

**COCKING PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**

**13 MAY 2019 AT 6.40PM**

**AT THE VILLAGE HALL, BELL LANE, COCKING**

**PRESENT:** Cllrs D Imlach, Mrs J Jackson, R Marks (from Minute 3a.) and Miss F Russell.

**IN ATTENDANCE:** G Burt, Clerk to the Council  
4 Members of the public

*The Chairman of the Council 2018-19 Cllr D Imlach opened the meeting.*

**1. To elect the Chairman of the Council and to receive the Declaration of Office**

The Council **RESOLVED** that Cllr Miss F Russell be elected Chairman of the Council for the ensuing municipal year. Cllr Miss F Russell signed the statutory declaration of acceptance of office.

*Cllr Miss F Russell then took the Chair and thanked Cllr Imlach for his service.*

**2. To elect the Vice Chairman of the Council and to receive the Declaration of Office**

The Council **RESOLVED** that Cllr D Imlach be elected Vice Chairman of the Council for the ensuing municipal year. Cllr D Imlach signed the non-statutory declaration of acceptance of office.

**3. To receive from the Clerk confirmation that all Councillors have completed thier Declarations of Acceptance of Office.**

The Clerk reported that all Councillors had completed their Declarations of Acceptance of Office, except Cllr T Waite.

**4. Cooptions**

**a. To consider applications for Co-option.**

Mr R Marks spoke from the public gallery offering himself for cooption. He had previously served on the Council. **RESOLVED** to coopt Richard Marks to the Council.

Cllr R Marks then signed the statutory declaration of acceptance of office and joined the meeting

**b. To consider adoption of standard application form for all future cooption applicants.**

**RESOLVED** that the form suggested be completed by all future applicants.

**5. Apologies**

An apology for absence had been received from Cllr T Waite - prior engagement. The reason given was accepted.

**6. Declarations of Interest**

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered.

7. **Questions from Visitors**

Mr P Craig commented on tractors gouging the footway in Bell Lane; he offered to continue as a rep. on the *Pathwatch Committee* and asked if the Council would confirm that it would still sponsor the village fireworks. On the later point the Clerk advised that funds were in the budget.

8. **WSCC Report**

Cty Cllr D Bradford had tendered an apology.

9. **CDC Report**

None

10. **Minutes**

The minutes of the meeting of the 1 April 2019, previously circulated were agreed as a correct record and signed by the Chairman.

11. **Matters Arising from the Minutes**

The Clerk reported that WSCC had advised that our bid to reduce the speed limit to the north of the village, would go to a future meeting, where it would compete with other bids to be included in future programs. NOTED

12. **Planning**

Comments on applications received since the last meeting were **RESOLVED** as set out below:

| Ref. No           | Address  | Details                                |                         |
|-------------------|--|--|-------------------------|
| SDNP/19/00627/LIS | Church Lane Cottage 363<br>Church Lane Cocking<br>Midhurst West Sussex<br>GU29 0HW | Paint walls, windows, doors and trims. | <b>NO<br/>OBJECTION</b> |

13. **Bluebell Inn Community Project** – to receive an update if available from the Council's representative.

Cllr Miss F Russell reported that the Community Benefit Society (CBS) now owned the building. It was now looking to raise £150k for the fit-out. A working party had tidied the inside and out and it now looked very presentable. A pop-up pub was planned this coming Friday, 6pm. NOTED

14. **Highways**

a. **Village Gateways – to receive an update.**

Designs and wording had been honed to satisfy all parties. **RESOLVED** that the designs presented be approved and that the Clerk be instructed to apply for a Licence from WSCC for their positioning accordingly. (Cllrs D Imlach and Mrs J Jackson to supply necessary information.)

b. **To consider consultation from CDC on new Street Name Plates (SNPS) at Church Lane.**

CDC had asked for the Council's comments on proposals for additional/replacement

SNPs at Church Lane, following requests by local residents. **RESOLVED** that CDC be advised that the Council would support an additional SNP on the opposite junction, for the benefit of motorists approaching from the north. To be sited where most expedient to do so.

c. Footways and Footpaths

Grass cutting in the vicinity of the History Column was still required. The Clerk would write thanking those residents who look after the area around Bumblekite. Cllr R Marks advised that it was not illegal to plough FPs across fields as long as they were reinstated afterwards. Gravel had been spread on a footpath previously mentioned. Cllr Mrs J Jackson would supply photographs to the Clerk for onward forwarding to WSCC regarding an issue near the bridge in Bluebell Lane.

d. Cycleways

Cllr D Imlach asked for Cllr R Marks assistance in looking at the suggested route of the Centurion Way through the village.

e. Community Speedwatch

Mr P Craig had kindly offered to assist the team carrying out speed monitoring. Talking with teams in other nearby parishes had given new impetus to the volunteers.

