



PULBOROUGH PARISH COUNCIL
Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 28th September 2023 at 7.30pm.**

Harry Quenault
Clerk

01798 873532 hquenault@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 21st September 2023

AGENDA

- 1. Apologies for Absence**
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Thursday 27th July 2023.
- 4. Public Speaking**
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances**
 - To receive the reconciliations for Cashbook 1 and Cashbook 3 as at 31st July and 31st August – (Appendix A)
 - To receive a summary of Income & Expenditure compared to budget to 31st August 2023 – (Appendix B)
 - To note quarterly statement of earmarked reserves to 31st August 2023 – (Appendix C)

6. **Risk Register**
To approve the new Risk Register (Appendix D). Clerk & Chair will update.
7. **Asset Management – Land Ownership**
 - 7.1 – **Rivermead Nature Reserve**
To approve a new management plan (a working document). (Appendix E)
 - 7.2 – **Cousins Way**
To approve a new management plan and to note any update from the Clerk regarding planning advice (a working document). (Appendix F)
 - 7.3 – **Pocket Park**
To approve a new management plan and to note works that have been completed thus far (a working document). (Appendix G)
 - 7.4 – **Main Recreational Ground**
To approve a new management plan (a working document). (Appendix H)
 - 7.5 – **Nutbourne Common**
To approve a new management plan (a working document). (Appendix I)
8. **Sports Pavilion Development Project**
To note any update on progress, including a heating upgrade that could be transferred into the new building. Update from Clerk.
9. **Grant – Election of Members (Special Group)**
To elect three members who sit on the Finance & Policy committee to review the grants received and to bring the recommendations to the next Finance & Policy meeting (26th October) for discussion.
10. **Internal Audit Provision**
To consider who to elect as our internal audit provider for the 2023/24 financial year. (Appendix J).
11. **External Accounting Provision**
To consider whether to extend our current contract with DCK Accounting Solutions for the current financial year. Clerk will update the committee. **(PRESS & PUBLIC to be excluded)**
12. **Pulborough Cricket Club**
To consider revising the outstanding bill (INV 1270) for the Pulborough Cricket Club due to actual matches played. Pulborough Cricket Club have played 11 matches out of the forecasted 14. To also consider a complaint regarding the facilities at the Sports & Social Club by the Cricket Club. (Appendix K) **(PRESS & PUBLIC to be excluded)**
13. **Payments**
To approve payments for signing. *(Details to be circulated to members at the meeting)*

Date: 09/08/2023

Pulborough Parish Council 2023/24

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Time: 13:07

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Current Bank A/c**

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2023		100.00
Reserve Account	31/07/2023		177,641.06
			<hr/> 177,741.06
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			177,741.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			177,741.06
		Balance per Cash Book is :-	177,741.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 11/09/2023

Pulborough Parish Council 2023/24

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Time: 13:56

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Bank A/c

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/08/2023		100.00
Reserve Account	31/08/2023		179,497.53
			<u>179,597.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			179,597.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			179,597.53
		Balance per Cash Book is :-	179,597.53
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 09/08/2023

Pulborough Parish Council 2023/24

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Time: 13:16

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 3 - CCLA Public Sector Deposit Fun

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/07/2023		234,928.75
			<u>234,928.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			234,928.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			234,928.75
		Balance per Cash Book is :-	234,928.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 11/09/2023

Pulborough Parish Council 2023/24

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Time: 13:47

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 3 - CCLA Public Sector Deposit Fun

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/08/2023		235,866.38
			<u>235,866.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			235,866.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			235,866.38
		Balance per Cash Book is :-	235,866.38
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

11/09/2023

Pulborough Parish Council 2023/24

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1075 HDC Grants	3,638	0	(3,638)			0.0%	
1076 Precept	138,662	277,323	138,662			50.0%	
1077 Other Income	11,059	60	(10,999)			18431.4	11,018
Administration :- Income	<u>153,358</u>	<u>277,383</u>	<u>124,025</u>			<u>55.3%</u>	<u>11,018</u>
4006 Staff Expenses	189	200	11		11	94.3%	
4010 Members Expenses	29	100	71		71	29.3%	
4014 Professional Fees	450	0	(450)		(450)	0.0%	
4015 Audit Fees	960	1,700	740		740	56.5%	
4016 Bank Charges	159	300	141		141	53.0%	
4017 Legal Fees	0	2,000	2,000		2,000	0.0%	
4020 Postage	0	400	400		400	0.0%	
4021 Rent/Room Hire	3,683	5,750	2,067		2,067	64.1%	
4022 Training	330	2,000	1,670		1,670	16.5%	
4025 Stationery & Office	1,344	2,200	856		856	61.1%	
4030 Subscriptions	2,143	2,500	357		357	85.7%	
4031 Rates	600	0	(600)		(600)	0.0%	
4035 Insurance	0	6,500	6,500		6,500	0.0%	
4037 IT Support	0	2,706	2,706		2,706	0.0%	
Administration :- Indirect Expenditure	<u>9,888</u>	<u>26,356</u>	<u>16,468</u>	<u>0</u>	<u>16,468</u>	<u>37.5%</u>	<u>0</u>
Net Income over Expenditure	<u>143,470</u>	<u>251,027</u>	<u>107,557</u>				
6000 plus Transfer from EMR	500						
6001 less Transfer to EMR	16,018						
Movement to/(from) Gen Reserve	<u>127,952</u>						
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	5,087	100	(4,987)			5086.8%	4,099
Loans and Finance :- Income	<u>5,087</u>	<u>100</u>	<u>(4,987)</u>			<u>5086.8%</u>	<u>4,099</u>
Net Income	<u>5,087</u>	<u>100</u>	<u>(4,987)</u>				
6001 less Transfer to EMR	4,099						
Movement to/(from) Gen Reserve	<u>988</u>						
<u>105 MSF</u>							
1050 MSF	418	1,000	582			41.8%	
MSF :- Income	<u>418</u>	<u>1,000</u>	<u>582</u>			<u>41.8%</u>	<u>0</u>
4080 MSF	33	5,000	4,967		4,967	0.7%	
MSF :- Indirect Expenditure	<u>33</u>	<u>5,000</u>	<u>4,967</u>	<u>0</u>	<u>4,967</u>	<u>0.7%</u>	<u>0</u>
Net Income over Expenditure	<u>385</u>	<u>(4,000)</u>	<u>(4,385)</u>				

