

TANGMERE PARISH COUNCIL



MINUTES OF THE MEETING OF THE COUNCIL HELD (USING ZOOM SOFTWARE) ON 21 JANUARY 2021

Present:

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Kate Beach, David Blythe, Simon Oakley, Paul Spencer-Ellis, James Stanbridge and Trevor Ware

In attendance:

Louise Steele - Clerk
Three members of the public

No.		ACTION
473	AGENDA ITEM 1 – APOLOGIES FOR ABSENCE Apologies were received from Councillor Kirsten Lanchester and the Council resolved to accept Cllr Lanchester's reason for absence.	
474	AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council (WSCC). Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on the planning applications at Agenda Item 12 under consideration by Chichester District Council due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification.	
475	AGENDA ITEM 3 – PUBLIC PARTICIPATION A member of the public asked for an update on the position regarding 17 Nettleton Avenue and pointed out that there had been work done this day on clearing the part of the garden and installing a large area of hardstanding. This update was provided by Cllr Oakley as part of his agency report	
476	AGENDA ITEM 4 – MINUTES The minutes of the ordinary meeting held on 12 November 2020 and those of the extraordinary meeting held on 15 December 2020 were approved as an accurate record and the meeting agreed that the Chairman should sign the minutes as such.	
477	AGENDA ITEM 5 – AGENCY REPORTS Councillor Oakley gave a brief update on the planning process in regard to 17 Nettleton Avenue. A further planning application has been received in respect of the property and enforcement action will be placed on hold while that application is considered. In terms of clearing the front garden – there was a condition in a planning permission granted in 2017 relating to landscaping that	

	<p>had not been discharged. It is assumed that the recent works relate to that and will be considered by CDC when the discharge of condition application is received.</p> <p>Cllr Oakley went on to refer to the challenges that Covid-19 presents to CDC and WSCC. For example CDC's Local Plan review process and whether sufficient evidence can be gathered to get the Local Plan through examination. Tangmere SDL process is underway separated from the Local Plan review and there will be hearings on the CPO process because there are objections. On the TSDL there will be a CDC Members' briefing on 18 February 2021 which should be webcast with an opportunity for the Parish Council or residents to submit questions. The outline planning application is due to be determined by a Special Planning Committee of CDC scheduled for 31 March 2021.</p> <p>Finance – WSCC will be going for a 4.99% increase in precept (maximum permitted by Government's referendum principles) that is £72 at Band D; the Police & Crime Commissioner is setting an increase of £15 at Band D and CDC will be £5 at Band D (3.1%) and these levels are being factored into the bodies' five year financial planning and Council Tax is likely to rise more than income for the foreseeable future. There will also be pressure to cut services. Covid and its economic impact has exacerbated uncertainty.</p> <p>There is a wide range of grant activity in support of hardship caused by Covid and the WSCC Community Hub will continue.</p> <p>St James Road Post Office in Chichester will close for most of April.</p>							
478	<p>AGENDA ITEM 6 – MINUTES & REPORTS FROM COMMITTEES</p> <p>Members received the draft minutes and oral reports from Committee Chairman for the meetings indicated:</p> <table border="0"> <tr> <td>Environment Committee</td> <td>25 November 2020</td> </tr> <tr> <td>Village Centre Committee</td> <td>1 December 2020</td> </tr> <tr> <td>Finance Committee</td> <td>8 December 2020</td> </tr> </table>	Environment Committee	25 November 2020	Village Centre Committee	1 December 2020	Finance Committee	8 December 2020	
Environment Committee	25 November 2020							
Village Centre Committee	1 December 2020							
Finance Committee	8 December 2020							
479	<p>AGENDA ITEM 7 - REPORT OF THE COVID-19 WORKING PARTY</p> <p>Members received the oral report of Cllr Stanbridge as Chairman of the Covid-19 Working Party. The weekly meeting of the working group had changed from a Wednesday to a Tuesday. The villager donations of food have continued and are a valuable part of the food used to support vulnerable households. The Working Party had expanded its weekly discussions to include the detail of implementing the Village Centre Committee's decision to offer the Village Centre as a mass vaccination centre.</p>							
480	<p>AGENDA ITEM 8 – CORRESPONDENCE</p> <p>Three items of correspondence were considered:</p> <p>An e-mail from the Chairman of Oving Parish Council regarding their Neighbourhood Plan Boundary was received and the matter will need to be resolved formally at an extraordinary meeting of the Environment Committee. The Clerk was asked to contact a CDC officer for clarification prior to the Environment Committee meeting.</p> <p>An email from a resident regarding the Southern Water Pumping Station on the corner of Woodfield Close and Churchwood Drive was received. The resident had copied the parish council into her complaint and Councillor concurred with the complaint. Councillors will continue to monitor the situation</p>							

