

ALFRISTON PARISH COUNCIL

www.alfristonparishcouncil.org.uk

CLERK TO THE COUNCIL
Mrs Suzanna Dry

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Tuesday 28th May 2024

Draft Minutes of the Annual Meeting of Alfriston Parish Council (APC), held in the Alfriston War Memorial Hall on Monday 20th May 2024 at 7.15pm

Present:

Cllr D Monteath-Wilson (Chair)
Cllr J Watkins (Vice Chair)
Cllr S Daw

Cllr J Spring
Cllr Rabagliati
Cllr Harris

In attendance:

Mrs Suzanna Dry – Parish Clerk & RFO

There were approximately 8 members of the public present.

1. Chairman's Welcome

The Chair welcomed everyone to the Annual meeting of the council.

2. Public Questions

There were no public questions.

3. Election of Chairman

Cllr Harris proposed and Cllr Spring seconded a motion to elect Cllr Monteath-Wilson as Chairman. Cllrs **RESOLVED** that Cllr. Monteath-Wilson continues as Chair of Alfriston Parish Council for another year.

4. Declaration of Acceptance of Office by Newly Appointed Chairman

Cllr Monteath-Wilson signed the Declaration of Acceptance of Office.

5. Election of Vice Chairman

Cllr Daw proposed and Cllr Harris seconded a motion to elect Cllr Watkins as Vice Chairman. Cllrs **RESOLVED** that Cllr. Watkins continues as Vice Chair of Alfriston Parish Council for another year.

6. Declaration of Acceptance of Office by newly appointed Vice Chairman

Cllr Watkins signed the Declaration of Acceptance of Office.

7. Apologies for Absence

Apologies were received from Cllr Parkinson who is currently away.

8. To agree that Alfriston Parish Council do not currently meet the criteria to receive General Power of Competence

It was **RESOLVED** that until such time as the Clerk completed the CiLCA qualification, APC do not meet the criteria to receive GPC. APC will revert to using S111 of the Local Government Act 1972, in order to discharge its functions.

9. Written Undertakings to observe Code of Conduct

Written undertakings to observe Code of Conduct were signed and witnessed by the Clerk at the meeting.

10. Register of Members Interest

Register of Members interests were signed and handed to the Clerk.

11. Consider Allocation of Portfolios

Cllrs discussed and unanimously **RESOLVED** to change the portfolio 'Rights of Way & Countryside' to 'Environment & Countryside', with public transport being included in this portfolio. The Clerk was asked to arrange for the e-mail address to be changed accordingly. **Action 1.** All Cllrs **AGREED** to continue with their portfolios. The Chair considered it important that Cllrs are able to carry on with their work and planning that had already been carried out last year.

11.1	Allotments & Recreation Ground	- Cllr Daw	
11.2	Public Transport	- Cllr Harris	-
11.3	Highways & Twittens	- Cllr Rabagliati	
11.4	Planning	- Cllr Watkins	
11.5	Environment & Countryside	- Cllr Harris	
11.6	Strategic Planning	- Cllr Spring	
11.7	The Tye	- Cllr Parkinson	

12. Consider membership and Terms of Reference of Committees:-

12.1 Finance (Chair, Vice Chair + 3 cllrs) - Cllr Spring proposed and Cllr Daw seconded a motion that this committee should be devolved and instead finance meetings should be held as a

full council meeting, with all cllrs present. And that they be held quarterly in order to review expenditure against budget and forecasts. It was unanimously **RESOLVED** that Finance meetings be held as a full council meeting, on a quarterly basis.

- 12.2 Planning (Chair, Vice Chair + 4 cllrs) - It was **AGREED** that this committee remain unchanged, consisting of the Chair, Vice Chair and Cllrs Daw, Harris, Rabagliati & Spring.
- 12.3 Personnel - Cllr Daw proposed and Cllr Spring seconded a motion that personnel meetings should be held as a full council meeting, with all cllrs present, at least once a year with additional ad-hoc meetings. It was unanimously **RESOLVED** that personnel meetings be held as a full council meeting, at least once a year. The Clerk's appraisal will continue to be conducted by the Chair.