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Staff Costs</u>							
4000 Administration Salaries	27,418	57,500	30,082		30,082	47.7%	
4001 Employers NI & Tax	3,523	5,800	2,277		2,277	60.7%	
4002 Superannuation	8,976	21,225	12,249		12,249	42.3%	
4003 Village Sweeping Salary	2,135	9,950	7,815		7,815	21.5%	
4005 Recreation Salary	11,742	28,660	16,918		16,918	41.0%	
4007 Neighbourhood Wardens	0	67,676	67,676		67,676	0.0%	
Staff Costs :- Indirect Expenditure	53,793	190,811	137,018	0	137,018	28.2%	0
Net Expenditure	(53,793)	(190,811)	(137,018)				
<u>107 Discretionary</u>							
1021 Street Cleaning	0	6,100	6,100			0.0%	
Discretionary :- Income	0	6,100	6,100			0.0%	0
4090 Contingency	549	4,000	3,451		3,451	13.7%	
4091 Grants & Donations	208	2,000	1,792		1,792	10.4%	
4096 Memorial Garden	34	100	66		66	33.5%	
Discretionary :- Indirect Expenditure	790	6,100	5,310	0	5,310	13.0%	0
Net Income over Expenditure	(790)	0	790				
<u>201 Highways</u>							
1020 Christmas Lighting	0	370	370			0.0%	
Highways :- Income	0	370	370			0.0%	0
4200 Christmas Lighting	0	4,300	4,300		4,300	0.0%	
4210 Equipment	7	550	543		543	1.3%	
4225 Refuse Collections	241	1,569	1,328		1,328	15.3%	
4230 Other	0	2,250	2,250		2,250	0.0%	
Highways :- Indirect Expenditure	248	8,669	8,421	0	8,421	2.9%	0
Net Income over Expenditure	(248)	(8,299)	(8,051)				
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	7,895	8,276	381		381	95.4%	
Street Lighting :- Indirect Expenditure	7,895	8,276	381	0	381	95.4%	0
Net Expenditure	(7,895)	(8,276)	(381)				

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Allotments</u>							
1100 Allotment Tenancies	261	1,950	1,689			13.4%	
Allotments :- Income	261	1,950	1,689			13.4%	0
4301 Allotments Water	6	650	644		644	0.9%	
4305 Allotments Maintenance & Repai	330	567	237		237	58.1%	
Allotments :- Indirect Expenditure	336	1,217	881	0	881	27.6%	0
Net Income over Expenditure	(75)	733	808				
<u>302 Bowling Club</u>							
4321 Bowling Club Water	231	350	119		119	66.0%	
Bowling Club :- Indirect Expenditure	231	350	119	0	119	66.0%	0
Net Expenditure	(231)	(350)	(119)				
<u>303 Grounds Maintenance</u>							
4340 Contracted Maintenance	0	2,266	2,266		2,266	0.0%	
4342 Tree Works	400	5,000	4,600		4,600	8.0%	
4343 Water	1,042	4,500	3,458		3,458	23.2%	
Grounds Maintenance :- Indirect Expenditure	1,442	11,766	10,324	0	10,324	12.3%	0
Net Expenditure	(1,442)	(11,766)	(10,324)				
<u>304 Pavilion</u>							
4014 Professional Fees	1,650	0	(1,650)		(1,650)	0.0%	1,650
4360 Boiler & Shower	0	800	800		800	0.0%	
4362 Electricity & Gas	1,804	5,260	3,456		3,456	34.3%	
4363 Fire Equipment/Maintenance	0	1,155	1,155		1,155	0.0%	
4364 Repairs	250	3,400	3,150		3,150	7.4%	
4365 Other Pavilion	500	350	(150)		(150)	142.9%	
Pavilion :- Indirect Expenditure	4,204	10,965	6,761	0	6,761	38.3%	1,650
Net Expenditure	(4,204)	(10,965)	(6,761)				
<u>305 Other Recreation</u>							
1120 Social Club Tenancies	4,082	9,507	5,425			42.9%	
1121 Sports Club Tenancies	395	2,900	2,505			13.6%	
Other Recreation :- Income	4,477	12,407	7,930			36.1%	0
4391 Maintenance Supplies	343	500	157		157	68.6%	

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4392 Playground	0	9,000	9,000		9,000	0.0%	
4393 Tractors & Equipment	312	5,000	4,688		4,688	6.2%	
4395 NCRG	0	100	100		100	0.0%	
4396 Pocket Park	0	200	200		200	0.0%	
4397 Youth Worker	3,758	15,000	11,242		11,242	25.1%	
Other Recreation :- Indirect Expenditure	4,413	29,800	25,387	0	25,387	14.8%	0
Net Income over Expenditure	65	(17,393)	(17,458)				
Grand Totals:- Income	163,601	299,310	135,709			54.7%	
Expenditure	83,273	299,310	216,037	0	216,037	27.8%	
Net Income over Expenditure	80,328	0	(80,328)				
plus Transfer from EMR	500						
less Transfer to EMR	20,118						
Movement to/(from) Gen Reserve	60,710						

Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR - MSF Resurfacing/Playgrou	5,101.86	93.91	5,195.77
321	EMR - Pav Refurb/Tractor Shed	178,063.91	2,774.53	180,838.44
324	EMR - New Tractor/Machinery	1,925.22	5,073.38	6,998.60
325	EMR - Neighbourhood Plan	2,625.31	48.37	2,673.68
326	EMR - Neighbourhood Wardens	20,210.73	372.09	20,582.82
327	EMR - Community Benefit Fund	2,380.53	43.87	2,424.40
328	EMR - CIL Monies	295.61	11,107.55	11,403.16
329	EMR - Legal Fees	5,646.55	103.96	5,750.51
		<u>216,249.72</u>	<u>19,617.66</u>	<u>235,867.38</u>

Pulborough Parish Council**Risk Management Policy and Risk Register****Adopted on N/A**

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the council hold. Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on this assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible and making sure that all employees are made aware of the results of the risk assessment.

Topic	Possible Risks	Actual			Management/Mitigation	Review/Assess/Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
Financial									
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	3	3	The Clerk/RFO makes regular back-ups of files to Cloud Storage. In the event of the Clerk being indisposed the Chairman to contact the Sussex Association of Local Councils for advice. Passwords for all systems held in secure location by the external IT company encrypted.	Appropriate back-up arrangements in place.	1	2	2
	Loss of Clerk/RFO or loss of Council papers / electronic records	2	3	6		Review plan when necessary.	2	1	2
Precept	Adequacy of precept	2	2	4	The Council regularly receives budget update information throughout the year to check the adequacy of the precept which is fixed by full Council. At the Precept meeting the Council receives a budget update report, including actual and projected year-end indicative figures provided by the Clerk/RFO. Once the Council has formally agreed the level of precept required the Clerk/RFO requests this amount from the District Council.	Existing procedures adequate	1	1	1
	Requirements not submitted to District Council	1	2	2			1	1	1
	Amount not received by District Council						1	1	1
		1	2	2					

