

Hamsey Parish Council

www.hamsey.net

Kevin Kingston, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG, East
Sussex
Tel: 07795 336143 Email: clerk@hamsey.net

Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 8 September 2022 at 7.15pm** at **Beechwood Hall and Rural Park**.

Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda. Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on clerk@hamsey.net before 5pm on Monday 11 July 2022 or they may attend in person.

Please note social distancing will be in place. This meeting may be recorded for the purpose of minute taking.

1. Apologies for absence

2. Questions from the public

3. Declaration of interest from any Councillor regarding any item on the agenda

5. Minutes from the meeting held on Thursday 14 July 2022 to be agreed and signed as a true record

6. Update on any matters arising from last meeting – review and update actions - see action log at *appendix 1* to this agenda

7. Financial matters

- a) **To approve payment of invoices as detailed** (*including v.a.t*). *Please note salaries are not privy to the public.*

Current Account

Cheque No. or transaction number	Payee	Amount £
941345936	Upperbridge enterprises – annual subscription and licence fee	206.78
889636539	Upperbridge enterprises – changes to website	60.00
62573049	Kevin Kingston – July salary	-
	HMRC – Clerks Tax & NI – July 2022	123.80

874027224	Spiel signs artwork for new sign	48.00
340779129	G J Cockram – mowing Malthouse Way	140.00
699641075	Replacement goals nets for Beechwood park	173.86
143175419	Kevin Kingston – August salary	-
666530534	HMRC – Clerks Tax & NI – August 2022	124.00
77849710	Kevin Kingston – printer ink June/July	19.99
647158788	Steve Brentnall – Internal audit fee for 2021/22	340.00
868170546	Twenty window cleaning – bus shelter	10.00
	Tamsyn d’Arienzo - leaflets	50.75
498997551	Tamsyn d’Arienzo – covering July Council meeting	50.00

b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1 April – 31 August 2022

EXPENDITURE

Cost centre	£	Notes
Audit	340.00	Includes internal audit
Grants	1155.00	
Grounds maintenance	867.80	At Beechwood park and Malthouse way play area
Office expenses/administration	4055.58	Includes clerks salary
Other expenses	2862.12	Includes line marking, new notice board and jubilee expenses
Premises	2789.83	Includes annual insurance costs
Subscriptions	689.78	Includes cost of accounting software - scribe
TOTAL	12,759.91	

INCOME

	£	Notes
Precept	18,215.00	Includes both precept payments
VAT reclaim	NIL	No VAT reclaim made this year as yet
CIL payment	NIL	No CIL payment made yet

Other payments	599.00	
TOTAL	18,814.66	

NOTE : Detailed cost centre report sent out on 1 September 2022 to all Parish Councillors

Balance per bank statement as at 31 July 2022	£
Unity Trust - current account	25,434.77
Un-represented cheques	NIL
Unity Trust - savings account	12,009.96

c) Financial regulations

In accordance with the instructions of the internal auditor I have updated the Councils Financial regulations as detailed at *appendix 2* of this agenda.

Recommendation: That the financial regulations as amended are approved by the Council.

d) Internal auditors report

The report of the internal auditor is attached at *appendix 3* to this agenda..

Recommendation: That the Internal auditors report is agreed and noted.

e) Hamsey Parish Council risk assessment 2022

See papers circulated on 23 August 2022 to all Councillors – copies will be available at the meeting.

Recommendation: To agree and approve the 2022 risk assessment

8. Planning matters - to receive any report from the planning committee:

Chair and Cllr Redwood

(a) Applications still awaiting decision/in progress (as 22 August 2022)

SDNP/22/02433/TCA | dismantle of mature cypress tree to ground level | Thatchers Cottage, Allington Lane, East Chiltington. **HPC offer 'no objection' to this application**

(b) Applications determined/approved since last meeting

LW/21/0622 | demolition of an existing office building, erection of 13no. dwellings (mix of 2 and 3 bedrooms), redesign of parking area serving a consented office building, additional garden area for Kiln Cottage and all associated works. | Retained Land At Antler Homes, Old Hamsey, Brickworks Development & Avid Commercial Building Knights Court, South Chailey, BN8 4QF. **Cllr D'Arienzo attended LDC's Planning Applications Committee on 27 April 2022 to object to the application but the application was approved at the meeting.**

LW/21/0160 | Removal of condition 27 in relation to planning approval LW/14/0712 | Former Hamsey Brickworks South Road South Common South Chailey East Sussex – **HPC submitted an objection to this application on a number of issues however it was**

approved /determined on 19 July 2022. Our full objection can be read on LDC planning portal.

