



## Annual Report of the Council 2010

- Minutes of the Meeting 19 May 2009
- Committee Reports
- Audited Accounts 2008/2009
- Annual Return 2009
- Draft statement of accounts 2009/2010

**Presented at the Annual Parish Meeting  
7.30 pm Tuesday 18 May 2010  
Village Centre, Hurstpierpoint**

## ANNUAL PARISH MEETING

7.30 p.m. Tuesday 18 May 2010

at the Village Centre, Trinity Road, Hurstpierpoint

### AGENDA

1. Introduction by the Chairman, Mr John Lowman
2. Minutes of the Annual Parish Meeting held on 19 May 2009
3. Annual Report of the Council - presented by the Chairman
4. Financial Report of the Council - presented by the Clerk
5. Sussex Police - a review of operations

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| <ol style="list-style-type: none"><li>6. We want to hear your views.... The local Parish Plan 2011-16<br/>(A presentation by the Chairman and Clerk)</li><li>7. Open forum for the public</li><li>8. Closing remarks by the Chairman</li></ol> |
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Chairman of the Council  
May 2010

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## **Contents:**

1. Minutes of the Annual Parish Meeting 19 May 2009
2. Chairman's Report
3. Reports of the Chairmen of the Committees
4. List of Councillors and Officers of the Council
5. Annual Statement of Accounts 2008/09 (audited)
6. Annual Return 2009
7. DRAFT Annual Statement of Accounts 2009/10

## **MINUTES of the ANNUAL PARISH MEETING held on Tuesday 19 May 2009 at 7.30 pm at the Village Centre, Trinity Road, Hurstpierpoint**

### **Present:**

Mr John Lowman (Chairman of Council)  
11 Parish Councillors  
3 District Councillors  
1 County Councillor  
The Clerk, Deputy Clerk and Parish Maintenance Officer  
32 Members of the public

### **1. Introduction by the Chairman**

The Chairman welcomed those present and introduced the councillors attending the meeting.

### **2. Minutes of the Annual Parish Meeting held on 20 May 2008**

The Minutes were approved as a true record and signed by the Chairman.

### **3. Annual Report of the Council 2008/09**

The Chairman presented the Annual Report for the Year 2008/09.

### **4. Financial Report of the Council**

The Clerk to the Council presented the audited Annual Accounts for the Year 2007/08 and the provisional draft Accounts for the Year 2008/09, and took questions from the Meeting.

### **5. Sussex Police - a review of operations**

Sgt Simon Alexander presented a review of operations in the Parish for the Year 2008/09. It was noted that a "Beatsweep" campaign was planned to be held in the Parish in the week commencing 22 June 2009. Sgt Alexander took questions from the Meeting.

### **6. Core Strategy - the strategic housing and other development in Mid Sussex:**

Following a brief introduction by the Chairman, the Clerk presented the background to, and the current position regarding the Government's South East Plan, the Core Strategy of Mid Sussex District Council, and the current draft proposals by Burgess Hill Town Council and the District Council. The current position of the Parish Council to the broad proposals was described as:

1. Economic climate is slowing the rate of housebuilding
2. Needs to be a proportionate distribution of housing across Mid Sussex, not weighted towards Burgess Hill
3. Pleased that Burgess Hill proposals are to the north of the town
4. Accept the benefits of sports facilities at the "Triangle roundabout"
5. Oppose relocation of any part of Burgess Hill's Victoria Industrial Estate to the A2300 road area
6. Remains to be persuaded that any employment development is required in A2300 area to the west of Burgess Hill but must be limited to local needs, and only when there is a proven case

The Chairman then took questions from the Meeting and after some discussion, asked for an informal show of hands on the Parish Council's position, acknowledging that any indication should not necessarily be taken as representative. The overwhelming majority of the Meeting indicated approval of the Council's position.

### **7. Open forum for the public**

The Chairman took open questions from the meeting. Matters raised included progress on the Transportation Plan for Hurstpierpoint, time limits on the District Council carpark, progress on Christmas lights in the High Street, and the correlation of planning decisions by the District Council and the Parish Council.