Appendix D

					The Clerk/RFO informs Council when precept income is received. Should the full amount not be received Clerk will liaise directly with District Council.				
Financial Records	Inadequate records	1	2	2	The Council has adopted Financial Regulations which set out the requirements for reporting financial information to the council. This includes procedures that are designed to prevent fraud and irregularities.	Existing procedure adequate.	1	1	1
	Financial irregularities	1	3	3		Review the Financial Regulations at yearly intervals. Fidelity Insurance for the Clerk/RFO, 2 signatories required and rotated regularly, Cllr assigned to check book keeping twice a year.	1	2	2
Bank and Banking	Inadequate checks	2	3	6	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Clerk/RFO reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the council. The Clerk/RFO reviews the Councils banking arrangements regularly. Banking payments presented to Chair or Vice Chair of that Committee for reconciliation, although it must be signed off by at least one signatory.	Existing procedures adequate.	1	1	2
	Bank mistakes								
	Loss	1	3	3		Review Financial Regulations annually.	1	2	2
	Charges	1	3	3					
		2	2	4		Review bank signatory list as required, especially after Annual Council Meeting and after an election. Reconcile accounts and bank statements Monthly and present to Council.	1	2	2
							1	2	2
Cash	Loss through theft or	1	3	3	The Council has Financial	Existing procedures	1	2	2

Appendix D

	dishonesty				Regulations which set out the requirements for the handling of cash. No petty cash or cash float is held by any staff.	adequate.			
Election costs	Financial risk to the council of an election.	2	3	6	Risk is higher in an election year. A earmarked financial reserve is held to cater for an election if this becomes necessary.	Existing procedure adequate	2	1	2
VAT	Re-claiming/charging	2	1	2	The Council has Financial Regulations, which set out the required processes.	Existing procedure adequate	1	1	1
Annual Return	Submit within time limits.	2	2	4	Annual Return is completed and approved by the Council and submitted to the External Auditor on time (or an exemption certificate is signed and returned if appropriate). Internal Auditor completes the relevant paperwork.	Existing procedures adequate	1	1	1
Direct costs	Goods billed but not supplied	2	3	6	The Council has Financial Regulations which set out the underlying requirements.	Existing procedures adequate.	2	1	2
Orders and invoices	Incorrect invoicing	2	2	2	At each Council meeting the list of invoices awaiting approval is distributed to Councillors for consideration and approval.	Review the Financial Regulations annually.	2	1	2
Debts	Unpaid invoices	1	2	2	Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance.		2	1	2
Grants payable	Power to pay	1	2	2	Council reviews compliance with the criteria to use the GPC at its	Existing procedure adequate.	1	1	1

Appendix D

	Authorisation of Council and recording of decision	1	2	2	Annual Meeting. All such expenditure is considered by Council for approval and minuted accordingly. If payment is made using the S137 power, this is recorded specifically.	Parish Councillors record S137 payments when required.	1	1	1
Grants - receivable	Receipts of Grant	1	2	2	Grants are dealt with within the specifically defined terms and conditions and are itemised explicitly in the accounts presented to the Council.	Receipt of one-off grants recorded through meeting minutes and financial management systems for approval.	1	1	1
Charges – rentals receivable	Receipt of rental (allotments) Sports and social club MUGA	3	1	3	A schedule of payments received is kept which tallies with the ongoing 'receipts and payments' schedule and bank reconciliation. Any late payments are noted and chased by the Deputy Clerk in line with relevant Terms and Conditions.	Existing procedure adequate.	1	1	1
Operational Management									
Value for Money	Work awarded incorrectly	2	2	4	Financial Regulations specify the procedures for procuring goods and services.	Existing procedures, contained within Financial Regulations, are adequate.	1	1	1
Accountability	Overspend on services	2	2	4	If problems are encountered with a contract or a service, the Clerk/RFO would investigate, check the relevant circumstances and report to Council.		1	2	2
Salaries and associated costs	Salary paid incorrectly	2	2	4	The Parish Council authorises the appointment level of remuneration of all employees. Rates of pay are linked to national terms and conditions.	Existing systems include adequate controls	1	2	2
	Wrong deductions of NI or Tax	2	2	4	Payroll company is employed for payroll calculations, tax and NI.				
	Unpaid Tax & NI contributions to HMRC	2	2	4	All staff have a contract of employment and job description.		1	2	2

Appendix D

					Employment policies in place.		1	2	2
Employees	Loss of key personnel	2	3	6	The Councillors will convene emergency meetings to agree interim arrangements if key personnel are absent without notice.	Existing procedure adequate. Appointed Cllr reviews RFO's management, RFO & Chair communicate to respond to unexpected circumstances. Monitor working conditions, safety requirements and Insurance regularly. Existing procedures adequate.	2	1	2
	Fraud	1	3		The council carries Fidelity Guarantee insurance with regard to fraud or staff actions.		1	2	2
	Health & Safety	1	3	3	The Clerk/RFO is provided with access to relevant training, reference books and legal advice required to undertake the role.		1	1	1
		2	3	3	Annual appraisal interviews are carried out.		1	2	2
				6	Employment policies in place.				
Legal Powers	Illegal activity or payments	1	3	3	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Council. Any illegal activity or payments identified will be notified to the relevant bodies	All powers appropriately considered and minuted. Considered in line with Standing Orders.	1	1	1
Minutes, Agendas, Notices, Statutory Documents	Accuracy and legality	2	2	4	Minutes and agendas are produced in the prescribed form by the Clerk and adhere to legal requirements.	Existing procedure adequate. Guidance/training is available to the Chair	1	1	1
	Business conduct	2	2	4	Minutes are approved and signed at the next Council meeting. Minutes and agenda are accessible to the public in compliance with the legal requirements. Business conducted at Council meetings is managed lawfully by the Chair with the advice and guidance of the Clerk, who possesses the CiLCA qualification.	Members to adhere to Code of Conduct.	1	1	1

Appendix D

Insurance	Adequacy Cost Compliance Fidelity Guarantee	2	3	6	An annual review is undertaken (at time of policy renewal) of all insurance arrangements. Employers and Employee liability insurance is a necessity. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually.	1	2	2
		2	2				1	2	2
		2	3				1	2	2
		2	3				1	2	2
				4					
				6					
				6					
Data protection	Policy	2	2	4	The Council is registered with the Information Commissioner. Data protection policies in place. Staff receive training relevant to their role to ensure protection of data. Cllrs are reminded of not sharing personal data inappropriately.	Ensure annual renewal of Registration and compliance with the General Data Protection Requirement.	2	1	2
	Provision	2	2	4			1	1	1
Freedom of Information Act	Policy	2	2	4	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	Monitor and report any impacts of requests made under the FOI Act.	2	1	2
	Provision	2	2	4			1	1	1
Meeting location	Health & Safety	2	1	2	A visual inspection is made at each meeting location to ensure there is nothing that would have an adverse impact on those attending.	Existing procedure adequate.	1	1	1
Allotments and access roads	Failure of tenants to use and maintain plots Reputational harm	2	2	4	Inspection of individual plots and monitoring whether Terms and Conditions have been satisfied.	Existing procedure adequate. All new allotment holders are sent a copy of the allotment	1	1	1