13. Confirmation of outside bodies and appointment of representatives to outside bodies

- | | | |
|-------|---|--------------------|
| 13.1 | Wealden District Association of Local Councillors (1 Councillor) | - Cllr Spring |
| 13.2 | Sussex Association of Local Councils (1 Councillor for October AGM) | - Cllr Spring |
| 13.3 | Cuckmere Community Bus (1 representative) | - Cllr Harris |
| 13.4 | Cuckmere Flood Forum (1 representative) | - John Hurwood |
| 13.5 | Twinning Committee (1 representative)) | - Michael Anderson |
| 13.6 | Tree Warden (1 representative) | - Daniel Larkin |
| 13.7 | Village Hall Committee (1 representative) | - Adrian Butcher |
| 13.8 | Heartstart (1 representative) | - David Watkins |
| 13.9 | Alfriston Emergency Group | - Steve Woodgate |
| 13.10 | Neighbourhood Watch | - Nick Cattell |
| 13.11 | St Andrew's | - Cllr Daw |
| 13.12 | Clergy House | - Holly Jones |
| 13.13 | Speedwatch | - Cllr Rabagliati |

14. Finance

- 14.1 To approve and adopt Finance Regulations and Standing Orders 2024 (as per website)

Cllr. Watkins proposed and Cllr. Rabagliati seconded that all Councillors have had sight of the documents and they approved the Finance Regulations and Standing Orders 2024. **MOTION CARRIED.**

- 14.2 To approve and adopt Risk Register and Assest Register 2024 (as per website)

Cllr. Daw proposed and Cllr. Spring seconded that all Councillors have had sight of the Risk Register and Asset Register 2024 and approved. **MOTION CARRIED.**

- 14.3 To review and adopt all APC's Policies (as per website)

Cllr. Harris proposed and Cllr. Watkins seconded that all Councillors have had sight of APC policies 2024 and approved. **MOTION CARRIED.**

- 14.4 To approve insurance renewal with Clear Council Ins Broker for 2024/25 ([Appendix A on Agenda](#))

The Clerk reported that the insurance renewal has come through. The Clerk confirmed it is a £25.00 increase which is in line with current inflation. Cllr Spring proposed that the

insurance is renewed and a payment of £1,268.76 is made. Cllr Daw seconded this decision.
MOTION CARRIED.

- 14.5 To approve section 1 of the Annual Return for 2023/24 (available after external audit on 14th May) ([Appendix A](#))

Cllr. Watkins proposed and Cllr. Harris seconded that all Councillors have had sight of section 1 of the annual return for 2023/24 and approved. **MOTION CARRIED.**

- 14.6 To approve section 2 of the Annual Return for 2023/24 (available after external audit on 14th May) ([Appendix B](#))

Cllr. Watkins proposed and Cllr. Harris seconded that all Councillors have had sight of section 2 of the annual return for 2023/24 and approved. **MOTION CARRIED.**

- 14.7 To confirm sight of and approval of the final internal audit report March 2024 ([Appendix C](#))

Cllr. Watkins proposed and Cllr. Daw seconded that all Councillors have had sight of the final Internal Audit report March 2024 and approved. **MOTION CARRIED.**

- 15. To agree that Alfriston Parish Council appoint Mulberry & Co. as its internal auditors for the financial year 2024/25.**

Cllr. Daw proposed and Cllr. Watkins seconded that APC appoint Mulberry & Co as its Internal Auditors for 2024/25, approved. **MOTION CARRIED.**

The meeting was closed by the Chair at 7.50pm. The monthly meeting of APC follows.

[Appendices, as referred to in the minutes, attached below.](#)

Appendix A - Section 1 of the AGAR

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ALFRISTON 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 2024, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			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:

20/05/2024

and recorded as minute reference:

M 14.5 REFERENCE

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

Chair

Clerk

[Signature]
S.C.D.J.

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Appendix B - Section 2 of the AGAR

Section 2 – Accounting Statements 2023/24 for

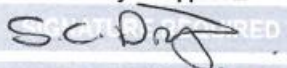
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	36,391	25,291	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	55,252	55,252	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	76,324	18,316	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	28,607	18,119	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	114,069	37,574	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	25,291	43,166	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	25,291	43,166	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	152,254	152,518	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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 02/05/2024

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

20/05/2024

as recorded in minute reference:

146 REFERENCE

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



Appendix C - Final Internal Audit for 2023/24

Annual Internal Audit Report 2023/24

ALFRISTON PARISH COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

No petty cash

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

14/05/2024 21/11/2023 DD/MM/YYYY

Name of person who carried out the internal audit

M. WEBBER - MULBERRY CAS CASITOR

Signature of person who carried out the internal audit

SIGNATURE M. WEBBER

Date

14/05/2024

*If the response is 'no' please 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).

A copy of the full and final internal audit report of 2023/24 from Mulberry is available on the website; <https://www.alfristonparishcouncil.org.uk/finance/>