### **8. Closing remarks by the Chairman**

The Chairman thanked all those attending and noted that he was pleased to see public participation in many aspects of the local community. He laid particular stress on the forthcoming process of strategic planning in Mid Sussex and its impact on the Parish.

The meeting closed at 9.15 pm. Chairman

## 2. Chairman's Report

TO FOLLOW

John Lowman – Chairman of Council

### **3. Reports of the Chairmen of the Committees**

#### **COMMUNITY AFFAIRS COMMITTEE**

This report gives details of the work of this committee over the year.

##### **Community Partnership**

The Community Partnership has continued to look at the issues of traffic and parking as this was judged this to a major concern to a majority of residents. In association with the Services Committee, Mid Sussex District and West Sussex County Councils the Partnership aims to make further progress this year. Since achieving a major landmark in funding last year Community Partnership has progressed to the planning stage of the `Village Hub. We are sure that with the ongoing support of this committee the Partnership will eventually build its base in the residential area to the North of the Village.

##### **Adventurecus**

Sadly the Adventurecus scheme of sporting and outdoor events was unable to proceed this year.

##### **Arts Festival**

For yet another year the Hurst Festival took place again in September. Once more it has been a great success and has been enjoyed by many people both from within and beyond the Parish. Part funded by this committee the success of this event is still largely down to the efforts of the Festival Committee and a highly motivated team of helpers.

##### **Sussex Police Neighbourhood Panel**

The new Sussex Police initiative to form Neighbourhood Panels has been helping to help set the local policing agenda within the Parish. The Hurst and Sayers Common Panel have met and established a constitution and our new PCSO Rebecca Standing now holds the Chair.

##### **Police Surgeries**

We have continued to benefit from the support of our Neighbourhood Policing Team and our new PCSO has proven to be a committed replacement to PCSO Helen Eyre. Sussex Police maintain an ongoing program of Police surgeries and although they may appear under utilised this committee still sees them as an important service to the community.

##### **Events sub committee**

The Events Sub-committee has been dissolved and the fireworks were successfully run by the Hurstpierpoint Gym Club without the direct assistance of this committee.

##### **Museum Group**

This year the Museum Group have decided to scale back their operation within the Village Centre. With mutual consent this committee has reduced its support accordingly.

##### **Parish Maps**

The committee continues to support the initiative to refresh tourist maps. Although it has taken some time to get into a position the money is still available to proceed in the coming year.

##### **Hanging Baskets**

Once again we supported the Village Traders Association in funding floral baskets in the High Street. With their participation the displays improved the attractiveness of our community

throughout the summer and helped our village to continue to be an attractive destination for visitors.

### **Grants and Donations**

The formal grants and process has been successfully continued this year. We have seen applications at regular intervals and the committee has carried on with its objective to make decisions on grants and donations to various local organisations.

### **Christmas Lights**

After much hard work the committee Working Group was able to ensure we had Lights and a road closure for the Christmas event in the High Street for the first time this year. The money allocated has been used to set up a three year contract and we expect a more spectacular show next year.

Greg Driver - Chairman

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## **SERVICES COMMITTEE**

**TO FOLLOW**

Rebecca Hair – Chairman

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## **PLANNING & ENVIRONMENT COMMITTEE**

### **Planning Applications**

The Committee considered 136 planning applications during the year. We supported or recommended for approval 124 of these (Some with conditions), objected to 9 and provided no comment to 3.

Three controversial issues were:-

- i) The Willow Tree Hub which the Council supported in principle;
- ii) The Article 4 Directive for the Danny Parkland; and
- iii) The change of use to a restaurant (Fish and Chip).

Of those considered by the Parish Council, the Planning Authority agreed with 89% of these recommendations.

