architect. These address majority of HC views on development.

- extension and redefinition of car park
- proper storage facility for Westhampnett Volunteers
- lighting for walkway/ramp access paths
- meeting room (subject to understanding of needs, requirements & structural limitations)
- externally-accessible toilet (need not clear - will be reconsidered as part of ongoing discussion)

- Potential exercise tabled to explore feedback from Hall users and neighbours – not yet started

Action: Share drawings for extension with PC for discussion in next PC meeting

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HC Questions for PC

1. **What are the PC's objectives for Hall development?**
2. **What are the key drivers of these objectives?**
3. **What stage are discussions at?**
4. **What is the budget? Are there conditions attached (time, purpose, etc)**
5. **How can we build a collaboration between the HC and PC to ensure alignment on objectives and risks and ensure successful outcomes?**

