

Annual Meeting of Rottingdean Parish Council

Parish Councillors are summoned to the Annual Meeting of the Parish Council

Monday 13 May 2019 at 7.30pm
The Youth Hall, Whiteway Centre

All are welcome to attend the meeting

ANNUAL MEETING AGENDA

1. Apologies for absence
2. Business required for the Annual Parish Council meeting

Councillor John to take the chair to elect Chair and Vice Chair for 2019/20

Elections

3. Election of Chair of Parish Council
4. Election of Vice Chair of Parish Council

Appointments

5. To appoint the Responsible Finance Officer and Deputy Responsible Finance Officer
6. To appoint the Chair of the Planning Sub Committee
7. To appoint the Chair and members of the Beacon Hill Local Nature Reserve working group
8. To agree advisory group membership and lead Councillors for 2019/20.

Planning Sub Committee
Strategy and Communication Advisory Group
Natural Environment Advisory Group
Built Environment Advisory Group
Village Community Advisory Group

9. Parish Council representatives to other bodies for 2019/20
 - Local Action Team (LAT)

- Visit Rottingdean

10. Dates of Parish Council meetings for 2019/20 (see attached).

11. Declarations of Parish Councillors interest in agenda items.

12. Financial Regulations

Parish Councillors are required to consider the RFO's Draft Annual Financial Report for 2018/19 to include:

- (1) A review of the effectiveness of the system of internal control and consideration of the findings at a Parish Council
- (2) Approval of the Annual Governance Statement by resolution and in advance of approving the Accounting statements

The Annual Governance Statement, set out in the Annual Return must be approved prior to the Accounting Statements to be brought to the 3 June 2019 Parish Council meeting.

- (3) Review of financial regulations (see attached)

13. Parish Council Governance

- (1) Review of register of members interests
- (2) Review of asset register and insurance arrangements
(this has yet to be completed and will be reported to the June Council meeting)
- (3) Annual review of standing orders and policies
(this has yet to be completed and will be reported to the June Council meeting)

ORDINARY MEETING AGENDA

(to take place immediately following the Annual Meeting)

At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minutes, Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.

Parish Council meeting 1 April 2019

1. Agreement to the minutes of the meeting held on 1 April 2019.
2. Matters arising from the meeting held on 1 April 2019.
3. To receive the RFO monthly finance report. (copies available at the meeting)

4. To resolve and agree outstanding payments. (see attached)

5. To consider any grant funding applications.

6. Planning Sub Committee

5.1 To receive the report of the Planning Sub Committee (see attached)

Advisory groups

7. Strategy and Communications

6.1 To receive the report of the Strategy & Communications advisory group

- Major projects update
- Parish Council vacancies/co-option process

8. The Built Environment

7.1 To receive the report of the Built Environment Advisory Group

9. Village Community

8.1 To receive the report of the Village Community Advisory Group

10. The Natural Environment

9.1 To receive the report of the Natural Environment Advisory Group

Date of next meeting: Monday 3 June 2019 at 7.30pm

Rottingdean Parish Council

Dates of public meetings in 2019

Parish Council Meetings Main Hall (unless other shown) Rottingdean Whiteway Centre All are welcome to attend	Planning Consultations 7 p.m. before each Parish Council see dates in left-hand column 6 p.m. Round Room, Whiteway Centre on Thursdays as below: -
Monday 13 May 2019 Annual meeting (Youth Hall)	Thursday 16 May 2019 - 6pm
Monday 3 June 2019 – 7.30pm	Thursday 13 June 2019 – 6pm
Monday 1 July 2019 – 7.30pm	Thursday 11 July 2019 – 6pm
Monday 5 August 2019 – 7.30pm	Thursday 15 August 2019 – 6pm
Monday 2 September 2019 – 7.30pm	Thursday 12 September 2019 - 6pm
Friday 13 September 2019 Beacon Hill AGM -10am (GB room) Beacon Hill Public Open meeting- 7.30pm	
Monday 7 October 2019 – 7.30pm	Thursday 17 October 2019 – 6pm
Monday 4 November 2019 – 7.30pm	Thursday 14 November 2019 – 6pm
Monday 2 December 2019 – 7.30pm	Thursday 12 December 2019 – 6pm