### **Housing and Core Strategy**

The Core Strategy has been put on hold until after the General Election. Following discussions with Mid-Sussex District Council, Burgess Hill Town Council and Hassocks Parish Council the most likely option is to locate the bulk of the new housing north of the A2300 link road. The Parish Council has also been concerned about the Strategic Housing Land Allocation Assessment (SHLAA) and the number of houses suggested for various sites. The Parish Council accepts that some development will be necessary in our Parish up to the year 2026 but it should be to meet the needs of local people (Those with family connections or work locally).t

### **South Downs National Park**

The National Park came into existence on 1<sup>st</sup> April 2010. The new National Park Authority (NPA) will work with the existing South Downs Joint Committee until 1st April 2011 when it will take full control. The NPA is the planning Authority for the Park area but could delegate some of the planning decisions back to the existing Planning Authorities. Some of the land south of the main built up area of Hurstpierpoint Village is in the Park. The expected increase in the number of visitors to the area should provide additional custom for local businesses and traders.

### **Landscape and Biodiversity Study**

The survey is continuing.

**Rodney Jackson** – Acting Chairman

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#### **4. List of Councillors and Officers of the Council**

##### **Councillors:**

Mr John Lowman (Chairman)  
Mr Michael Avery  
Mr Roy Dagger  
Mrs Mims Davies (resigned from Council 16 July 2009)  
Mr Greg Driver  
Mr John Grant (Retired from Council 25 March 2010)  
Miss Rebecca Hair  
Mr Malcolm Heather (joined Council 15 April 2010)  
Mr Rodney Jackson  
Mr John Porter  
Mr Shaun Revell  
Mr Alex Sampson (left Council 16 December 2009)  
Mr Bob Sampson  
Mrs Helen Sell  
Mrs Julia Shorrocks  
Mr Matthew Stokes (joined Council 17 December 2009)  
Mr John Wilkinson (Vice-Chairman)

##### **Council Officers:**

Mr Stephen Hoyles – Clerk to the Council  
Mrs Jo Kearns - Deputy Clerk to the Council  
Mrs Roberta Taylor (Assistant Clerk)  
Mrs Charlotte Kempson (Assistant Clerk)  
Mr Malcolm Ulhorn (Parish Maintenance Officer)  
Mr Richard Lechmere (Cemetery Officer)

##### **Communication:**

All Councillors and Officers can be contacted through the Parish Office:

tel: 01273 833264  
email: [hurstpierpoint.pc@btinternet.com](mailto:hurstpierpoint.pc@btinternet.com)  
postal address: Parish Office, Village Centre  
Trinity Road, Hurstpierpoint  
WEST SUSSEX BN6 9UY

HURSTPIERPOINT & SAYERS COMMON  
PARISH COUNCIL

**Statement of Accounts 2008/2009**

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*As approved by Council 18 June 2009  
(Minute 7.2)*

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

### Statement of Accounts 2008/09 Income and Expenditure Account for the year ended 31 March 2009

	2008/2009	2007/2008	
	£	£	
<b>Income</b>			
Precept	166,834	163,578	
s106		17,290	
Rural Management	3,166	3,427	
Investment	6,712	4,786	
Miscellaneous	16	536	
Services:			
Allotment rentals	1,050	1,027	
Recreation Ground	1,750	1,600	
Burial ground fees	9,845	6,891	
Property	3,642	3,500	
Grant - toilets		35,000	
<b>TOTAL income</b>	<b>193,015</b>	<b>237,635</b>	
<b>Expenditure</b>			
General administration	68,777	57,153	
Committee costs:			
Services	69,369	41,452	
Community Affairs (inc s137 payments)	17,080	7,703	Note 8
Emergency Planning		0	
Planning & Environment	300	72	
Village Centre - interest cost	42,677	44,360	Note 3
<b>TOTAL Expenditure</b>	<b>198,203</b>	<b>150,740</b>	
<b>Surplus/Deficit for the Year</b>	<b>-5,188</b>	<b>86,895</b>	
Balance brought forward	221,662	134,767	
<b>Balance carried forward</b>	<b>216,474</b>	<b>221,662</b>	

