



Minutes of the Annual Meeting of Bury Parish Council 15th May 2023

1. Election of Chairman and Vice Chairman

(a) To elect a Chairman for the next Council year.

Councillors **RESOLVED** to elect Richard Champness as Chairman.

(b) To elect a Vice Chairman for the next Council year.

Councillors **RESOLVED** to elect John Labarte as Vice Chairman.

2. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

In attendance: Councillors Champness, Davis, Driver, Labarte and Morrison.

Apologies: Councillor Daykin which the Council **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk) and County Councillor Tom Richardson.

3. Councillor Co-option

To consider any applications to fill the existing vacancies on the Council.

Councillors received one application and **RESOLVED** to co-opt Stuart Davis as a member of Bury Parish Council.

4. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

There were none.

5. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

There were no comments.

6. General Power of Competence

To confirm the Council has the General of Competence for 2023-24

Councillors agreed it was qualified and **RESOLVED** to adopt the General Power of Competence for 2023-24.

7. Committees and Working Groups

To form and appoint members to committees and working groups.

Councillors **RESOLVED** to create an Environment and Planning sub-committee consisting of Councillors Daykin, Morrison, Driver and Davis (Stuart). Councillors also **RESOLVED** to create a Strategy Working Group consisting of all councillors.

8. Appointments to outside bodies

To confirm any councillor appointments to outside bodies.

Councillors **AGREED** to appoint Councillor Morrison to the A29 Road Improvement Committee.

9. Meeting dates

To consider and adopt meeting dates for 2023-24

Councillors **AGREED** to adopt the proposed meeting dates of 10th July, 11th September, 13th November, 15th January, 18th March, 13th May. Councillors also **AGREED** to hold the Annual Parish Meeting on 29th April.

10. Approval of the Minutes of the Council Meeting of the Parish Council held on 27th March 2023

To review and approve

Councillors **RESOLVED** to approve the minutes from the meeting on 27th March 2023 as a true and accurate record.

11. County Councillor reports

To receive any reports

Councillor Richardson hoped the RIC application to reduce the speed limit on the A29 through Bury from 50mph to 40mph would be considered and approved by WSCC in September as there had been too many accidents, with the most recent fatality only a few weeks ago. He also advised that work to clear and resurface the pavement on the A29 outside the Recreation Ground had been approved by WSCC but was unsure when the work would start.

12. District Councillor reports

To receive any reports.

New District Councillor John Cross provided a written report before the meeting introducing himself and said he would attend the Annual Parish Meeting on 31st May 2023.

13. Chair's announcements

To note any announcements

The Chair thanked the Bury and West Burton Volunteers for organising a fantastic Coronation Big Lunch which involved many helpers including Bury Cubs. He also thanked the Horticultural Society for donating a new bench outside the village hall as well as providing £400 for maintenance.

14. Annual Governance and Accountability Return (AGAR) 2022-23

(a) Internal Audit Report

Councillors **RESOLVED** to approve the internal audit report for 2023.

(b) Section 1 of the AGAR

Councillors **RESOLVED** to approve section 1 of the AGAR.

(c) Section 2 of the AGAR

Councillors **RESOLVED** to approve section 2 of the AGAR.

(d) Notice of electors' rights

Councillors **RESOLVED** to approve the notice period for electors' rights as the 12th June 2023 to 21st July 2023.

15. Payments and bank reconciliation

Review schedule of payments and bank reconciliations since the last meeting (27th March 2023)

Councillors **RESOLVED** to approve the payment schedule and bank reconciliations from March and April 2023.

16. A29 Speed reduction

To review the Community Highways Scheme to reduce the speed on the A29

The Chair advised that the A29 RIC had submitted a Community Highways Scheme application earlier in May to reduce the speed limit in Bury to 40mph and remove the centre lane on Bury Hill. Andrew Griffith MP sent a letter of support of the scheme to Matt Davey, Director of Highways, Transport and Planning and Cabinet Member for Highways, Joy Dennis. Councillors **AGREED** to

also write to Matt Davey and Joy Dennis echoing Andrew Griffith's letter and supporting the application.

17. Grounds Maintenance

(a) To receive an update on property which the Council would like removed at Bury Wharf The Chair believed the situation was out of control as the individual had had plenty of time to remove the abandoned property on the wharf. Furthermore, one of the boats was on the wrong side of the bank and was blocking access to steps which was a health and safety issue. The Council had written earlier in the year asking for all property to be removed by 22nd April but no action had been taken so the Chair suggested writing a second letter stating that the Council would be pursuing legal routes if the property was not removed. The Chair also recommended adopting a policy on storing equipment at the wharf but Councillor Labarte believed it should be a launch only policy with no storage permitted. Councillors **AGREED** to write a second letter to the individual asking for the property to be removed and continue with a no boat policy whilst the legal position was researched.