Dates of public meetings in 2020

Parish Council Meetings Main Hall (unless other shown) Rottingdean Whiteway Centre All are welcome to attend	Planning Consultations 7 p.m. before each Parish Council see dates in left-hand column 6 p.m. Round Room, Whiteway Centre on Thursdays as below: -
Monday 6 January 2020 - 7.30pm	Thursday 16 January 2020 – 6pm
Monday 3 February 2020 – 7.30pm	Thursday 13 February 2020 – 6pm
Monday 2 March 2020 – 7.30pm	Thursday 12 March 2020 - 6pm
Monday 6 April 2020 - 7.30am	Thursday 16 April 2020 - 6pm
2020 ANNUAL VILLAGE MEETING – Thursday 16 April 2020	
Monday 11 May 2020 Annual meeting (Youth Hall)	Thursday 14 May 2020 - 6pm
Monday 1 June 2020 – 7.30pm	Thursday 11 June 2020 – 6pm

Monday 6 July 2020 – 7.30pm	Thursday 16 July 2020 – 6pm
Monday 3 August 2020 – 7.30pm	Thursday 13 August 2020 – 6pm
Monday 7 September 2020 – 7.30pm	Thursday 17 September 2020 - 6pm
Friday 11 September 2020	Beacon Hill AGM -10am (GB room) Beacon Hill Public Open meeting - 7.30pm
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Monday 2 November 2020 – 7.30pm	Thursday 12 November 2020 – 6pm
Monday 7 December 2020 – 7.30pm	Thursday 17 December 2020 – 6pm

Section 3 – Financial Regulations

General

1. The Council shall consider and approve financial regulations drawn up by the Clerk/Responsible Financial Officer (RFO), which shall include detailed arrangements in respect of the following:
2. Under the policy direction of the Council, the Clerk/RFO shall be responsible for :
 - the proper administration of the Council's financial affairs
 - the production of financial management information.

Annual Budgets

3. Detailed estimates of all receipts and payments for the year shall be prepared each year by the Clerk/RFO.
4. The Council shall review the estimates not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each Member with a copy of the approved budget.
5. The annual budget shall form the basis of financial control for the ensuing year.

Budgetary Controls

6. The Clerk/RFO shall supply to each councillor with a monthly financial statement representing the Parish Council's financial position. Additionally, as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the:
 - council's receipts and payments for each quarter
 - council's aggregate receipts and payments for the year to date;
 - balances held at the end of the quarter being reported; and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
7. The Clerk/RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it may be done at once, whether or not there is any budgetary provision for the expenditure, subject to limit of £250. The Clerk/RFO shall report the action to the Council as soon as practicable thereafter.
8. No expenditure shall be incurred in relation to any project and no contracts entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
9. All works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

Accounting and Audit

10. All accounting procedures and financial records of the Council shall be determined by the Clerk/RFO as required by the Accounts and Audit Regulations 2015 and the local Audit & Accountability Act 2014. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
11. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
12. The Clerk/RFO shall be responsible for completing the annual financial statements required for the Annual Return of the Council as soon as practicable after the end of the financial year.
13. As soon as possible after the financial year end at 31 March, the RFO shall provide:
 - a. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - b. the full council with the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
14. The Clerk/RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 2015 as amended, or set by the Auditor.
15. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March.
16. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.
17. The Clerk/RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations 2015.
18. The Internal Auditor shall carry out the work required to allow a satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
19. The Clerk/RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Local Audit & Accountability Act 2014 Section 26 & 27 of the Accounts and the Audit Regulations 2015.
20. The Clerk/ RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

Banking arrangements

21. The Council's banking arrangements shall be made by the Clerk/RFO and approved by the Council.
22. A schedule of the payments required, forming part of the Agenda for the meeting, shall be prepared by the Clerk/RFO and, together with the relevant invoices, be presented to the Council. If the schedule is in order it shall be authorised by a resolution of the Council and shown in the minutes of the meeting.
23. Cheques drawn on the bank account in accordance with the agreement at the Council meeting and referred to in paragraph 22 above shall be signed by two Members of Council.

Payment of accounts

24. All payments shall be effected by cheque until the councils on line banking facility has been set up.
25. All invoices for payment shall be examined, verified and certified by the RFO/Clerk. The RFO/Clerk shall satisfy himself that the work, goods or sender, to which the invoice relates shall have been received, carried out, examined and approved and the invoice is arithmetically correct.
26. The RFO/Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
27. If a payment is necessary to avoid a charge to interest, or for other financial benefit, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk/RFO agree that there is no dispute or other reason to delay payment, the Clerk/RFO may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
28. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

Payment of salaries

29. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.
30. Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to the next available Council Meeting.