	<p>Various emails regarding the use of the Recreation Field as temporary car park were reported orally and it was agreed to consider this matter at Agenda Item 9 (Minute 481 below).</p>	
481	<p>AGENDA ITEM 9 – ACTIONS CARRIED OUT BY THE CLERK UNDER DELEGATED AUTHORITY</p> <p>Members noted the following actions carried out by the Clerk on grounds of urgency, using her delegated authority and, following consultation with the Chairman of the Council, Chairmen of Committees and other Councillors as appropriate:</p> <p style="padding-left: 40px;">06/01/21 – Implementation of the Village Centre Committee’s decision to offer the Village Centre as a mass vaccination centre and agreement of a hire charge slightly below that proposed by the Committee.</p> <p>Discussion followed on some of the further implications of the implementation of the decision and it was agreed, in principle, that part of the recreation field could be surfaced in order to provide additional temporary car parking provided that all costs of this temporary adaptation were met by the NHS.</p>	
482	<p>AGENDA ITEM 10 - BUDGET 2021/22</p> <p>Members received the Finance Committee’s recommendation and considered detailed budget figures and significant changes in the Council’s financial outlook since the Finance Committee meeting.</p> <p>Council resolved to set a precept for the Financial Year 2021/22 of £86,130.</p>	
483	<p>AGENDA ITEM 11 – EXTERNAL AUDITOR REPORT AND CERTIFICATE 2019/20</p> <p>Members received the External Auditor’s report for the Financial Year 2019/20, noting with regret the qualification to the accounts. The qualification arose because of the delay in making the Council’s new website live.</p> <p>Members noted that the external auditor had made a further observation that <i>“There was a significant time gap between the date of approval and the commencement of the public rights period. The Accounts and Audit Regulations 2015, Section 12(3), state that the announcement of public rights should be published and commenced as soon as practicable after the date the Annual Governance and Accountability Return is approved by the Council. Whilst we understand the coronavirus pandemic caused issues, any delay from normal practice should be notified to the public to ensure they do not miss the opportunity to exercise those rights. The Council should note this requirement for future years”</i>. Members noted that the parish office was closed to the public from 18 March 2020 until 1 September 2020 and that the exercise of public rights could not commence until the office was open – the public were notified of their rights by the display of paper notices in the normal way.</p>	
484	<p>AGENDA ITEM 12 – PLANNING</p> <p>Members considered the Council’s observations on the following planning applications and commented on them as indicated:</p> <p style="padding-left: 40px;">20/02417/TPA Reduce south sector by 1m and crown lift by up to 5m (above ground level) on 1 no. Sycamore tree (marked on plan as T1, TPO’d as T27). Reduce south sector by 2.5m and crown lift by up to 5m (above ground level) on 1 no. London Plane tree (marked on plan as T2, TPO’d as T28). Both trees subject to TG/90/01020/TPO. Planning Application</p>	

Amenity Area Churchwood Drive Tangmere West Sussex

Already determined

[20/03054/TPA](#)

Crown reduce by 25% and crown lift by up to approx 4.5m (above ground level) on 1 no. Lime tree (T10), subject to TG/98/01030/TPO. Planning Application

Tangmere House Tangmere Road Tangmere PO20 2HB

Already determined

[20/03129/PLD](#)

Rear single storey and dormer extensions, new detached garage and conversion of existing garage into habitable accommodation, including infill of garage door opening with window. Planning Application

1 Caedwalla Drive Tangmere PO20 2HJ

Tangmere Parish Council objects to this application on the grounds that the proposal represents overdevelopment and is detrimental to the visibility for traffic emerging from Caedwalla Drive on to Malcolm Road

[20/03187/TPA](#)