(b) To consider the parish tree survey report

Councillors **RESOLVED** to approve the recommended work to high risk trees in the survey.

18. Parish Priority Statement

To consider a draft statement

The Chair advised he had been in touch with Pulborough Parish Council but they were undertaking a housing survey and not a Parish Priority Statement and he had spoken to Chris Paterson at SDNPA who advised they would be offering assistance to Parish Councils on how to approach the statement.

19. Bank signatories

To review and update

Councillors **RESOLVED** to add Richard Champness and Stuart Davis as signatories.

Annual Internal Audit Report 2022/23

Bury Parish Council

www.buryparishcouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

NO PETTY CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

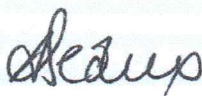
10/11/2022

11/05/2023

Name of person who carried out the internal audit

Andy Beams, Mulberry & Co

Signature of person who carried out the internal audit



Date

11/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Bury Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, 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 must be published with the Annual Governance Statement.**

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

15 05 2023

and recorded as minute reference:

14(b)

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

Chairman

Clerk

Richard Champness
N/A

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Section 2 – Accounting Statements 2022/23 for

Bury Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	20,493	34,366	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	27,880	29,274	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,541	18,794	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	14,646	15,004	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	2,074	2,074	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	24,828	35,967	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	34,366	29,389	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	34,366	29,389	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	734,312	734,980	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	5,713	3,902	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

15/05/2023

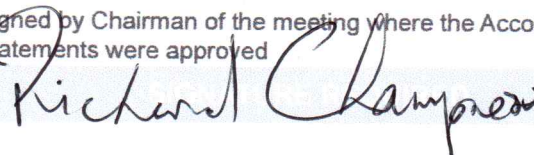
I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2023

as recorded in minute reference:

14(c)

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



**BURY PARISH COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

1. Date of announcement (a) 17th May 2023

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

**(b) Mike Simpson, Clerk to Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA
Email – clerk@buryparishcouncil.org.uk**

commencing on (c) 12th June 2023

and ending on (d) 21st July 2023

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

**Moore Stephens, (Ref SW/cc)
Rutland House, Minerva Business Park, Lynch Wood, Peterborough
PE2 6PZ**

5. This announcement is made by (e) Mike Simpson, Clerk to Bury Parish Council

Bank Accounts

List of Payments made between 28/03/2023 and 15/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Rob Simpson	SO	291.67		VH Cleaning
03/04/2023	Chichester District Council	DD	888.58		Dog bins
03/04/2023	Southern Electric	OLT	31.00		Electricity
12/04/2023	Chichester District Council	DD	36.25		Bin collection
13/04/2023	Came & Company	OLT	2,945.63	Insurance	Came & Company
17/04/2023	Business Stream	DD	45.00		Water
25/04/2023	Local Government Pension	OLT	282.77		Clerk pension
28/04/2023	Mike Simpson	OLT	1,063.60		Salary April
02/05/2023	Rob Simpson	SO	291.67		VH Cleaning
02/05/2023	Mike Simpson	SO	25.00		Home office
02/05/2023	BT	DD	35.65		Internet
02/05/2023	Southern Electric	DD	31.00		VH electricity
03/05/2023	WSALC	OLT	225.36		Annual membership
03/05/2023	Gala Tent	OLT	101.90		Tent accessories
03/05/2023	DM Chainsaws	OLT	202.92		Mower maintenance cricket club
05/05/2023	Chichester District Council	DD	42.45		Bin collection
11/05/2023	David Puttock	OLT	125.00		VH Window cleaning
11/05/2023	Viking	OLT	42.78		Stamps
15/05/2023	Beechdown	OLT	660.00		Tree survey 2023
15/05/2023	Primavera	OLT	1,381.44		Invoice 885
Total Payments			<u>8,749.67</u>		

Bank Reconciliation Statement as at 28/04/2023
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	28/04/2023		0.00
Business Reserve Account	28/04/2023		41,791.28
			<u>41,791.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,791.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,791.28
		Balance per Cash Book is :-	41,791.28
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/03/2023		0.00
Business Reserve Account	31/03/2023		29,388.63
			<u>29,388.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,388.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,388.63
		Balance per Cash Book is :-	29,388.63
		Difference is :-	0.00