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	from poor maintenance Risk to third parties	2 1	2 3	4 3	Inspection of allotments, adhering to maintenance schedule and ensuring any additional identified work is undertaken promptly. Annual review of Tenancy Agreement and Terms and Conditions.	rules. Ensure there is a Cllr responsible for the supervision of the allotments. Where contractors are used ensure that they have proper qualifications and insurance; confirmation of this should be minuted.	1 1	1 2	1 2
Liability									
Legal Powers	Illegal activity or payments	1	3	3	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate.	1 2	2 1	2 2
Public Liability	Risk to third party, property or individuals	2	3	6	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.	1	2	2
Employer Liability	Non-compliance with employment law	2	3	6	Undertake adequate training and seek advice from the West Sussex Association of Local Councils.	Existing procedures adequate.	1	2	2
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	2 2 2	2 1 1	4 2 2	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings. Document Retention Policy in place		1 1 1	2 1 1	2 1 1
Assets									
Assets (including noticeboards and street furniture)	Loss or Damage Risk/damage to third parties/property	2 1	2 3	4 3	An annual review of assets is undertaken for insurance provision, storage and maintenance purposes. An asset register is kept up to date and insurance is held at the appropriate level for all items.	Existing procedure now adequate	1 1	1 2	1 2

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Maintenance	Poor performance of assets or amenities. Risk to third parties	2 2	1 2	2 4	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the procedures agreed by the Council. All assets are insured and reviewed annually.	Existing procedure now adequate. Ensure timely inspections carried out.	1 1	1 1	1 1
Council records - paper	Loss through theft, fire or damage	2	2	4	The Parish Council's current records are stored at the Village Hall, most are digital. Historic records (historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc.) are stored at county archives. Deeds and conveyances are lodged for safekeeping with Solicitors acting for the Council.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases are copied and stored on-site.	2	1	2
Village Greens and Parish Land	Village Recs	2	3	4	The Council is the owner of these areas and is responsible for their upkeep and safety together with any furniture and fittings placed on them by the Council. The Council is also responsible to monitor the vehicular accesses across Village Greens and Parish Land.	Ensure that all areas are kept in a fit state for public use; that contractors working on these areas on Council business are properly insured; ensure that the Council's liability insurances are adequate. The Council to conduct inspections where necessary of the areas and record its findings. Insurance to cover trespass and damage to property.	2	2	2
	Other land in the ownership of the Council	2	2	4	Risk arises through work being carried out at the area by contractors employed by the Council and use by the public.	Where contractors are used ensure that they have proper qualifications and insurance; confirmation of this should be	1	1	2

						minuted. Ensure the Council's insurance covers all risks, regular inspections are made and the findings recorded.			
	Physical assets not mentioned above	1	1	2	Seats, wells, notice boards, the bus shelters, the village sign should be in good repair and provide no hazard to the public.	Ensure that this property is regularly inspected for repair and safety that inspection findings are minuted. Ensure that the Council's liability insurance is adequate. Annual written survey to be completed.	1	1	2
Council records - electronic	Loss through theft, fire or damage	2	2	4	The Parish Council's electronic records are stored on the Clerk's PC. Back- ups of the files are taken immediatly onto independent cloud service. Good practice management of all passwords.	Computer records are backed up immediately.	2	1	2
	Corruption of computer	2	2	4			2	1	2
Propriety and Reputation									
Members interests	Conflict of interest	3	3	9	The declaration of interests by members at meetings is a standing item to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate.	1	2	2
	Register of Members interests	3	3	9			Members take responsibility to update the Register.	1	2
Councillor allowances	Councillors over-paid	1	1		No allowances are paid to Parish Councillors Register gifts and hospitalities.	No procedure required	1	1	1
	Income tax deduction Real or apparent benefit financially from membership of the council	2	2	1 4			1	1	1
Neglect of Duties	Councillors seen to neglect duties and interests of parishioners	2	2	4	Council meetings well attended by councillors and frequently by parishioners interested in particular agenda items; council has	Existing procedure adequate.	1	1	1

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				demonstrated sensitivity to opinions of parishioners.				
Grass Cutting Slips and trips	Visitors may be injured if they trip over objects or slip on spillages.			Staff/councillors to inform Clerk of any Health and Safety concerns Keep work areas clear Staff/councillors to tell someone where they are working. Staff/councillors must be fit and able Do not cut grass next to river or on steep slopes or unstable ground	Procedure adequate Keep under review			
Road and the surrounding areas	Traffic Accidents Damage to vehicles Injuries to staff/councillors Injuries to members of the public	L		Check for stones and debris before mowing Grass Cutting should not be undertaken within close, unguarded proximity to roads or areas where there are moving vehicles if the volunteer assesses the area to be unsafe. Be aware that debris emerging from mowers can contain stones etc. Direct stream away from roads and parked cars.	Procedure adequate Keep under review			
Debris, litter, stones	Injuries to Staff/councillors Injuries to members of the public	M		Clear debris before and after work Direct stream away from persons Wear Personal Protective Clothing including covered footwear and when strimming wear protective faceguard/visor.	Procedure adequate Keep under review			
Insurance	Damage to machinery	M		The Parish Council nor its insurance company will not accept liability for damage to machinery.	Procedure adequate Keep under review			
Sharp objects e.g. nails, needles, glass	Injuries to Staff/councillors	M		Staff/councillors to wear strong, covered footwear with adequate grip. Heavy Duty Gloves to be worn If discovered, needles must not be	Procedure adequate Keep under review			

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				picked up or touched under any circumstances. Make a note of the location and report it to Horsham District Council				
Hygiene and potential contact with Bio Hazards e.g. faeces, vomit and used condoms	Injuries to Staff/councillors	M		If discovered, do not attempt to clean up. Make a note of the location and report it to Horsham District Council Staff/councillors to cover any cuts, however minor, with surgical tape or waterproof plasters. Staff/councillors to wash hands before eating, drinking and smoking.	Procedure adequate Keep under review			
Contamination from chemicals	Injuries to Staff/councillors	L		If discovered, do not attempt to clean up. Make a note of the location and report it to Horsham District Council	Procedure adequate Keep under review			
People	Injuries to Staff/councillors or members of the public, assault	M		Stop machines if people come within 5 metres. Direct stream from mower/trimmer away from people Avoid confrontations. Call police if necessary Staff/councillors to tell someone where they are working and take a mobile phone with them Wear personal protective clothing including covered footwear and a faceshield/visor when strimming Do not operate a machine while tired, whilst under the influence of alcohol, drugs or medication. Read and follow manufacturer's instructions for operation and safety. Staff/councillors must be fit and able	Procedure adequate Keep under review			
Lack of awareness e.g. A person taking unnecessary risks	Injuries to Staff/councillors or members of the public	L		Do not operate a machine while tired, whilst under the influence of alcohol, drugs or medication.	Procedure adequate Keep under review			