LW/21/0573| REVISED SITE LAYOUT - Two Ways Bevernbridge South Road South Common South Chailey East Sussex Proposal: Demolish an existing bungalow and rebuild 4 new two bedroom cottages with off road parking concerning access and layout with remaining matters reserved. *No objections in principle subject to the boundary treatment to the A275 providing for generous landscaping, with any built structures (fence or wall) between the landscaping and the new houses. HPC would request an informative to this effect. This was approved/determined on 15 June 2022*

LW/21/0741| Erection of detached 3 bedroom house |The Orchard, North End Lane, Hamsey, BN8 5TE. *HPC offer ‘no objection’ to this application. This was approved/determined on 11 May 2022*

SDNP/20/03254/PRE | New garden studio building | Perseverance House The Street Offham East Sussex BN7 3QB – *Hamsey Parish Council offer no objection to the pre-application.*

SDNP/21/05817/FUL | conversion of outbuilding to holiday let | Comments by 23 December 2021 | Pellbrook House, The Drove, Offham, BN8 5TA. *HPC offer ‘no objection’ to this application.*

LW/21/0903 & LW/21/0904 | Bouverie Cottage, Cooksbridge Road, Cooksbridge | householder and listed building consent application – demolition of existing rear extension and replacement single storey rear extension with no3 rooflights. *HPC offer ‘no objection’ to this application*

LW/20/0856 | Variation of condition 1 (plans) in relation to planning applications LW/18/0849 and LW/14/0712 | The Barn, Former Hamsey Brickworks, South Road, South Common, South Chailey, East Sussex, BN8 4QD – *Hamsey Parish Council offer ‘no further comment to the retrospective application’.*

(c) New applications

LW/22/0490 | Shelleys Folly, Deadmantree Hill, Barcombe East Sussex BN8 4SU | Proposal: General redecorating, replacement of modern fixtures and fittings in kitchen and bathrooms, as well as some minor, sensitive alterations that make the house suitable for modern living. *HPC offer no objection to this application.*

LW/22/0370 | Overs Farm, Deadmantree Hill, Barcombe, East Sussex | Change of use of farm buildings to commercial for the construction and display of kitchens comprising alterations to exterior materials, fenestration, insertion of rooflights and solar panels, creation of car parking and landscaping for Inglis Hall. *HPC have submitted some comments on this application asking that proper landscaping is carried out and that vehicles using the site access it via Cooksbridge.*

NOTE : This application is on the boundary between Hamsey & Barcombe

LW/22/0498 | Land at Gradwell End South Chailey | Advertisement Consent Application - Marketing sign at entrance advertising retirement properties at Gradwell Park for sale or rent with opening hours for marketing suite and show home, contact telephone number and website. This application seeks permission to display the sign for a temporary period of 24 months or until all the units have been sold/let, whichever is sooner for RV Developments Gradwell Ltd.

LW/22/0418 - Land West of A275, South Chailey

In addition to the above Hamsey Parish Council have objected to this application which is situated in the Chailey Parish but close to the Hamsey Boundary.

The objection is as follows:

Hamsey Parish Council objects to this planning application. We object because, like Chailey and other rural parishes in this District, we suffer from the same relentless threat to our communities and the countryside from the inexorable pressure of housing development, contrary to properly made statutory plans. Like Chailey, Hamsey invested time, effort and commitment from the whole community on its neighbourhood plan, having been encouraged to do so on the promise that local commitment would provide local control. Like Chailey, our plans are positive, and embrace the growth required of us by Lewes District Council. To discard this investment after a shelf life of only two years is insulting to all who participated. Nor do we lay the blame on LDC, who have also been given the impossible task of preparing complex plans for sensitive and complex areas in unrealistic time scales, and now face monstrous housing targets whose impact has not been assessed and is therefore unknown. We genuinely support the need for housing, but the pressure of development at this scale is more closely aligned to the interests of the volume housebuilders than local communities. It is not unusual for sites with permission not to be implemented because more value can be achieved by leaving land undeveloped and waiting for prices to rise – thus making the resultant housing less affordable for local people.