## 15. Parish Matters

a. Playground

The refurbishment by Wicksteed was now complete and it was looking very good again. Thought was being given to a new larger sign to replace several smaller signs. Cllr D Imlach continued to undertake and record weekly inspections, whilst the annual ROSPA visit was due in June. Some equipment was still to be washed.

b. Newsletter

Nothing to report.

c. Events

Nothing to report.

d. Village Hall

The Hall was looking forward to its Summer Weekend over the 6-7 July.

e. To confirm appointment of new grass cutting contractor for Sports Field.

It had been necessary to appoint a new contractor to cut the Sports Field, as a higher standard was required because the Field was being used more frequently and for activities requiring a better playing surface. Unfortunately there had not been time to obtain the usual three quotes. **RESOLVED** to suspend Financial Regulation 11 (for the reason above) and appoint Andrew James to cut the Sports Field and footpaths for the 2019 season. (Price £1,300. Budget: Footpaths £1,000 + Sports Field Grass Cutting £850)

## 16. Finance

a. Payments from 2 April to 13 May 2019, totalling £2,103.73 as set out in Appendix A, were **RESOLVED** and any receipts noted.

b. The detailed accounts to 31 March 2019 as set out in Appendix B were **RESOLVED**.

c. A Bank Reconciliation to the 31 March 2019 was agreed, Appendix C. Cllr Miss F Russell initialled the corresponding entry on statement number 61.

- d. The 2018-19 Internal Audit Report had been received - Appendix D. Members were pleased to see that once again no matters of note had been raised.
- e. **RESOLVED** that Section 1 (Annual Governance Statement) of the 2018/19 Annual Return be approved - Appendix E.
- f. **RESOLVED** that Section 2 (Accounting Statements) of the 2018/18 Annual Return be approved - Appendix F.
- g. Under the Transparency Code, Councils with a turnover (income or expenditure) of less than £25k in the year just finished did not have to submit their accounts etc to External Audit (although they still had to complete the same paperwork.). However, Councils finding themselves in this position could elect to send them to External Audit if they wished. Members considered that sending accounts to External Audit, showed that the Council was transparent and open and gave reassurance to residents that the accounts were being fully scrutinised. **RESOLVED** to send the 2018-19 accounts to the External Auditor even though they were not required to.
- h. **RESOLVED** that R. S. Hall & Co. be reappointed to undertake the Internal Audit for the forthcoming year 2019-20.
- i. To confirm that all Councillors be signatories on the Council's Lloyds Bank Account, unless they choose not to be. **RESOLVED**
- j. To agree to pay Aztec Computers by Direct Debit in future. **RESOLVED**
- k. **RESOLVED** that an application for a grant of £150 to 4Sight Vision Support be supported, in accordance with S137 of the Local Government Act 1972.
- l. **RESOLVED** that an application for a grant of £75 to Arun & Chichester CAB be supported, in accordance with S137 of the Local Government Act 1972.

**17. To confirm appointments to outside bodies**

Chichester District Association of Local Councils (CDALC) – Chair & Vice Chair.

West Sussex Association of Local Councils (WSALC) – Chair & Vice Chair.

Village Hall Committee – Cllr Imlach

North West Forum - Chair & Vice Chair.

North Chichester County Community Committee - Chair & Vice Chair.

Landfill/Gravel Liaison Group - Cllr Imlach.

Midhurst Area Cycling (MAC) – Cllr Imlach.

PathWatch - Cllrs Marks and Mr P Craig.

Bluebell Community Hub – Cllr Miss Russell.

**18. To consider offer from Cllr T Waite to take over Council Facebook Page, once existing administrators have been identified.**

**RESOLVED** that Cllr T Waite take over the Council Facebook Page.

**19. To reaffirm the Council's Standing Orders.**

**RESOLVED**

**20. To Reaffirm the Council's Financial Regulations.**

**RESOLVED**

**21. To receive the minutes of the 2019 Annual Parish Meeting of Electors and to consider any matters requiring the Council's attention.**

There were no matters requiring the Council's attention. Members commented positively on the talk on The Wey and Arun Canal Trust. It was requested that a thank you letter be sent, accompanying the speaker fee for £60.