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

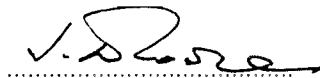
Statement of Accounts 2008/09

Balance Sheet as at 31 March 2009

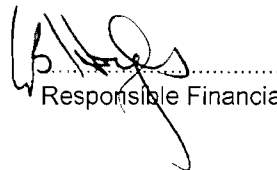
		2009 £	2008 £
<b>Long term assets</b>			
Investments	Note 1		
<b>Current Assets</b>			
Debtors (net of provision for doubtful debts)	Note 4	3,452	2,798
Cash in hand	Note 5	225,137	233,176
<b>TOTAL Assets</b>		<b>228,589</b>	<b>235,974</b>
<b>Current Liabilities</b>			
Creditors		12,115	14,312
<b>NET ASSETS</b>		<b>216,474</b>	<b>221,662</b>
Represented by:			
Fund balance		137,824	140,970
Reserves			
Capital reserve			0
Earmarked reserves	Note 7	78,650	80,692
		<b>216,474</b>	<b>221,662</b>

The above statement represents fairly the financial position of the authority as at 31 March 2009 and reflects its income and expenditure during the year.

Approved by Council: 18 JUNE 2009



Chairman



Responsible Financial Officer

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

### Supporting notes for the 2008/2009 Statement of Accounts

(These notes provide supplementary information about the financial affairs of the Council at the end of the 2008/2009 financial year.)

#### Note 1: Assets

At 31 March 2009 the following assets were held:

		<b>Value</b>	
		<b>£</b>	<b>Note</b>
a)	Freehold Cemetery and Chapel, South Avenue	2,000	1
	Land		
	Building	10,200	3
b)	Freehold Recreation Ground, & Access Road (Pit Road) South Avenue	30,000	1
c)	Freehold Garden & Hall, High Street	10,000	1
d)	Freehold Allotments, Albourne Road	7,500	1
e)	Freehold Recreation Ground Sayers Common	4,000	1
f)	Freehold land to north of Old Telephone Exchange Cuckfield Road	2,000	2
g)	Leasehold Office, Trinity Road	16,000	1
h)	Computer equipment and office contents	7,725	5
i)	Leasehold Cemetery	7,000	2. 4.
j)	Leasehold Garden	6,500	1. 4.
k)	Street furniture		
	Bus shelters	18,688	5
	Noticeboards	4,544	5
	Bench seats	1,617	5
	Signs	2,081	5
	Lamp-posts		
l)	Gates and fences	3,204	5
m)	Playground equipment	49,197	5
n)	Mowers and cemetery equipment	2,575	5
o)	Other property	7,501	4. 5.
	<b>TOTAL</b>	<b>192,332</b>	

#### Note:

The basis of valuation of these assets is:

- 1 "Open market value, existing use" (as valued by District Valuer 12 June 1997)
- 2 "Open market value" (as valued by District Valuer 12 June 1997)
- 3 "Depreciated replacement cost" (as valued by District Valuer 12 June 1997)
- 4 "At cost"
- 5 At insured value"

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

### Note 1: Investments

At 31 March 2009 no long-term investments were held.

### Note 2: Leases

At 31 March 2009 the following leases were in operation:

Lessee	Purpose	Annual rent	Year of expiry
Hurstpierpoint Tennis Club	tennis court and clubhouse	1,200	2019
Hurstpierpoint Bowls Club	bowls green and pavilion	600	2013
St Georges Millenium Garden Trust	public garden	peppercorn (6,500 paid for 60 year lease)	2060

Lessor	Purpose	Annual rent	Year of expiry
West Sussex County Council	Museum (formally Parish Office)	nil (20,000 paid for 60 year lease)	2039
West Sussex County Council	public garden	peppercorn (6,500 paid for 999 year lease)	2999
West Sussex County Council	cemetery	peppercorn (7,000 paid for 999 year lease)	2998
West Sussex County Council	Village Centre (as custodian trustee)	peppercorn	2054

### Note 3: Borrowings

At 31 March 2009 a loan of £165,000 from the Public Works Loan Board was outstanding. The loan is repayable over a period of 10 years commencing April 2004. In accordance with the relevant Accounts and Auditing Regulations applicable to a medium-sized Council, the loan is shown as income in the year in which it is taken out, and not in the Balance Sheet.