Loans and Investments

31. 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.
32. All investments of money under the control of the Council shall be in the name of the Council.
33. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval.
34. Any application for borrowing approval shall be approved by the Council as to terms and purpose.
35. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO/Clerk.

Incomes

36. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
37. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
38. 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.
39. The origins of each receipt shall be entered on the paying-in slip.
40. Personal cheques shall not be cashed out of money held on behalf of the Council.
41. The Clerk or 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.

Orders for work, goods and services

42. 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.
43. All Councillors and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to 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 minimus provisions set out in paragraph 46 below.
44. The RFO shall review whether 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

45. Subject to additional requirements in the financial regulations of the council, the tender process for contracts exceeding £50,000, for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i) A specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii) an invitation to tender shall be drawn up to confirm (a.) the council's specification (b) the time, date and address for the submission of tenders (c) the date of the council's written response to the tender and (d) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi) tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
 - vii) if less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - viii) when it is to enter into a contract of a value £50,000 or below for the supply of goods or materials or for the execution of works or specialist services the RFO or Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £250 the RFO or Clerk shall use his/her best endeavours to obtain 3 estimates. Where it is not possible to do so, paragraph 46 vii) above shall apply. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

***Note Where the value of a contract is considered likely to exceed the relevant threshold specified by the Crown Commercial Service (currently £164,174 for supplies and services up til the end of 2017), then the Council shall comply with the relevant requirements of the EU procurement rules.**

Payments of contracts for building or construction works
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46. 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 consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract)
47. 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 contracts sum by 10% or more a report shall be submitted to the Council.
48. Any variation to a contract or addition to or omission from a contract must be approved by the Council and reported by the Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

Properties and estates

49. The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 the Accounts and Audit Regulations 2003.
50. No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by the law, save where the estimated value of any one item of tangible movable property does not exceed £250.

Insurance

51. In accordance with risk management policy in paragraph 54 below - the Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with Councillors and with the Clerk.
52. Councillors and the Clerk shall give prompt notification to the RFO of all potential new risks, and/or properties which require to be insured and of any alterations affecting existing insurances.
53. The Clerk/RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
54. The Clerk/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.
55. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

Donations

56. When local bodies make an application for financial assistance from the Council for an event the Council will require a written application supported by previous accounts and/or a budget for the proposed event. In addition, accounts for the event must be submitted to the Council within 3 months of the event. It will be for the Clerk/RFO to advise Councillors on the overall limits of free resource which can be used for the purpose of making Donations or Grants in any one financial year.

Revision of financial regulations

57. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time, and after the election of a new Council as a minimum.

Rottingdean Parish Council
Payments & Invoices

Month: May 2019

Supplier	Purpose	£ Cost	£ VAT	Notes
Zurich Municipal Insurance	Public liability, products liability and Indemnity Insurance annual renewal policy	261.50		New policy commences on 1 June 2019
Ali Becket design	Beacon Hill LNR - design of panels for the new notice boards	2760		This is part of the improvement to infrastructure LNR for which RPC agreed £6,000 in 2017/18. So far spend including this will be £7110. RPC is due a grant from SDNP of £2000 which has to be claimed at the completion of the project

Signed and authorised for payment agreed at Parish Council meeting on

Parish Clerk/RFO

Chair of Parish Council.....

Planning Report – May 2019

Recent applications decided by the City Council

BH2019/00461 - 4, Falmer Road - **Approved** by the City Council

BH2019/00576 – 29, Eley Drive, BN2 7FH – **Refused** by City Council

BH2019/00802 – 12, Eley Drive, BN2 7FH – **Approved** by City Council

BH2019/00435 – 15A, Little Crescent, BN2 7GF – **Refused** by City Council

BH2019/00540 – Longhill School, BN2 7FR – **Approved** by City Council

Planning applications going to Appeal

BH2019/00019 – 11, Chailey Avenue.

BH2018/03818 – 25, Falmer Road.

BH2018/03858 – 82, Dean Court Road.

Planning applications commented upon by Parish Council

BH2019/01004 – Non illuminated sign – North of junction where the green meets Dean Court Road

Parish Council Comment:

The Parish Council are concerned that the proposed sign will impede vision for cars & other vehicles coming out of Dean Court Road which could lead to accidents at this junction.