**22. To note Clerk's intention to hold an induction/refresher evening for all Councillors.**

Councillors welcomed this proposal. It was agreed that it would be held after the next (June) meeting, which would start promptly at 6pm.

**23. Correspondence**

The Clerk had submitted a summary of notable correspondence since the last meeting - Appendix G.

**24. Any Other Matters for Information**

None

**25. Date of Next Meeting**

**Monday 4 June 2019 6pm**

*The meeting closed at 7.49pm*

Chairman:

Date:

**APPENDIX A**

| PAYMENTS: - 13 MAY 2019 |                        |            |                                  |                  |                |                  |
|-------------------------|------------------------|------------|----------------------------------|------------------|----------------|------------------|
| DATE                    | PAYEE                  | CHEQUE NO  | DESCRIPTION                      | GROSS            | VAT            | NET              |
|                         | <b>VOID</b>            | <b>488</b> |                                  |                  |                |                  |
| 15/05/2019              | Action in rural Sussex | 489        | Annual sub.                      | £50.00           |                | £50.00           |
| 15/05/2019              | P Marks                | 490        | Annual Parish Meeting / catering | £50.00           |                | £50.00           |
| 15/05/2019              | The Wey & Arun Canal   | 491        | Annual Parish Meeting / speaker  | £60.00           |                | £60.00           |
|                         | <b>VOID</b>            | <b>492</b> |                                  |                  |                |                  |
| 15/05/2019              | Wicksteed Leisure Ltd  | 493        | Play Area repairs etc            | £1,051.20        | £175.20        | £876.00          |
| 15/05/2019              | G Burt                 | 494        | Clerk's Net salary for April     | £214.85          |                | £214.85          |
| 15/05/2019              | G Burt                 | 494        | Printer toner                    | £17.00           | £2.88          | £14.12           |
| 15/05/2019              | G Burt                 | 494        | Printer paper                    | £3.25            | £0.54          | £2.71            |
| 15/05/2019              | HMRC                   | 495        | Clerk's Tax - Apr                | £53.60           |                | £53.60           |
| 15/05/2019              | Aztec Computers        | 496        | IT support - Mar                 | £46.42           | £7.74          | £38.68           |
| 15/05/2019              | Aztec Computers        | 496        | IT support - Apr                 | £46.42           | £7.74          | £38.68           |
| 15/05/2019              | CDC                    | 497        | Various bin emptying 17-18       | £84.86           | £14.14         | £70.72           |
| 15/05/2019              | D Imlach               | 498        | Newsletter printing              | £245.55          |                | £245.55          |
| 15/05/2019              | D Imlach               | 498        | APM Printing                     | 24.00            |                | 24.00            |
| 15/05/2019              | D Imlach               | 498        | APM Refreshments                 | £6.58            |                | £6.58            |
| 15/05/2019              | R S Hall & Co          | 499        | Internal Audit 2018-19           | £150.00          | £25.00         | £125.00          |
|                         |                        |            |                                  | <b>£2,103.73</b> | <b>£233.24</b> | <b>£1,870.49</b> |