### Note 4: Debtors:

At 31 March 2009 debts of £2,489 were outstanding and due to the Council. The ages of these debts were:

	number of debts	value
Debts less than 3 months old:	4	£3,452

### Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£103,408
Imprest account (Cooperative Bank - Community Directplus account)	£100
Investment account (Cooperative Bank - Corporate Guaranteed Investment Account)	£109,250
Petty cash	£200
National Savings Bank	£12,179
<b>TOTAL</b>	<b>£225,137</b>

### Note 6: Receipts in advance

Income in respect of Election expenses is precepted for and received each year, although the cost of elections only occurs every fourth year. The year to 31 March 2009 was not an election year. In previous years, following the advice of our auditors, the income has been treated as a receipt in advance, for three years and not recognised in the Income and Expenditure Account until an election year.

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

### Note 7: Earmarked Reserves:

Balance at 31 March 2009

<u>Item</u>	<u>2009</u>	<u>2008</u>
Video camera	402	402
Pedestrian safety	13,365	13,365
Emergency planning	650	650
Gratuity Fund	12,178	11,785
Village seats legacy	222	222
Community Affairs - events	4,268	4,268
Public toilets - build	12,565	15,000
Public toilets - grant	35,000	35,000
<b>Per Balance Sheet</b>	<b>£78,650</b>	<b>£80,692</b>

The earmarked reserves represent the amount of money available within the Council's fund balance, which have been designated for specific purposes.

### Note 8: Section 137 Payments

<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
Royal British Legion	Donation, wreath	18
Sayers Common PCC	Donation	495
Remembrance Day band donation	Donation	150
<b>TOTAL</b>		<b>663</b>

### Note 9: Agency work

During the year the Council undertook agency work on behalf of West Sussex County Council for roadside maintenance activities and received £4,980. A concurrent arrangement with Burgess Hill Town Council was in place and an equivalent payment was made to them to enable their operations team to undertake the work.

### Note 10: Advertising and publicity

The following costs for advertising and publicity were incurred during the year:

Recruitment advertising	1,471
Newsletter, Village Voice	1,997
<b>TOTAL</b>	<b>3,468</b>

### Note 11: Contingent liabilities

No contingent liabilities have been identified.


### Note 12: Pensions:

No contributions were made to pensions. The Council maintains a Gratuity Fund for future retirement payments in accordance with NALC guidelines.

### Note 13: VAT

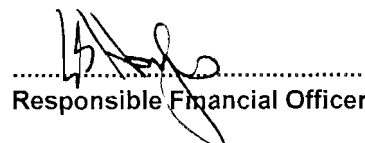
VAT has been netted off VAT recoverable. The amount outstanding at the year end is shown debtors.

Approved by Council



Chairman

Date: 22 JULY 2009



Responsible Financial Officer

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

### Expenditure against Budget 2008/2009

Item	Budget 2008/09	Actual 2008/09	Budget 2009/10
<b>Employment costs:</b>			
Clerk	18,000	17,802	21,850
Deputy clerk	11,200	11,858	13,600
Bookkeeper	2,900	3,937	
Secretary	6,900	6,938	9,150
Training	600	1,044	1,250
Expenses	1,000	2,054	750
Payroll charge	300	437	315
Pension fund			1,200
National Insurance	3,000	3,066	2,900
<b>TOTAL</b>	<b>43,900</b>	<b>47,136</b>	<b>51,015</b>
<b>Administration costs:</b>			
Office charge	4,500	2,741	5,050
Publicity	50	1,658	50
Post, stationery and telecoms	1,500	1,601	900
Room hire	700	705	500
Subscriptions	2,100	2,038	1,925
Insurance	3,800	3,250	3,400
Audit	700	925	950
Contingencies	200	7	500
General Expenses	300	983	300
election expenses (see note 6)	750		750
Councillors expenses and training	6,800	5,812	6,000
IT and computer	2,000	1,557	1,800
Office modifications	1,000	0	500
Asset expenses		1,152	750
Equipment	1,500	211	1,000
Parking discs cost		940	
Parking discs income		-1,763	
Green sacks income		-176	
<b>TOTAL</b>	<b>25,900</b>	<b>21,641</b>	<b>24,375</b>
<b>Committee operations:</b>			
Services expenditure (refurbishment of toilets)	67,625	69,369	66,106
Community Affairs expenditure	58,900	59,757	62,174
Emergency Planning expenditure	200		500
Planning and Environment	5,000	300	5,000
<b>TOTAL</b>	<b>131,725</b>	<b>129,426</b>	<b>188,780</b>
<b>TOTAL EXPENDITURE</b>	<b>201,525</b>	<b>198,203</b>	<b>264,170</b>
<b>Income</b>			
Precept	166,834	166,834	170,171
Services and property income	17,305	19,453	23,280
Investment, miscellaneous and s109 income	4,600	6,728	5,400
<b>TOTAL INCOME</b>	<b>188,739</b>	<b>193,015</b>	<b>198,851</b>
<b>DEFICIT (reduction in reserves)</b>	<b>12,786</b>	<b>5,188</b>	<b>65,319</b>