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resulting in injury				Read and follow manufacturer's instructions for operation and safety. Staff/councillors must be fit and able				
Trees	Low branches Falling limbs	L		The Groundman to check trees regularly, Inform Clerk of any required work to trees	Procedure adequate Keep under review			
Machinery/Tools	Injuries to operator/ members of the public	M		Read and follow manufacturer's instructions for operation and safety. Maintain the machine to good working order. Check the machine before using it. Do not use a defective machine. Switch machinery off before carrying out maintenance and adjustments Staff/councillors must be capable of understanding instructions The use of chainsaws or spraying equipment is not permitted unless trained.	Procedure adequate Keep under review			
Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests	Staff/councillors	M		Staff/councillors should wear appropriate clothing (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered. Staff/councillors should wash hands and forearms before eating, drinking, smoking or going to the toilet.	Procedure adequate Keep under review			
Kerbs and walls	Injuries to operator Mower damage	L		Take care when using machinery near kerbs and walls	Procedure adequate Keep under review			
Weather	Injuries to operator	M		Wear protective clothing and clothing appropriate to season Do not cut grass following/ during heavy rainfall, wintery conditions and during high winds.	Procedure adequate Keep under review			

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				Staff/councillors to keep hydrated				
Violence and Aggression	Injuries to operator Injuries to Clerk	L		Take mobile phone and call police if necessary. Avoid confrontation. Parishioners to telephone to arrange an appointment. Safeguarding measures have been implemented (PO Box, Mobile phone etc)	Procedure adequate Keep under review			
Manual Handling	Injuries to staff/councillors and Clerk	L		Assess before lifting. Do not lift equipment or objects that looks to heavy or bulky to handle alone. Those at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.	Procedure adequate Keep under review			
Display Screen Equipment	Clerk, Risk of posture problems and pain	M		Assessments of workstation to ensure good posture, avoid glare and reflections Take regular breaks away from computer	Procedure adequate Keep under review			
Lone Working	Clerk, injury or ill health	L		Staff/councillors should always inform a family member or friend of their intention to volunteer and advise where they will be. Take mobile phone and call for help if necessary Regular contact via phone and email Parishioners to arrange appointment Clerk to meet with parishioners with a councillor present.	Procedure adequate Keep under review			
Stress	Clerk	L		Understand Role and Duties Regular Training Employment Review	Procedure adequate Keep under review			
Reputation	Clerk/Councillors/ Parish Council	M		Follow Code of Conduct, Standing Orders, Financial Regulations and all adopted policies	Procedure adequate Keep under review			

Risk Assessment Matrix

LIKELIHOOD	IMPACT			
	Negligible (1)	Moderate (2)	Severe (3)	
	Highly likely (3)	3	6	9
	Possible (2)	2	4	6
	Unlikely (1)	1	2	3

Rivermead Nature Reserve Conservation and Maintenance Plan

1. Introduction

Rivermead Nature Reserve, located near Pulborough and in proximity to the Brooks, is a valuable natural habitat supporting diverse flora and fauna. This conservation and maintenance plan aims to protect and enhance this delicate ecosystem for current and future generations.

2. Conservation Objectives

2.1. Biodiversity Enhancement

1. Conduct regular biodiversity assessments to monitor species diversity.
2. Implement habitat restoration and enhancement projects.
3. Introduce native plant species to support local pollinators and wildlife.
4. Establish and maintain nesting sites for birds and amphibians.

2.2. Water Quality and Riparian Zone Management

1. Monitor water quality and take measures to mitigate pollution.
2. Manage the riparian zone to reduce erosion and protect water quality.
3. Maintain buffer zones along water bodies to prevent siltation and contamination.
4. Control invasive plant species in riparian areas.

2.3. Education and Outreach

1. Develop educational programs and materials for schools and the local community.
2. Organise guided nature walks and workshops.
3. Promote responsible and sustainable use of the reserve.

2.4. Infrastructure Maintenance

1. Ensure that visitor facilities (trails, boardwalks, ditches) are safe and well-maintained.
2. Periodically inspect and repair bridges, fencing, and signage.
3. Manage waste disposal facilities to minimise environmental impact.

3. Regular Maintenance Schedule

3.1. Weekly Tasks

1. Trash collection and disposal.
2. Inspect and maintain signage.
3. Monitor and address any safety hazards on trails and walkways.

3.2. Monthly Tasks

1. Conduct water quality tests.
2. Inspect and maintain bird nesting boxes.
3. Remove invasive plant species.

3.3. Seasonal Tasks

Spring:

1. Conduct wildlife surveys.
2. Plant native species.
3. Clean and repair visitor assets.

Summer:

1. Monitor water levels.
2. Conduct habitat maintenance.

Fall:

1. Remove fallen leaves and debris from trails.
2. Prepare the reserve for winter.

Winter:

3. Prune and maintain vegetation.
4. Conduct maintenance on infrastructure.

4. Funding and Resources

1. Seek grants and donations from government agencies, conservation organisations, and local businesses.
2. Establish partnerships with universities and research institutions for scientific support.
3. Engage volunteers from the local community for conservation and maintenance efforts.

5. Monitoring and Evaluation

1. Regularly assess the health of the reserve's ecosystem through biodiversity surveys and water quality tests.
2. Track the success of habitat restoration projects.
3. Seek feedback from visitors and adjust management practices accordingly.

6. Adaptive Management

1. Be prepared to adapt the plan based on new scientific findings or changes in the ecosystem.
2. Collaborate with experts and stakeholders to address emerging conservation challenges.

7. Reporting and Communication

1. Publish annual reports on the state of the reserve and conservation efforts.
2. Maintain an informative website and social media presence.
3. Engage with the local community through newsletters and public meetings.

8. Compliance with Regulations

1. Ensure that all conservation and maintenance activities adhere to local, state, and federal regulations.
2. Obtain the necessary permits for any construction or restoration work.

9. Emergency Response Plan

1. Develop a plan for responding to natural disasters, fires, and other emergencies to minimise damage to the reserve.

This conservation and maintenance plan serves as a roadmap for the sustainable management of Rivermead Nature Reserve. Regular assessments and adaptive management will help ensure the long-term preservation of this valuable natural resource. Collaborative efforts with the local community and stakeholders are essential for its success.

Conservation Plan for Cousins Way Recreation Park, Pulborough

I. Introduction: Cousins Way Recreation Park, located in Pulborough, is a valuable community asset that provides recreational and leisure opportunities for residents. This conservation plan aims to ensure the long-term preservation and enhancement of the park's natural beauty while introducing new facilities that benefit the community. The plan focuses on three main aspects: regular grass strimming, the introduction of a Repair Cafe, and the development of a community allotment.

II. Regular Grass Strimming: To maintain the park's aesthetic appeal and safety, regular grass strimming should be implemented. Grass strimming should be performed at least once every two weeks during the growing season (spring to early autumn). This will help to prevent the overgrowth of vegetation and maintain well-defined pathways for park visitors.

Maintenance tasks:

1. Regular grass cutting.
2. Removal of grass clippings.
3. Inspection and repair of strimming equipment as needed.
4. Consideration of wildlife-friendly mowing practices (e.g., leaving areas of wildflowers for pollinators).