## APPENDIX B

| COCKING PARISH COUNCIL 2018-19    |                  |                     |
|-----------------------------------|------------------|---------------------|
|                                   | Budget           | Actual @ 31/03/2019 |
| Balances b/f at 1 April           | 15,001.68        | 15,001.68           |
| <b>Receipts</b>                   |                  |                     |
| Precept                           | 13,000.00        | 13,000.00           |
| Grants received                   |                  | 370.83              |
| VAT refund                        | 1,500.00         |                     |
| Other                             |                  |                     |
| <b>Total Receipts</b>             | <b>29,501.68</b> | <b>28,372.51</b>    |
| <b>Payments</b>                   |                  |                     |
| <b>ADMINISTRATION</b>             |                  |                     |
| Gen Admin/office                  | 400.00           | 374.67              |
| Website                           | 250.00           | 229.19              |
| IT                                |                  | 763.19              |
| Employment costs                  | 3,800.00         | 3,123.81            |
| Clerks Expenses                   | 500.00           | 367.52              |
| PC Insurance                      | 1,150.00         | 1,212.74            |
| Meeting room hire & APM           | 125.00           | 130.00              |
| Audit fees                        | 350.00           | 355.00              |
| Chairman's Allowance              | 40.00            | 12.49               |
| Members Travel                    |                  |                     |
| Training                          | 250.00           | 125.00              |
| New sletter                       | 400.00           | 631.75              |
| Elections                         |                  |                     |
| <b>VILLAGE HALL</b>               |                  |                     |
| Insurance                         | 220.00           | 218.00              |
| Other                             | 700.00           | 492.16              |
| Ground Rent                       | 287.32           | 287.32              |
| Extension                         |                  |                     |
| Car Park imp. & new planters      |                  | 1,036.00            |
| <b>SPORTS FIELD</b>               |                  |                     |
| Ground Rent                       | 200.00           | 200.00              |
| Grass cutting                     | 850.00           | 540.00              |
| Other                             |                  |                     |
| <b>WAR MEMORIAL</b>               |                  |                     |
| Maintenance                       | 100.00           |                     |
| Hist Column                       | 20.00            | 20.00               |
| <b>EVENTS</b>                     |                  |                     |
| Fireworks                         | 650.00           | 770.83              |
| Other / Cocking Week              | 200.00           |                     |
| <b>SUBSCRIPTIONS</b>              |                  |                     |
| AIRS                              | 50.00            | 50.00               |
| SLCC                              | 22.00            |                     |
| SSALC                             | 130.00           | 126.99              |
| <b>GRANTS</b>                     | <b>400.00</b>    | <b>100.00</b>       |
|                                   |                  |                     |
| <b>PLAY AREA</b>                  |                  |                     |
| Maintenance                       | 500.00           | 457.60              |
| Grass Cutting                     | 1,100.00         | 1,000.00            |
| Inspections                       | 80.00            | 73.50               |
| Litter bin emptying               | 120.00           | 68.12               |
|                                   |                  |                     |
| <b>HIGHWAYS</b>                   |                  |                     |
| Bus Shelters/Noticeboards/benches | 300.00           | 614.39              |
| Footpath maint.                   | 1,000.00         | 205.00              |
| Traffic Calming                   |                  |                     |
|                                   |                  |                     |
| VAT                               | 1,500.00         | 782.38              |
| <b>Total payments</b>             | <b>15,694.32</b> | <b>14,367.65</b>    |
|                                   |                  |                     |
| Transfer to following year        | <b>13,807.36</b> | <b>14,004.86</b>    |

## APPENDIX C

| BANK RECONCILIATION                      |         |                   |   |  |
|--|---------|-------------------|---|--|
| AS @ 31 MARCH 2019                       |         |                   |   |  |
|  |         |                   |   |  |
| <b>RECEIPTS &amp; PAYMENTS</b>           |         |                   |   |  |
| Balance brought forward as at 01/04/2018 |         | £15,001.68        |   |  |
| Add Total Receipts                       |         | 13,370.83         |   |  |
| Less Total Payments                      |         | (14,367.65)       |   |  |
| <b>TOTAL</b>                             |         | <b>£14,004.86</b> | ◀ |  |
| <b>BANK</b>                              |         |                   |   |  |
| Lloyds Treasurers A/C (31/03/2019)       |         | 14,385.16         |   |  |
| <b>Less unrepresented cheques</b>        |         |                   |   |  |
| 761                                      | 51.00   |                   |   |  |
| 811                                      | £208.58 |                   |   |  |
| 812                                      | £52.20  |                   |   |  |
| 813                                      | £48.52  |                   |   |  |
| 814                                      | £20.00  |                   |   |  |
|  | £380.30 | -380.30           |   |  |
|  |         |                   |   |  |
|  |         |                   |   |  |
|  |         |                   |   |  |
|  |         |                   |   |  |
|  |         |                   |   |  |
| <b>Plus unrepresented deposits</b>       |         | 0                 |   |  |
|  |         |                   |   |  |
| <b>TOTAL</b>                             |         | <b>14,004.86</b>  | ◀ |  |

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## APPENDIX D

### COCKING PARISH COUNCIL

### INTERNAL AUDIT REPORT

### FOR THE YEAR ENDED 31 MARCH 2019

## INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2018/2019 has recently been completed. The audit included all financial transactions for the period 1 April 2018 to 31 March 2019 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

## **SCOPE**

The audit included examination of the receipts and payments account for the year; review of spreadsheets; review of bank statements; review of supplier invoices and claims for reimbursement; review of receipts; review of agendas and minutes of meetings; review of budgets; review of fixed asset register and insurance policy; review of payroll records; confirmation that bank reconciliations and reports are prepared regularly and reviewed at frequent meetings of the Parish Council; and confirmation that the Council's standing orders and financial regulations are kept up to date.