# Section 1 – Statement of accounts for


HURSTPIERPPOINT + SAYERS Common PARISH COUNCIL

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

	31 March 2009	31 March 2008	
1 Balances brought forward	134,767	221,662	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	163,578	166,834	Total amount of precept received in the year.
3 (+) Total other receipts	74,057	26,181	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	46,009	55,093	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	44,360	42,677	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other payments	60,371	100,433	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	221,662	216,474	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	233,176	225,137	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	186,446	192,332	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	198,000	165,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	N/A	N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council/meeting and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.

Signed by Responsible Financial Officer



Date 22 JULY 2009

I confirm that these accounts were approved by the council/meeting and recorded as minute reference

7.2

Date 18 JUNE 2009

Signed by Chair of meeting approving this statement of accounts



Date 22 JULY 2009

## Section 2 – Annual governance statement

We acknowledge as the members of **HURSTPIERPPOINT + SAYERS COMMON PARISH COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2009, that:

- |   |   |     |   |
|---|---|-----|---|
| 1 | we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.  | YES | prepared its statement of accounts in the way prescribed by law.  |
| 2 | we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption <b>and</b> reviewed its effectiveness.  | YES | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3 | we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances. | YES | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.  |
| 4 | we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | YES | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.   |
| 5 | we have carried out an assessment of the risks facing the council <b>and</b> taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.   | No  | considered the financial and other risks it faces and has dealt with them properly.   |
| 6 | we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems <b>and</b> carried out a review of its effectiveness.   | YES | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work. |
| 7 | we have taken appropriate action on all matters raised in reports from internal and external audit.   | YES | responded to matters brought to its attention by internal and external audit.   |
| 8 | we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.                                  | YES | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.   |
| 9 | Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.                   | N/A | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |

This annual governance statement is approved by the council/meeting and recorded as minute reference

**7.3 ANNUAL RETURN 2008/09**

dated **18 JUNE 2009**

Signed on behalf of **HURSTPIERPPOINT + SAYERS COMMON PARISH COUNCIL**

Signed by: Chair



Date **22 JULY 2009**

Signed by: Clerk



Date **22 JULY 2009**

**\*Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

## Section 3 – External auditor’s certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2009 of

HURSTPIERPOINT & STYERS COMMON PARISH

COUNCIL/MEETING

### Respective responsibilities of the council and the auditor

The council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the council’s accounting records for the year ended 31 March 2009; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor’s report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate)

The Council should undertake a risk assessment, which should consider both financial and operational risks. This should be formally reviewed on an annual basis and the results minuted – refer to the NALC / SLCC Practitioners Guide for further information. It is noted that the Council have taken steps to address this issue in 2009/10.

Other matters not affecting our opinion which we draw to the attention of the council/meeting:

The Council must ensure it takes appropriate action to address the matters raised by the internal auditor.

The Council should ensure that the results of the review of effectiveness of internal audit is documented and minuted each year.