III. Introduction of a Repair Cafe: A Repair Cafe is a community space where individuals can bring broken or damaged items to be repaired by skilled volunteers. The goal is to reduce waste, promote sustainability, and foster a sense of community. The Repair Cafe can be housed in a new building or a renovated existing structure within the park.

Components of the Repair Cafe:

1. Repair Workshop: Equipped with tools and equipment for repairing items such as small appliances, clothing, bicycles, and furniture.
2. Volunteer Workstations: Manned by volunteers with repair expertise who can assist visitors in fixing their items.
3. Waiting Area: A comfortable space for visitors to relax while their items are being repaired, promoting social interaction.
4. Resource Library: Information and resources on repair techniques and sustainable living.
5. Sustainability Education: Workshops and events on sustainability topics and reducing waste.

IV. Development of a Community Allotment: A community allotment is an area within the park where residents can grow their own fruits, vegetables, and flowers. It fosters a sense of community, provides fresh produce, and contributes to a greener environment.

Development Steps:

1. Identify an appropriate location within the park for the allotment, considering sunlight, soil quality, and accessibility.
2. Prepare the soil and provide essential infrastructure, such as raised beds, compost bins, and a water source.
3. Allocate individual plots to interested community members through a fair and transparent process.
4. Establish guidelines for allotment usage, including organic gardening practices and communal responsibilities.
5. Promote educational opportunities, such as gardening workshops and composting classes.

V. Funding and Resources: To implement this conservation plan, it is essential to secure funding and resources. Potential sources of funding may include grants, donations, community fundraisers, and partnerships with local businesses.

VI. Maintenance and Oversight: A dedicated park management committee or a community group should be responsible for overseeing the maintenance of the park, Repair Cafe, and community allotment. Regular inspections, feedback from park users, and volunteer coordination should be key responsibilities of this group.

VII. Conclusion: The Cousins Way Recreation Park Conservation Plan outlines a comprehensive strategy for preserving the park's natural beauty while introducing new facilities that promote community engagement and sustainability. By implementing regular grass strimming, establishing a Repair Cafe, and developing a community allotment, Pulborough can create a vibrant and eco-friendly recreational space for its residents to enjoy for generations to come.

Pocket Park Conservation/Management Plan for Pulborough

Objective: To enhance and maintain the ecological, recreational, and social value of the Pocket Park in Pulborough while addressing issues related to anti-social behavior, debris, brambles, weeds, and recreational drug use.

1. Stakeholder Engagement and Collaboration:

- Establish a community advisory group comprising local residents, representatives from nearby schools, community organisations, and local law enforcement.
- Collaborate with the main recreation park management to ensure a coordinated approach to conservation efforts.

2. Anti-Social Behavior Prevention:

- Implement regular community events and educational programs within the park to foster a sense of ownership and connection among local residents.

3. Vegetation Management:

- Conduct an initial survey of the park's vegetation and identify native species worth preserving.
- Remove invasive plant species, debris, brambles, and weeds.
- Protect current trees within the park.
- Initiate a native plant restoration program, selecting species that require low maintenance and provide habitat and food for local wildlife.

4. Recreational Drug Use Prevention:

- Increase natural surveillance by trimming back vegetation near paths and creating open sightlines across the park.
- Collaborate with local law enforcement to increase patrols during peak times of anti-social behaviour.
- Educate the community about the negative impacts of drug use on the park's ecosystem and reputation.

5. Park Design and Infrastructure:

- Design pathways and in the future a seating area to encourage positive use and social interactions.
- Create designated play zones for children to attract families and schools to discourage inappropriate activities.

6. Community Education and Outreach:

- Organise workshops, nature walks and seminars to educate the community about the park's ecological value and the importance of respecting its environment.
- Develop signage that highlights the park's conservation goals, rules, and the potential consequences of anti-social behaviour.

7. Maintenance and Monitoring:

- Establish a regular maintenance schedule for mowing, pruning, and garbage removal.
- Conduct bi-weekly inspections to identify and address any emerging issues promptly.

8. Reporting Mechanism:

- Implement a system for the community to report any incidents of anti-social behaviour, vandalism, or drug use in the park.
- Collaborate with local law enforcement to ensure timely response to reported incidents.

9. Long-Term Sustainability:

- Seek grants, sponsorships, and partnerships to secure funding for ongoing maintenance and improvement projects.
- Develop a long-term management plan that outlines conservation, maintenance, and engagement strategies for the next several years.

10. Monitoring and Adaptation:

- Regularly review the effectiveness of the plan and make necessary adjustments based on community feedback, incident reports, and changes in local dynamics.

By implementing this comprehensive conservation and management plan, the Pulborough Pocket Park can become a safe, inviting, and ecologically valuable space for the community, while effectively addressing issues related to anti-social behaviour, debris, brambles, weeds, and recreational drug use.

Pulborough Main Recreation Park Conservation and Management Plan

1. Introduction: Pulborough Main Recreation Park is a vital community space offering a wide range of recreational amenities, including green fields, a playpark, cricket nets, a Multi-Use Games Area (MUGA), and various other facilities. This Conservation and Management Plan is designed to ensure the preservation and sustainable management of the park while addressing specific issues such as anti-social behaviour and traveller incursions.

2. Park Assessment: a. **Green Field:** The green field is currently in good condition but requires regular maintenance, including grass cutting and trimming. b. **Playpark:** The playpark is in good condition and does not require immediate attention. c. **Cricket Nets:** The cricket nets need replacement due to wear and tear. d. **MUGA:** The MUGA is in poor condition but requires little maintenance. e. **Other Furniture:** All other park furniture should be inspected and repaired or replaced as needed.

3. Maintenance and Restoration: a. **Regular Grass Cutting and Trimming:** Establish a maintenance schedule for regular grass cutting and trimming to ensure the fields are in optimal condition for cricket and football activities. b. **Cricket Nets Replacement:** Replace the worn-out cricket nets with high-quality, durable materials. c. **MUGA Maintenance:** Develop a way to fund a MUGA refresh, routine maintenance plan for the MUGA, including surface repairs and net replacements as needed. d. **General Furniture Maintenance:** Regularly inspect and maintain park furniture, including benches, picnic tables, and waste bins.

4. Addressing Anti-Social Behaviour: a. **Community Engagement:** Foster a sense of community ownership by involving residents in park activities and decision-making. b. **Regular Patrols:** Collaborate with local law enforcement agencies for regular patrols in the park, especially during high-risk hours. c. **Reporting Mechanism:** Establish a clear and anonymous reporting mechanism for the public to report instances of anti-social behaviour.

5. Preventing Traveler Incursion: a. **Physical Barriers:** Install bollards, gates, or other physical barriers at entry points to prevent unauthorized vehicle access. b. **Signage:** Clearly mark the park's boundaries and rules at entrances to deter traveller incursions. c. **Community Awareness:** Educate the local community about the importance of preventing traveller incursions and encourage vigilance.