If the development does progress, either by approval by LDC or on appeal, we would encourage a contribution from the site towards the cycle link proposed as part of the Hamsey Neighbourhood Plan from Chailey to Lewes. We consider such infrastructure necessary to support alternative means of access to and from the site

10. Beechwood Hall Working Group - Cllr McBrown

To receive any reports from Beechwood Hall working group

10.1 See attached report

11. Bevernbridge update – Cllr McKendrick

Update of issues at Bevernbridge/Hamsey Lakes

12. Highway and Traffic issues - Cllr McBrown

To discuss any Highway and Traffic issues

13. To consider Rail and Bus issues - CllrMcBrown

To discuss any rail and bus issues

14. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

15. Environment – Cllr Croft

To discuss any Environmental issues affecting the Parish

15.1 See attached report

16. General improvements to Parish

To discuss general improvements to the Parish

17. Reports from meetings

To receive any additional reports from meetings attended by Councillors or Clerk

18. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

19. Council policies – Parish Clerk

To discuss any changes to Council policies

19.1 As discussed with the Internal Auditor the following policies will be reviewed over the next two months and will be reported for agreement to the Council meeting on 9 September and 10 November 2022

- Financial regulations – see appendix 2 of this agenda
- Standing orders – this will be completed by the end of September and will be tabled at the November Council meeting

20. Correspondence

To note correspondence received since the last meeting and any action required.

Please see July & August correspondence logs previously circulated

21. Future agenda items

To discuss and note future agenda items/reports

22. Dates for future meetings in 2022

To agree future meeting dates

Thursday 10 November at 7.30pm

Signed..... **Dated**.....
Kevin Kingston – Hamsey Parish Clerk/RFO

Notes

1. Agenda Item 10 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.

2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on clerk@hamsey.net

Appendix 1 – action log

July 2022 meeting		Responsibility	Completed
1	SDNPA call for sites/review of neighbourhood plan – JR to contact AIRS for professional guidance.	Cllr Redwood	
2	Cllr Linington (LDC) requested info on progress with ancient woodland at Beverbridge.	Cllr D'Arienzo to update Cllr Linington	
3	Proposal in link applause event with summer BBQ Cllr d'Arienzo to discuss with Cllr Pearson.	Cllr d'Arienzo/Cllr Pearson	
4	Baby and toddler group set up new group - Cllr McBrown to write advertisement for next Hamsey Newsletter.	Cllr McBrown	
5	Changing places unit – Cllr d'Arienzo to contact SDNPA re planning permission.	Cllr d'Arienzo	
6	Re-opening of Lewes – Uckfield railway line – Cllr D'Arienzo to send out all relevant information once Robert Baughan has had a chance to revise if necessary.	Cllr d'Arienzo	
7	Chair to set up post on Hamsey Community facebook page to ascertain need for a community meeting to discuss about all relevant (police, planning etc) issues.	Cllr d'Arienzo	

Appendix 2 – Council meeting 9 September 2022

Hamsey Parish Council - Financial Regulations

1. GENERAL	9
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	12
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	13
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	14
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	15
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	17
7. PAYMENT OF SALARIES	19
8. LOANS AND INVESTMENTS	20
9. INCOME	21
10. ORDERS FOR WORK, GOODS AND SERVICES	21
11. CONTRACTS	22
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	23
13. STORES AND EQUIPMENT	24
14. ASSETS, PROPERTIES AND ESTATES	24
15. INSURANCE	25
16. CHARITIES	25
17. RISK MANAGEMENT	25
18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	26

These Financial Regulations are based on the model financial regulations template produced by the National Association of Local Councils (NALC) in July 2019 and were adopted by the Parish Council at its meeting held on 8 September 2022.

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control

which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;

- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 1.16. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 1.17. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee.
- 1.18. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 1.19. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with

proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

1.20. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

1.21. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

1.22. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

1.23. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

1.24. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

1.25. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

1.26. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit

proposals for the following financial year to the Council meeting not later than the end of November each year including any proposals for revising the forecast.