External auditor’s signature:

Mazars LLP

External auditor’s name:

Mazars LLP, Southampton, SO15 2BE

Date:

16/11/2009

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

**DRAFT**

## Statement of Accounts 2009/10

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# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

**DRAFT**

### Statement of Accounts 2009/10 Income and Expenditure Account for the year ended 31 March 2010

	2009/10	2008/2009	
	£	£	
<b>Income</b>			
Precept	170,171	166,834	
s106	0	0	
Rural Management	0	3,166	
Investment	2,153	6,712	
Miscellaneous	7,122	16	
Services:			
Allotment rentals	1,533	1,050	
Recreation Ground	2,263	1,750	
Burial ground fees	9,780	9,845	
Property	4,954	3,642	
Highways	3,246	0	
Grant - toilets	0	0	
Grant - recreation	2,000	0	
<b>TOTAL income</b>	<b>203,222</b>	<b>193,015</b>	
<b>Expenditure</b>			
General administration	85,218	68,777	
Committee costs:			
Services	126,289	69,369	
Community Affairs (inc s137 payments)	16,779	17,080	Note 8
Emergency Planning	0	0	
Planning & Environment	0	300	
Village Centre - interest cost	40,995	42,677	Note 3
<b>TOTAL Expenditure</b>	<b>269,281</b>	<b>198,203</b>	
<b>Surplus/Deficit for the Year</b>	<b>-66,059</b>	<b>-5,188</b>	
Balance brought forward	216,474	221,662	
<b>Balance carried forward</b>	<b>150,415</b>	<b>216,474</b>	

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

**DRAFT**

### Statement of Accounts 2009/10

### Balance Sheet as at 31 March 2010

		2010 £	2009 £
<b>Long term assets</b>			
Investments	Note 1	0	0
<b>Current Assets</b>			
Debtors (net of provision for doubtful debts)	Note 4	10,271	3,452
Cash in hand	Note 5	160,318	225,137
<b>TOTAL Assets</b>		<b>170,589</b>	<b>228,589</b>
<b>Current Liabilities</b>			
Creditors		20,174	12,115
<b>NET ASSETS</b>		<b>150,415</b>	<b>216,474</b>
Represented by:			
Fund balance		118,130	137,824
Reserves			
Capital reserve			
Earmarked reserves	Note 7	32,285	78,650
		<b>150,415</b>	<b>216,474</b>

The above statement represents fairly the financial position of the authority as at 31 March 2010 and reflects its income and expenditure during the year.

Approved by Council: .....2010

.....  
Chairman

.....  
Responsible Financial Officer

### Supporting notes for the 2009/2010 Statement of Accounts

(These notes provide supplementary information about the financial affairs of the Council at the end of the 2009/2010 financial year.)

#### Note 1: Assets

At 31 March 2010 the following assets were held:

	<b>Value £</b>	Note
a) Freehold Cemetery and Chapel, South Avenue	2,000	1
Land		
Building	10,200	3
b) Freehold Recreation Ground, & Access Road (Pit Road) South Avenue	30,000	1
c) Freehold Garden, High Street	10,000	1
Freehold building (Chantry Stables)	118,078	5
d) Freehold Allotments, Albourne Road	7,500	1
e) Freehold Recreation Ground Sayers Common	4,000	1
f) Freehold land to north of Old Telephone Exchange Cuckfield Road	2,000	2
g) Leasehold Office, Trinity Road	16,000	1
h) Computer equipment and office contents	5,781	5
i) Leasehold Cemetery	7,000	2. 4.
j) Leasehold Garden (Millennium)	6,500	1. 4.
k) Street furniture		
Bus shelters	19,155	5
Noticeboards	1,009	5
Bench seats	1,975	5
Signs	1,153	5
Lamp-posts		
Village Green Dovecote	3,649	
l) Gates and fences	3,284	5
m) Playground equipment	50,427	5
n) Mowers and cemetery equipment	2,665	5
o) Other property	14,589	4. 5.
<b>TOTAL</b>	<b>316,965</b>	

#### Note:

The basis of valuation of these assets is:

- 1 "Open market value, existing use" (as valued by District Valuer 12 June 1997)
- 2 "Open market value" (as valued by District Valuer 12 June 1997)
- 3 "Depreciated replacement cost" (as valued by District Valuer 12 June 1997)
- 4 "At cost"
- 5 At insured value"

# HURSTPIERPOINT & SAYERS COMMON

## PARISH COUNCIL

DRAFT

### Note 1: Investments

At 31 March 2010 no long-term investments were held.