6. Sustainability Initiatives: a. **Native Planting:** Promote native plant species to enhance biodiversity and reduce maintenance requirements. b. **Waste Management:** Implement a robust waste management system to keep the park clean and litter-free. c. **Water Management:** Install water-saving features, such as rainwater harvesting systems, to reduce water consumption. d. **Energy-Efficient Lighting:** Upgrade park lighting to energy-efficient LED fixtures to reduce electricity consumption.

7. Public Outreach and Education: a. **Community Workshops:** Organise workshops and events on conservation, local wildlife, and the importance of responsible park usage. b. **Educational Signage:** Install educational signage throughout the park to inform visitors about its natural and cultural significance. c. **Website and Social Media:** Maintain an updated website and active social media accounts to keep the community informed about park developments and events.

8. Funding and Resources: a. **Grant Applications:** Explore opportunities for grants from government agencies and private foundations to fund conservation and restoration projects. b. **Community Fundraising:** Engage the local community in fundraising efforts to support park improvements. c.

Volunteer Programs: Establish volunteer programs to involve community members in park maintenance and conservation efforts.

9. Monitoring and Evaluation: a. **Regular Audits:** Conduct annual park audits to assess progress and identify areas needing attention. b. **Feedback Mechanism:** Encourage public feedback through surveys and community meetings to gauge satisfaction and gather suggestions for improvement. c. **Adaptive Management:** Adjust the conservation and management plan as needed based on the results of audits and community feedback.

10. Conclusion: This Conservation and Management Plan outlines a comprehensive strategy to preserve and enhance Pulborough Main Recreation Park. By addressing maintenance needs, sustainability initiatives, community engagement, and traveller incursion prevention, the park can continue to be a cherished and well-maintained asset for the community. Ongoing monitoring and adaptation are key to ensuring the long-term success of these efforts.

Nutborne Common Conservation Plan

Introduction

Nutborne Common, located in Pulborough, is a valuable natural resource that supports diverse wildlife and contributes to the local ecosystem's health. This Conservation Plan aims to ensure the long-term protection and enhancement of Nutborne Common's biodiversity, with a particular focus on tree maintenance, the protection of adders, and community involvement.

Objectives

1. Tree Maintenance

Nutborne Common is home to a variety of tree species that provide critical habitats for numerous species of birds, insects, and small mammals. Regular tree maintenance is essential to protect these habitats and ensure the health of the trees. The objectives for tree maintenance are:

- Conduct an initial survey to identify the types and conditions of trees on Nutborne Common.
- Establish a routine maintenance schedule, with a focus on pruning, tree health assessments, and potential tree planting to diversify tree species.
- Engage qualified arborists to perform necessary tree work, following sustainable and wildlife-friendly practices.
- Monitor tree health and biodiversity response to tree maintenance efforts.

2. Protection of Adders

Nutborne Common is known to be a habitat for adders, a protected species in the UK. Ensuring their protection and providing suitable conditions for their habitat is essential. The objectives for adder protection are:

- Conduct an adder population survey to determine their current numbers and distribution on Nutborne Common.
- Establish designated adder protection zones with clear signage to educate visitors about their presence and the need for protection.
- Work with local herpetology experts to provide guidance on habitat management and create safe hibernation sites.
- Develop a monitoring program to track adder populations and assess the success of conservation efforts.

3. Community Involvement

Engaging the local community and encouraging their participation in Nutborne Common's conservation is crucial for long-term success. The objectives for community involvement are:

- Establish a Nutborne Common Conservation Group, comprising local residents, schools, and interested individuals, to promote awareness and active involvement in conservation efforts.
- Organise regular workshops, guided nature walks, and educational programs to raise awareness about the Common's biodiversity and conservation needs.
- Collaborate with community-first organisations and volunteers to organise clean-up events, invasive species removal, and habitat restoration activities.
- Create a volunteer program that allows interested community members to contribute to the maintenance and protection of Nutborne Common.

Implementation

Timeline

The conservation plan will be implemented over a five-year period, with ongoing monitoring and adjustments as needed.

- Year 1-2: Tree maintenance and adder population surveys and protection zones.
- Year 3-4: Community involvement programs and volunteer engagement.
- Year 5: Evaluation of progress, adjustments, and setting new goals for the next conservation period.

Budget

Secure funding through grants, donations, and partnerships with local businesses and organisations. Allocate funds to cover the following:

- Arborist services for tree maintenance.
- Adder population surveys and habitat improvements.
- Community engagement programs and educational materials.
- Signage and information boards.
- Monitoring equipment and data analysis.

Monitoring and Evaluation

Consistent monitoring and evaluation are vital to assess the effectiveness of conservation efforts. This will involve:

- Regularly reviewing tree health and biodiversity on Nutborne Common.
- Tracking changes in the adder population and their habitat conditions.
- Collecting feedback and data from community engagement programs and volunteers.
- Conducting annual assessments to measure progress towards conservation goals.

Conclusion

Nutborne Common is a valuable natural asset that requires careful conservation efforts to protect its biodiversity and engage the local community in its preservation. This comprehensive plan, focused on tree maintenance, adder protection, and community involvement, aims to ensure the long-term health and sustainability of Nutborne Common as a thriving natural habitat. By working together with the local community and experts in various fields, we can safeguard this natural treasure for generations to come.

From: [Anna Beams](#)
To: [Harry Quenault](#)
Cc: [Councils](#)
Subject: Internal Audit Quote - Pulborough Parish Council
Date: 15 September 2023 10:32:56
Attachments: [Internal Audit Services at Mulberry.pdf](#)

Dear Harry

Thank you for your enquiry.

As part of a range of services we offer to town and parish councils we provide an internal audit service, which is conducted in accordance with current guidelines and accounting practices. The attached information sheet provides more details on our internal audit services.

Generally we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with the non-financial aspects of the audit. (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.). The second (final audit) focuses on the financial aspects, checking of the Annual Governance and Accountability Return (AGAR) and the supporting information being submitted to the external auditors.

Our clients have generally found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit however if preferred, we can carry out the audit in one visit.

Mulberry & Co have been conducting and providing training on local authority internal audit for over 15 years, and are registered auditors, chartered certified accountants and chartered tax advisors. Our team currently undertake approximately 200 audits per annum from small councils with income and expenditure below £25,000 to larger Town councils with income exceeding £3 million.

All our reports are delivered via a secure password protected on-line portal that only the clerk has access to. These reports will be in .pdf format and can be printed or emailed as desired.

We charge based on an hourly rate and from the financial year 2023-24 will be charging £65 per hour + VAT together with travel costs at £0.45p per mile, we do not charge for travel time. Should you appoint us for a 3-year period, the fee will be fixed at the rate quoted. The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, but I would estimate that a full year's auditing would be conducted in approximately 4-6 hrs.

If you have any further questions, please do not hesitate to contact me.