- 1.27. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 1.28. The Council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 1.29. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 1.30. The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 1.31. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000;
 - a duly delegated committee of the council for items over £1,000; or
 - the Clerk, in conjunction with Chairman of Council, for any items below £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 1.32. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 1.33. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 1.34. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and

the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 1.35. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 1.36. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 1.37. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 1.38. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget.
- 1.39. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 1.40. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated. They shall be regularly reviewed for safety and efficiency.
- 1.41. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Council at every meeting. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 1.42. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 1.43. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 1.44. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 1.45. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which the Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 1.46. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 1.47. In respect of grants a duly authorised Council meeting shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 1.48. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or

instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 1.49. The council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time.
- 1.50. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 1.51. The council will make safe and efficient arrangements for the making of its payments.
- 1.52. Following authorisation under Financial Regulation 5 above, the council, the Clerk or RFO shall give instruction that a payment shall be made.
- 1.53. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 1.54. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council or, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 1.55. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 1.56. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 1.57. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 1.58. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

- 1.59. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 1.60. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 1.61. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 1.62. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 1.63. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 1.64. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 1.65. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 1.66. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 1.67. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 1.68. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Council before any order is placed.
- 1.69. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council..
- 1.70. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

PAYMENT OF SALARIES

- 1.71. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council..
- 1.72. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 1.73. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 1.74. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or

- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation
- 1.75. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 1.76. An effective system of personal performance management should be maintained for the senior officers.
- 1.77. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 1.78. Before employing interim staff the council must consider a full business case.

LOANS AND INVESTMENTS

- 1.79. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full council.
- 1.80. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 1.81. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.
- 1.82. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 1.83. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 1.84. All investments of money under the control of the council shall be in the name of the council.
- 1.85. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 1.86. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

INCOME

- 1.87. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 1.88. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 1.89. The council will review all fees and charges at least annually, following a report of the Clerk.
- 1.90. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 1.91. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 1.92. The origin of each receipt shall be entered on the paying-in slip.
- 1.93. Personal cheques shall not be cashed out of money held on behalf of the council.
- 1.94. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 1.95. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 1.96. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

ORDERS FOR WORK, GOODS AND SERVICES

- 1.97. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 1.98. Order books shall be controlled by the RFO.
- 1.99. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable

that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 1.100. A member may not issue an official order or make any contract on behalf of the council.
- 1.101. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

CONTRACTS

- 1.102. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 1.103. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 1.104. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 1.105. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

STORES AND EQUIPMENT

- 1.106. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 1.107. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 1.108. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 1.109. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

ASSETS, PROPERTIES AND ESTATES

- 1.110. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 1.111. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 1.112. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.113. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to

council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 1.114. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 1.115. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

INSURANCE

- 1.116. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 1.117. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 1.118. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.
- 1.119. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 1.120. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

CHARITIES

- 1.121. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

RISK MANAGEMENT

- 1.122. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and

consequential risk management arrangements shall be reviewed by the council at least annually.

- 1.123. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 1.124. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 1.125. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Reviewed : August 2022

Approved and adopted by Parish Council : 8 September 2022

Kevin Kingston – Parish Clerk

Appendix 3 – internal auditor report

INTERNAL AUDITOR'S REPORT TO HAMSEY PARISH COUNCIL for 2021/22

1. I have carried out my Internal Audit function in accordance with the Local Councils' Governance and Accountability Guidance. This has included making test checks on the Council's financial transactions and evaluating whether or not the Council's system of internal financial control is adequate for the purpose intended and effective. It has also included a review of how various risks facing the Council are being dealt with. My visit to inspect the physical records was made on 18th May 2022. Much of the work was completed in my home office on 12th May 2022 and 19th May 2022.
2. I would like to thank the clerk, Kevin Kingston, for the help and co-operation he has given me for my Internal Audit work for 2021/22; the information and explanations that he supplied have assisted me in drawing my audit conclusions.
3. The work that I have undertaken has included making test checks on each of the fifteen objectives of internal control, apart from the following area:- F. Petty cash. The Council does not maintain a petty cash.