Reduce 4 no. limbs by 3m - 1 no. limb on west sector (at approx 11m), 1 no. limb with wound on south sector (at approx 10m), 1 no. limb on south sector (at approx 12m) and 1 no. limb on south east sector (at approx 11m) on 1 no. Ash tree (T1) subject to TG/09/00018/TPO. Planning Application

Reydon Cottage Chestnut Walk Tangmere PO20 2HH

Tangmere Parish Council defers to the tree officer on this application

[20/02991/FUL](#)

Replacement windows and doors. Planning Application

Spitfire Court Jerrard Road Tangmere PO20 2GR

Tangmere Parish Council has no objection to this application

[20/02992/LBC](#)

Replacement windows and doors. Planning Application

Spitfire Court Jerrard Road Tangmere PO20 2GR

Tangmere Parish Council has no objection to this application

[20/03130/DOM](#)

Change use of private land from public amenity space to private garden and associated boundary treatment to side of private detached dwelling house. Planning Application

17 Nettleton Avenue Tangmere PO20 2HZ

Withdrawn

485	<p>AGENDA ITEM 13 – ACTION POINTS AND THE CLERK’S REPORT Members considered an oral update (supported by the display of a Trello board) from the Clerk on action points across the Council and its Committees. Members asked questions about progress on the action points and about how the information from Trello would be updated and shared with Councillors going forward. The Clerk agreed that all Councillors would be given view access to the Board.</p>	
486	<p>AGENDA ITEM 14 – ANY OTHER MATTERS FOR INFORMATION There were none.</p>	

Date of next meeting: 11 March 2021

Chairman:

Date:

DRAFT

TANGMERE PARISH COUNCIL



Minutes of Extraordinary Meeting of the Environment Committee held remotely using Zoom software at 6.30pm on 9 February 2021

Present:

Councillors- Kate Beach, Roger Birkett, David Blythe, Andrew Irwin, Simon Oakley, Paul Spencer-Ellis and Trevor Ware

In attendance:

Louise Steele – Clerk to the Council
Tina White – Parish Administrator

487	AGENDA ITEM 1 - ELECTION OF CHAIRMAN FOR THE MEETING Cllr Kate Beach was elected Chairman for the meeting.	
488	AGENDA ITEM 2 - APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Kirsten Lanchester.	
489	AGENDA ITEM 3- DECLARATIONS OF INTEREST Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSSCC) in matters on the agenda in general. Cllr Oakley remained in the meeting for the duration of the Committee's deliberations on the planning applications at Agenda Item 6 under consideration by Chichester District Council but was presumed to have entered the "public gallery" due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification.	
490	AGENDA ITEM 4 – PUBLIC PARTICIPATION There was no public participation.	
491	AGENDA ITEM 5 – OIVING PARISH COUNCIL – NEIGHBOURHOOD PLAN BOUNDARY Members considered a request from Oving Parish Council that they include small parts of Tangmere Parish Council's area within the boundary of their Neighbourhood Plan and exclude a small area of their area. Upon the proposal of Councillor Irwin, seconded by Councillor Birkett Members agreed the request.	
492	AGENDA ITEM 6 – PLANNING Members considered the Committee's observations on the planning applications listed below and commented on them as shown: 20/03355/PLD Erection of single storey flat roofed rear extension. 79 Churchwood Drive Tangmere Chichester West Sussex PO20 2GY No objection	

[21/00125/DOM](#)

Demolition of existing conservatory and construction of single storey rear extension.

47 Middleton Gardens Tangmere PO20 2JD

No objection

[21/00199/TPA](#)

Crown reduce by up to 3m (all round), crown thin by 25% and crown lift by up to 5m (above ground level) on 2 no. Lime trees (quoted as T1, TPO'd as T33 and quoted as T2, TPO'd as T34). In addition reduce secondary stem by 2m (compression union with main stem) on 1 no. Lime tree (quoted as T2, TPO'd as T34). Both trees subject to TG/91/01021/TPO.

8 Middleton Gardens Tangmere PO20 2JD

Defer to the Arboricultural Officer

[21/00271/TPA](#)

Reduce height by 2m and widths by 1.5m (all round) on 1 no. Lime tree (quoted as T1, TPO'd as T6) subject to TG/90/01020/TPO.