Kind regards,

Anna

Anna Beams, Local Authority Officer



Mulberry & Co

DD 03303 450597

Office 01483 423 054

[Training Programme for Local Councils](#)

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Internal Audit Services at Mulberry & Co

Thank you for considering using Mulberry & Co to provide your council with an internal audit. The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement in accordance with proper practices in relation to accounts.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The interim audit(s) will generally focus on the governance and accountability functions of the council rather than the financial elements. The conclusion of this review is a report providing the council with recommendations where applicable for the improvement of internal processes and assurance that the councils systems are fit for purpose and the possibility of the systems being prone to error or misstatement are low.

We are aware that not all councils elect to have an interim audit preferring to have just one audit conducted after the year end; however, this increases the risk that errors in the processes are not able to be rectified to show that for the year under review the council was compliant with regulations, leading to possible qualifications.

At Mulberry & Co we recommend that councils have at least two internal audits per annum with one in the autumn and one after the council year end. In some cases, your council may well have additional interim audits where there are significant areas to focus upon.

Our service **begins with the engagement process**, which includes our 'Internal Audit 2022/23' document where we will issue you with key information such as but not limited to:

- ✓ Location of audit
- ✓ Who will carry out the work,
- ✓ How long it will take
- ✓ Fees
- ✓ Your right to complain
- ✓ Audit plan
- ✓ Appendices containing information to prepare for audit

The audit team will **book the audit date(s) with the council and confirm in writing**, reminding councils of the checklist of items that should be prepared in advance of the audit visit.

Once a date has been booked the council should review **the formal audit plan** detailing the tests that will be carried out. This document is written such that it can be taken to council as part of the “review of the effectiveness of internal audit” function on the Annual Governance Statement. A sample of the plan is shown below.

Audit assertions	Recommended minimum testing
Appropriate books of account have been kept properly throughout the year.	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained
The council’s financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

At the audit, we will start with a general conversation about how the year has gone and any issues you may have or need to bring to our attention. As part of this introductory phase, we will carry out “**Walk through testing**” designed to give us an insight as to how the councils financial systems and process operate and test any weaknesses. Based on these results we will decide if further “**Substantive Testing**” is required or whether we can rely on the internal controls already evidenced.

At the interim visit we review and perform tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

We will then prepare an interim audit report which will summarise our findings in each of the areas we have to sign off on the AGAR as internal auditor. We will as part of this report produce a table of recommendations for council and provide an opinion of the internal processes and procedures of the council. A sample of the report is shown at the end of this document.

At the final visit we review and perform tests on the following areas:

- Review of annual accounts & Annual Governance and Accountability Return (AGAR)
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

We will then prepare the final audit report, taking into account any actions taken by the council as a result of the interim audit, and sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR).

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Audit findings

The council continues to use RBS as a day-to-day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of the council. There are three users with their own individual logons.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM AND FINAL AUDIT)

Audit findings

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

The external auditors report was not qualified in 2020/21. This was reported to council in November 2021. Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted. The notice of conclusion of audit and audited AGAR have been posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests, in line with regulations. **The councillors will need to sign acceptance to receive information by electronic means.** I have provided some sample wording below for council consideration.

"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

All our reports are delivered via a secure on-line portal called "Iris Openspace" that only the Clerk/RFO has password access to. These reports will be in PDF format but can be printed or emailed as desired.

Auditing Solutions Ltd

Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wilts
SN15 2JJ

Date Rec'd	25/7/23
Clir 1	W27 20
Clir 2	
RFO	

Email: anne@councilaudit.co.uk

Phone: 07986 095004

Invoice To:

Pulborough Parish Council
Swan View
Lower St
Pulborough
West Sussex
RH20 2BF

INVOICE

Vat Reg Number: 847 0792 01

Invoice No: A8140

Invoice Date: 13/06/2023

Customer A/c No: PULBOROUGH

Customer Ord No:

clerk@pulboroughparishcouncil.gov.uk

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
INT AUD	The provision of Internal Audit service for 2022-23 Including preliminary & subsequent work at our offices. 10th & 11th June		2	Day	480.00	960.00	192.00	20%

If invoice is not paid by the due date, this may incur an administration charge.

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Payment Due: 11/07/2023

If you wish to pay online or by BACS, our bank account details are:
Unity Trust Sort Code 60-83-01 Account No: 20415109

Net	960.00
VAT	192.00
Gross	1,152.00 ✓



Pulborough Cricket Club
c/o Sports & Social Club
2 Rectory Lane
Pulborough
West Sussex
RH20 2DJ

5th September 2023

Dear Mr Quenault,

Re: Disputed Rent

I would like to draw the Parish Council's attention to the unacceptable state of the "facilities" at the Pulborough Sports & Social Club - again.

These concerns along with a request for a moratorium on rent, were originally raised by email to the Parish Council as far back as October 2022. They were raised again a few days prior to the recent election on 4th May 2023 and went unaddressed until an invoice for £350 was received in June. The invoice stated a decision had been taken by the Finance Committee at a meeting of 27th April to impose a £25 per match fee on the cricket club. This decision was neither discussed with or notified to the cricket club beforehand.

The changing rooms smell damp, are dingy, and void of ventilation. This has nothing to do with the standard of cleaning, they have simply been allowed to decay and deteriorate over time. As a result, the players have to turn up dressed for the game already or change outside. After the game, they are unable to shower due to the absence of hot water. It's an embarrassment to explain this to visiting teams, most of whom also play on council run facilities which are adequate if not superior to what we have.

I would ask for it to be noted (again) that the cricket club pays an ECB qualified groundsman £1200 to prepare and maintain the square. At the end of each match, the groundsman repairs the worn areas and cuts another strip to use the following week and so on. In addition to the labour costs, the cricket club maintains its own mowers and pays for loam, grass seed, top soil and sawdust – roughly £800 a season. The cricket club maintains the scoreboard and its VDU system and pays for maintenance of the sight screen and covers. The Stoolball team also use the square yet pay us nothing towards its upkeep.

All of the cricket club personnel (from the players to the tea lady) are paid up members of the Sports & Social Club.

Out of all of the sports teams, the nearest comparator to the cricket club for maintenance is the Bowls Club. However they have their own bar to generate income and offset their costs. The cricket club relies solely on membership and sponsorship and it will be difficult to predict next seasons income given the cost of living crisis. The Bowls Club pay the Parish Council £100 a year, a peppercorn rent that is being denied to the cricket club it seems.

Match fees are a modest way of generating income. However, the football teams commenced their adult and childrens friendly fixtures prior to the cricket season ending. This has resulted in holes and wear and tear, in what would be the cricket fielding areas and has effectively cut the cricket season short. These friendly fixtures also curtailed several of the seniors training sessions as the pitch overlaps the nets.

Finally, I will reiterate (again) that the nets have never been for the sole use of the cricket club. To conflate the issue of disputed rent with the replacement of the nets comes across as petty and spiteful and will be on the items to discuss at my meeting with Andrew Griffiths MP on 8th September, along with the £30,000 Section 106 Grant that the cricket club successfully secured from Horsham District Council.

Taking into account all of the above, I hope the Parish Council will accept the £150 that the cricket club can afford, is fair.

Kind regards,

Tracy Clarke