I have sought explanations and clarifications on the various procedures carried out by the Council, including an examination of the minutes to identify some of the key issues currently faced by the council. I am satisfied that the issues that I identified are being dealt with in a professional way by the clerk.
4. In November 2021, the Council adopted the Scribe software to handle its book-keeping and accounting. The clerk has set up the new software in a very efficient manner so that it can provide all of the financial data that is needed for the Council's management of its finances. I noted that the system was up to date and being operated very well. Scribe is an online package and I was able to access it from my home office in order to complete some of my internal audit work. I am grateful to the clerk for putting all of the Council's 2021/22 financial transactions on to Scribe, going back to 1st April 2021.
5. Apart from my comment in 4 above, during the course of my work, no matter has arisen which I would need to draw to the attention of the Members of the Council.
6. I can report to the Council that the internal control objectives have been met in all significant respects.

Councillor reports – Council meeting 9 September 2022

- Members of Sustainable Hamsey and others joined the Bat Walk through Hamsey I organised with an expert from Sussex Wildlife Trust on 12 July to assess the bat species we have in the parish and discuss what more we can do to protect and enhance their habitat and nature corridors. It was very well attended, and we spent a wonderful summer evening walking the lanes of Hamsey and discovering we have at least a third of UK bat species resident in the parish. Bat populations have been in steep decline since the 1970s and human damage to their habitat, roost sites and food sources continues. The outcome of the walk was that we have a precious chance to protect Hamsey bats, by raising awareness, increasing insect life through creating more wildflower areas, reducing environmental toxins such as insecticide and creasote, reducing light pollution wherever possible and increasing habitat opportunities for these important Hamsey residents.
- I represented Hamsey Parish at the South Downs National Park on 13 July regarding responding to Climate Change. Some interesting examples of community action were given, including the work of Ovesco in Barcombe.
- I am organising a bird identification session with members of Sustainable Hamsey and SWT on 13 September at 9.30am. This has been set for September as we wanted to maximise the chances of identifying migratory birds such as house martins which we would like to protect and support in our parish. We are hoping that the Eco Council at Hamsey primary will be able to join us and logistics are currently being discussed with the school leaders.
- I am attending the River Festival in Lewes at the end of September and will report back on any initiatives we can be involved in to protect the River Ouse, which is an important part of the natural landscape of our parish.
- I am looking forward to the Hamsey Hamburger event and helped distribute leaflets so we could reach all residents and let them know they are invited.

Caroline Croft 30.8.22

Beechwood Hall

At present there's been no uptake in the opportunity to hold a parent and toddler group in the hall but fingers crossed with the recent distribution of the Hamsey Parish Newsletter someone may come forward. Would be a good idea to have a meeting soon to discuss the Children's Christmas Party.

Highways

Things have been fairly busy of late with Highways works in the Parish. After contacting East Sussex Highways regarding the deterioration in the footpath from the level crossing at Cooksbridge to Downsvie Cottages, they replied stating it didn't meet the criteria for repair. I was not happy with this response, so therefore took it higher to see if either Cllr Matthew Milligan or Cllr Isabelle Linnington could help. Cllr Milligan came to rescue and got in contact with ESH to push for a repair. The pathway has been slightly repaired with one crack being filled in, however this seems unsatisfactory and we shall both be pushing to have the full repairs carried out.

Important Upcoming Highways Works

Just to forewarn everyone in the Parish that these Highways works are upcoming and may have an impact on your journey.

- Temporary but continuous road closure – A275 Cooksbridge Road, Level Crossing from 10pm on the 30/09/2022 - 5am on 03/10/2022 to allow Network Rail to carry out engineering works. **Please note there will be no pedestrian access, however a safe route will be provided for pedestrians and vehicular access for residents and to properties maintained wherever possible with an alternative route for through traffic signed and maintained for the duration of the works.**

Please see the Hamsey Community Facebook Page and Hamsey Parish website for more detail including maps for diversion or alternative call Network Rail 03457 11 41 41.

- Temporary Road Closure from the junction at C205 Cooksbridge Road to the Junction with the U5010 Mill Road, Barcombe, 10/10/2022 - 12/10/2022 - UKPN engineering works are anticipated to take 3 days to carry out.

Police and Neighbourhood watch issues

No crimes reported this month and I am still awaiting our PCSO Rose Stainer to confirm on a date and time for the Community Enforcement van to attend Beechwood Hall along with the opportunity to have bikes marked.

Cllr Kate McBrown 30/08/22