Amenity Area Churchwood Drive Tangmere West Sussex

Defer to the Arboricultural Officer

Date of next meeting: – 23 March 2021

Chairman:

Date:

Louise Steele

From: Justin Firlotte [REDACTED]
Sent: 01 March 2021 22:07
To: [REDACTED]
Subject: Parish Council Interest In Public Open Space At Dukes Meadow

Good Evening Mrs Steel

I understand that the idea of the parish council ('PC') taking ownership of the play area located at the Dukes Meadow development has been muted by both a parish councillor and certain residents of Dukes Meadow.

Could I place on record my strong objection to this as both a parishioner of Tangmere and as a home owner at Dukes Meadow.

The reason for my objection is that I do not believe that in these times of budgetary pressure and precept increases that the parish council should seek to expand the areas they are liable for maintaining and by default, parishioners are charged for.

It was made clear by the developer to buyers at Dukes Meadow that the open space and play area would be accessible to the public and the cost of maintenance (together with the estate roads and services infrastructure) would be met through a rent charge mechanism for which the residents of the development would be liable. In completing the purchase of a property on the development buyers have clearly accepted this.

Any process by the PC to obtain ownership and control would undoubtedly incur legal costs due to the creation of any required agreements etc which again would demonstrate a poor use of parish funds.

In addition whilst the public have a right to use the open space and play area this does not extend to the estate roads, already we see members of public who visit the play area using the estate roads to park their cars. If the PC were to proceed with taking an increased interest then the picture would become increasingly blurred between what area are in public/private contr which could compound the parking issue on roads that were not designed to accommodate parking for visitors to the play area.

Could I also add that whilst there are a group of residents who have created a 'Dukes Meadow Residents Association' this is an informal group which held no formal election process, has no legal standing and (as this email demonstrates) does not speak for all residents. Actual ownership of the estate roads and open spaces resides with Dukes Meadow (Tangmere) Management Company Ltd.

By way of copy I have included representatives from Remus who are currently the managing agent for Dukes Meadow so they are aware of my concerns.

Kind Regards

Justin Firlotte

[REDACTED]

[REDACTED]

Tangmere



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& Chartered Tax Advisors

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Our Ref: MARK/TAN001

Mrs L Steele
Tangmere Parish Council
Tangmere Village Centre
Malcolm Road
Tangmere
West Sussex
PO20 2HS

28 January 2021

Dear Louise

Re: Tangmere Parish Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on 28 January 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The interim audit was based on a review of information available on the website, with additional testing to be carried out at the year-end audit. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk is very experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Tangmere Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

Checks of the books of accounts will be completed at the year-end audit.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's certificate and notice of conclusion are published on the council website and were an agenda item for discussion at the council meeting held on 21 January 2021.

Confirm by sample testing that councillors sign statutory office forms

Previous audits have confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure are between £25,000 and £200,000, is not required by law to follow the either of the Local Government Transparency Codes although it is recommended to do so.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted at a previous audit that the council were planning to move to a .gov.uk website and address common email addresses for all councillors after this time. The new website is established but it was noted councillors are still using their own email addresses. This may have been delayed due to the Covid pandemic, and **will be reviewed at the year-end audit**. The use of common email addresses is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

I was unable to locate a Privacy Notice on the new website and this will be reviewed at the year-end audit.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure a diary of meetings available on the council website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is available for most meetings on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are routinely uploaded to the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model, and are dated May 2019 on the website version.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model and are dated May 2020 on the website version. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

To be reviewed at the year-end audit.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

To be reviewed at the year-end audit.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)***Internal audit requirement***

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

To be reviewed at the year-end audit.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)***Internal audit requirement***

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

From review of the council minutes, I confirmed that the 2020-21 budget and precept setting process had started. The Finance Committee meeting held on 8 December 2020 considered a proposal to recommend to council for review at the meeting held on 21 January 2021.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and this is evidenced in council minutes.

Information dated 3 December reviewed at the Finance meeting held on 8 December shows that the council held circa £35,000 in earmarked reserves and had a general reserve of circa £45,000, plus a Village Centre general reserve of circa £12,500. General guidance recommends the council's general reserve should be circa 50% of precept, or 3-6 months net revenue expenditure (NRE), as adjusted for local conditions.

The same financial reports showed the council's income was 91.9% of budget and expenditure was 88.8% of budget as of 3 December. There had also been a transfer into the account of £22,000 from the CIL earmarked reserve.