## **FINDINGS**

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) Risk assessments were reviewed and updated
- 4) The reappointment of the internal auditor should be recorded in the minutes
- 5) The accounting and other records were well maintained, accurate and correctly cross-referenced
- 6) The website was reviewed for compliance with the Transparency Code
- 7) The fixed asset register excluded the new noticeboard at The Croft (this has now been updated)

## **SUMMARY AND OPINION**

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material*



respect that the regulatory requirements have not been complied with. Although errors were noted, they did not have any significant financial impact on the figures reported on the annual return.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

8 May 2019

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

COCKING PARISH COUNCIL  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

13/05/2019

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

Clerk

SIGNATURE REQUIRED

Gregory Burt

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

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

COCKING PARISH COUNCIL  
ENTER NAME OF AUTHORITY

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2018<br>£ | 31 March 2019<br>£ |   |
| 1. Balances brought forward   | 14106              | 15002              | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 13000              | 13000              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 9,452              | 371                | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 3,054              | 3124               | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments   | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 18,502             | 11244              | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward   | 15,002             | 14005              | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 15,002             | 14005              | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                              |
| 9. Total fixed assets plus long term investments and assets                         | 292,375            | 292,618            | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   |                    | ✓                  | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*Gregory Burt*  
Date 13/05/2019

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

13/05/2019

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## APPENDIX G

| NOTABLE CORRESPONDENCE TO 7 MAY 2019 |                |   |  |
|--------------------------------------|----------------|---|--|
| Date                                 | From           | Subject   | Action (Forwarded to all Cllrs unless otherwise stated.) |
| 01/04/2019                           | UK Cycling     | Advance notification of cycle event - Sunday 9th June 2019  |  |
| 02/04/2019                           | CDC            | Media release: Resurfacing works to take place in Midhurst's North Street Car Park  |  |
| 04/04/2019                           | SDNPA          | Planning Committee Agenda 11 April 2019 - SDNPA   |  |
| 04/04/2019                           | SDNPA          | South Downs Planning Newsletter - Spring 2019   |  |
| 09/04/2019                           | SDNPA          | Sussex ALC Weekly Bulletin 15-2019  |  |
| 14/04/2019                           | WSCC           | Save The Date - North Chichester County Local Committee - Tuesday 11 June 2019  |  |
| 14/04/2019                           | WSCC           | Operation Watershed – ACTIVE COMMUNITIES FUND 2019  |  |
| 14/04/2019                           | Coastal WS NHS | Human Kindness for Open Mindness Mental Health Awareness Week 13th - 19th May 2019  |  |
| 14/04/2019                           | SSALC          | HealthWatch/What would you do - Survey  |  |
| 14/04/2019                           | WSCC           | Budget Communications - How did we do?  |  |
| 15/04/2019                           | SSALC          | Sussex ALC Weekly Bulletin 16-2019  |  |
| 20/04/2019                           | CDC            | Media release: Workshops to motivate people to lose weight in Chichester District   |  |
| 25/04/2019                           | WSCC           | West Sussex Crowd.  |  |
| 05/05/2019                           | WSCC           | Your Town & Parish Council News for April   |  |
| 05/05/2019                           | WSCC           | West Sussex Joint Health and Wellbeing Board Strategy Launch 2019-2024  |  |
| 05/05/2019                           | WSCC           | West Sussex Vision and Strategy for Adult Social Care - Launch Events Invitation sent on behalf of Paul McKay, Director of Adults' Services |  |
| 05/05/2019                           | SDNPA          | Planning Committee Agenda 9 May 2019 - SDNPA  |  |
| 05/05/2019                           | WSCC           | Cabinet Member Spring Newsletter 2019   |  |
| 05/05/2019                           | Coastal WS NHS | Midhurst event 14th May - The Grange - Mental Health awareness week   |  |
| 05/05/2019                           | WSCC           | Minutes of the Sussex Pathwatch Meeting, March 2019   | Cllrs Craig & Marks                                      |
| 05/05/2019                           | SSALC          | Welcome Letter for New Councillors  |  |
| 05/05/2019                           | SSALC          | Sussex ALC Bulletin 18-2019   |  |