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

To be checked at the year-end.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council has no petty cash.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

To be checked at the year-end.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

To be checked at the year-end.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Bank reconciliations are reviewed at Finance Committee meetings, and this is recorded in the minutes. **Checks of the bank reconciliations and associated bank statements will be carried out at the year-end audit.**

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

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.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	31 August 2020	To be reviewed at year end
Inspection period begins	1 September 2020	To be reviewed at year end
Inspection period ends	13 October 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

A Beams

Andy Beams

For Mulberry & Co



TANGMERE PARISH COUNCIL

Risk Management Policy

1. Definition of Risk Management

1.1. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'¹

2. Policy Statement

2.1. Tangmere Parish Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with, and provides services for, and to protect the natural and built environments for which it is responsible.

2.2. It is further recognised that risk management extends beyond Health & Safety into all aspects of the Council's work.

3. Aims

3.1. The Council's aims with respect to risk management are as follows:

- a) To integrate risk management into the culture of the Council;
- b) To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation;
- c) To manage risk in accordance with good practice;
- d) To minimise losses, injury and damage and reduce the cost of risk;
- e) To ensure appropriate and proportionate actions are taken to address identified risks;

3.2. These aims will be achieved through the co-operation of all Parish Councillors and the Clerk. The Clerk will ensure that risk assessments are undertaken for all new activities of the Council and that existing risk assessments are kept under review and updated as appropriate. The Council will maintain a register of all risk assessments and make at least one formal review of the register annually; this will form part of the annual review of the effectiveness of the Council's system of internal control.

¹ Audit Commission, Worth the Risk: Improving Risk Management in Local Government (2001)

4. Categories of Risk

4.1. In undertaking risk assessments the Council will have regard to the following categories of risk:

STRATEGIC Risks which may threaten the achievement of the Council's objectives	OPERATIONAL Risks which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work.
Political: failure to deliver key objectives or policies of other levels of Government	Professional: professional competencies of staff or contractors
Economic: the Council's ability to meet its financial commitments	Financial: financial planning and control and the adequacy of insurance cover
Social: the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives	Legal: possible breaches of legislation
Technological: the Council's capacity to deal with technological change or its ability to use technology to meet changing demands	Physical: fire, security, accident prevention and health & safety
Legislative: current or potential changes in national or European law.	Contractual: the failure of contractors to deliver services or goods to agreed costs and specifications
Environmental: the environmental consequences of service delivery (in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc)	Technological: reliance on operational equipment (IT systems or equipment and machinery)
Competitive: the competitiveness of the service/ the ability to deliver best value.	Environmental: pollution, noise or energy efficiency of ongoing service operation.
Customer: failure to recognise the changing needs and expectations of the community	

TANGMERE PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE 2019/2020

ENVIRONMENT	VILLAGE CENTRE	FINANCE
Planning applications	Overseeing/special responsibility for Village Centre	Accounts/audit/banking
Traffic and transport		Grants
Footways/roads/access	Overseeing Village Centre staff and volunteers	Insurance
Rights of Way	Users Groups	Precept Budgeting
Trees and TPOs	Village Centre Bookings and Hiring Policy	Staff matters (Clerk and RFO), including salary
Allotments	Double Garage	Licences
Community Garden	Bookings for the recreation field.	Legal matters
Horse Field	Maintenance of sports equipment and sports pitches.	Financial contracts and licences
Recreation Ground and other open spaces		Newsletter
Car Park at recreation field	Pop-up	Risk assessments relating to all of the above.
Public seats/bus shelters/notice boards (Tangmere Road)	Risk assessments relating to all of the above.	
Services/Lighting/Public Utilities		
Litter and dog fouling		
Risk assessments relating to all of the above.		

NOTES

1. All Committees to have delegated powers other than for the following matters which must be confirmed by the full Council – Precept, legal action, determination of borrowing limit, fees & charges, GDPR & data protection.
2. Local Plan Panel: working party set up whose recommendations to be brought before full Council for consideration and approval.
3. Reports from each Committee to be made to the full Council.
4. The following areas are the responsibility of the VC Committee: Shrubs and borders adjacent to the VC (as at present); hedging to south and east of car park plus section between the container and garage; paving to front and rear; Bicycle Shelter. The VC Committee is responsible for maintenance specifically related to booked sports activities on Rec. Field (e.g. Cricket, Football and in MUGA). The Parish Council is responsible for all other items on and around the Recreation Field not listed above. The VCC is responsible for the routine maintenance and repairs of the internal and external fabric of the building, but that the Parish Council is responsible for major capital items, such as, say a new roof or windows. *Finance Cttee 16/12/2015 Min 1029.13-15 refers.*

Tangmere Parish Council

SCHEME OF DELEGATION

Adopted:
Review Date:

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's governance documents along with Standing Orders Financial Regulations and the Code of Conduct. The Scheme will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, Parish Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which officers of the council are able to act without reference to councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the terms of reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
 - A committee may delegate its powers to an officer.
 - The delegating body may exercise powers that have been delegated.
- 2.2 Any delegation to a committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. Authority to Act

- 3.1 It will be appropriate for the Parish Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.2 The Parish Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts where they have a financial interest.

Approved:
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- 4.2 Where the Parish Clerk has a conflict of interest in any matter, the Clerk shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Parish Clerk/Responsible Financial Officer and any other council officers following a recommendation from the Finance Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Budget.
 - To agree and/or amend the terms of reference for committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To set the Precept.
 - To make byelaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 FINANCE COMMITTEE

Membership: Five Parish Councillors

Quorum: Three Parish Councillors

Meetings Six times a year, approximately once every two months

The Committee shall elect a Chairman and Vice-Chairman. There shall be no substitutes for this Committee. Public participation is permitted for meetings of this Committee.

Terms of Reference:

The Finance Committee will be responsible for the following:

- 1) The management and control of the Council's finance and resources and making appropriate recommendation to Full Council;
- 2) Drawing together Council's budgets and recommending to Council the precept to be levied on the Chichester District Council;
- 3) The annual review of the Council's fees and charges;
- 4) Budget monitoring and control;
- 5) Taking an overview of risk management, including the insurance of buildings and property and the maintenance of an asset register;
- 6) Ensuring that risk assessments are undertaken for all areas under the Committee's control;
- 7) The annual review of Financial Regulations and recommending amendments full Council;

- 8) Making recommendations to Full Council about the appointment of an internal auditor;
- 9) Receiving internal and external audit reports and onward reporting to Full Council;
- 10) Recommending the annual accounts to the Council for approval;
- 11) Keeping the Council's policies and procedures under review and recommending amendments or new policies to Council for adoption;
- 12) Authorising accounts for payment in between meetings of Full Council;
- 13) Developing Grants policy and recommending to Full Council;
- 14) Inviting and considering grants applications in accordance with the policy and awarding grants;
- 15) Recruitment of Parish Clerk/ Responsible Financial Officer (and other staff as required) and recommendation to Full Council for appointment;
- 16) Developing and implementing recruitment and selection procedures;
- 17) Annual staff appraisal and development;
- 18) Reviewing staff contracts, grievance and discipline policies every two years
- 19) Review of staff and accommodation requirements;
- 20) Management of employee rights relating to leave, time off and sickness; and
- 21) Ensuring the health and safety at work of all staff

7.2 ENVIRONMENT COMMITTEE

Membership: Eight parish councillors

Quorum: Three parish councillors

Meetings: Six times a year, approximately once every two months

The Committee shall elect a Chairman and Vice-Chairman. There shall be no substitutes for this Committee. Public participation is permitted for meetings of this Committee.

Terms of Reference:

The Environment Committee will be responsible for the following:

- 1) Considering and making observations on planning applications within the Council area and subject to consultation by the relevant planning authority;
- 2) Monitoring planning decisions made by the planning authority;
- 3) Making representations on planning enforcement matters;
- 4) Making representations, as appropriate, on planning appeals;
- 5) Monitoring traffic, transport and highways issues as they affect the parish council's area and making representations to the appropriate parties;
- 6) Monitoring footpaths and rights of way within the parish council area and making representation as appropriate;
- 7) Monitoring issues related to drainage, services, public utilities and street lighting within the parish council area and making representations as appropriate;
- 8) Management of the Recreation Field, its car park and other open space owned or controlled by the Parish Council;
- 9) Management of the Parish Council's allotments, community garden and the "Horse Field";
- 10) Management of all the Parish Council's assets in the public realm including trees, benches, bus shelters, noticeboards and speed indicator devices.
- 11) Ensuring that risk assessments are undertaken for all areas under the Committee's control; and
- 12) Ensuring that safety inspections are undertaken regularly for the play areas.

7.3 VILLAGE CENTRE COMMITTEE

Membership: Five parish councillors

Quorum: Three parish councillors

Meetings: Six times a year, approximately once every two months

The Committee shall elect a Chairman and Vice-Chairman. There shall be no substitutes for this Committee. Public participation is permitted for meetings of this Committee.

Terms of Reference:

The Village Centre Committee will be responsible for the following:

- 1) Management of the Village Centre ¹
- 2) Overseeing Village Centre staff and volunteers
- 3) Liaison with the Users Group
- 4) Developing and reviewing hiring policy
- 5) Management of Village Centre Bookings and Hiring Policy
- 6) Reviewing hiring charges and making recommendations to the Finance Committee/Full Council;
- 7) Management of the Double Garage;
- 8) Management of bookings for the recreation field;
- 9) Maintenance of sports equipment and sports pitches;
- 10) Management of the pop-up café; and
- 11) Ensuring that risk assessments are undertaken for all areas under the Committee's control.

8 DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item not exceeding £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. The Clerk is the manager for all other staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
5. Power to authorise relevant training courses provided the expense can be met

¹ The following areas are the responsibility of the VC Committee: Shrubs and borders adjacent to the VC (as at present); hedging to south and east of car park plus section between the container and garage; paving to front and rear; Bicycle Shelter. The VC Committee is responsible for maintenance specifically related to booked sports activities on Rec. Field (e.g. Cricket, Football and in MUGA). The Parish Council is responsible for all other items on and around the Recreation Field not listed above. The VCC is responsible for the routine maintenance and repairs of the internal and external fabric of the building, but that the Parish Council is responsible for major capital items, such as, say a new roof or windows. Finance Cttee 16/12/2015 Min 1029.13-15 refers

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from approved budgets having taken into account the training needs of the employees.

6. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council
7. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
8. To sign and publish the annual public notices that the Audit of Accounts is to take place and has taken place.
9. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
10. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
11. Power to act on own initiative to implement the Councils policies and objectives.
12. Power to take appropriate steps to ensure the Council does not exceed its powers.
13. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
14. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
15. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
16. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
17. The Parish Clerk, in consultation with Councillors, to make comment on planning applications submitted to Tangmere Parish Council by Chichester District Council within the statutory 21 day consultation period if the deadline is before the next available Council/Committee meeting.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to Chichester District Council (the billing authority).

TANGMERE PARISH COUNCIL



MEETING SCHEDULE v 1 2021/2022

Environment Committee	Village Centre Committee	Finance Committee	Parish Council
Tuesday 7.30pm	Tuesday 7.30pm	Tuesday 7.30pm	Thursday 7.30pm
Civic Year 2020/21			
23/03/21	13/04/21	20/04/21	29/04/21*
Civic Year 2021/22			
			13/05/21#
25/05/21	8/06/21	22/06/21	8/07/21
27/07/21	10/08/21	31/08/21	9/09/21
29/09/21	12/10/21	26/10/21	11/11/21
23/11/21	7/12/21	11/01/22	20/01/22
1/02/22	15/02/22	8/03/22	17/03/22
5/04/22	12/04/22	26/04/22	28/04/22*
Civic Year 2022/23			
			12/05/22#

*Annual Meeting of Electors (Parish Meeting)

#Annual Meeting of Council

All meetings to 7 May 2021 will be held using Zoom software

All members of the public are welcome and have a right to attend meetings.

TANGMERE PARISH COUNCIL



MEETING SCHEDULE v 2 2021/2022

Environment Committee	Village Centre Committee	Finance Committee	Parish Council
Tuesday 7.30pm	Tuesday 7.30pm	Tuesday 7.30pm	Thursday 7.30pm
Civic Year 2020/21			
23/03/21	13/04/21	20/04/21	29/04/21*
Civic Year 2021/22			
			13/05/21#
25/05/21	8/06/21	22/06/21	8/07/21
10/08/21	10/08/21	31/08/21	9/09/21
29/09/21	12/10/21	12/10/21	11/11/21
23/11/21	7/12/21	11/01/22	20/01/22
1/02/22	15/02/22	8/03/22	17/03/22
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