### Note 2: Leases

At 31 March 2010 the following leases were in operation:

Lessee	Purpose	Annual rent	Year of expiry
Hurstpierpoint Tennis Club	tennis court and clubhouse	1,200	2019
Hurstpierpoint Bowls Club	bowls green and pavilion	650	2013
St Georges Millenium Garden Trust	public garden	peppercorn (6,500 paid for 60 year lease)	2060
Lessor	Purpose	Annual rent	Year of expiry
West Sussex County Council	Museum (formally Parish Office) (20,000 paid for 60 year lease)	nil	2039
	In the Year the Museum Group vacated and the Office was sub-let to WSSC Families + Childrens' Centre for a rent of £2,400 pa		
West Sussex County Council	public garden (6,500 paid for 999 year lease)	peppercorn	2999
West Sussex County Council	cemetery (7,000 paid for 999 year lease)	peppercorn	2998
West Sussex County Council	Village Centre (as custodian trustee)	peppercorn	2054

### Note 3: Borrowings

At 31 March 2010 a loan of £132,000 from the Public Works Loan Board was outstanding. The loan is repayable over a period of 10 years commencing April 2004. In accordance with the relevant Accounts and Auditing Regulations applicable to a medium-sized Council, the loan is shown as income in the year in which it is taken out, and not in the Balance Sheet.

### Note 4: Debtors:

At 31 March 2010 debts of £10,818 were outstanding and due to the Council.

The ages of these debts were:

	number of debts	value
Debts less than 3 months old:		

### Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£44,694
Imprest account (Cooperative Bank - Community Directplus account)	£100
Investment account (Cooperative Bank - Corporate Guaranteed Investment Account)	£100,439
Petty cash	£200
National Savings Bank	£13,414
<b>TOTAL</b>	<b>£158,847</b>

### Note 6: Receipts in advance

Income in respect of Election expenses is precepted for and received each year, although the cost of elections only occurs every fourth year. The year to 31 March 2010 was not an election year. In previous years, following the advice of our auditors, the income has been treated as a receipt in advance, for three years and not recognised in the Income and Expenditure Account until an election year.



**Note 7: Earmarked Reserves:**

Balance at 31 March 2010

<b>Item</b>	<b>2010</b>	<b>2009</b>
Video camera	402	402
Pedestrian safety	13,365	13,365
Emergency planning	650	650
Gratuity Fund	13,378	12,178
Village seats legacy	222	222
Community Affairs - events	4,268	4,268
Public toilets - build	0	12,565
Public toilets - grant	0	35,000
<b>Per Balance Sheet</b>	<b>£32,285</b>	<b>£78,650</b>

The earmarked reserves represent the amount of money available within the Council's fund balance, which have been designated for specific purposes.

**Note 8: Section 137 Payments**

<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
Royal British Legion	Donation, wreath	to be added
Sayers Common PCC	Donation	to be added
Rememberance Day band donation	Donation	to be added
<b>TOTAL</b>		<b>0</b>

**Note 9: Agency work**

During the year the Council undertook agency work on behalf of West Sussex County Council for roadside maintenance activities and received £3,246. A concurrent arrangement with Burgess Hill Town Council was in place and an equivalent payment was made to them to enable their operations team to undertake the work.

**Note 10: Advertising and publicity**

The following costs for advertising and publicity were incurred during the year:

Recruitment advertising	0
Newsletter, Village Voice	1,284
<b>TOTAL</b>	<b>1,284</b>

**Note 11: Contingent liabilities**

No contingent liabilities have been identified.

**Note 12: Pensions:**

No contributions were made to pensions. The Council maintains a Gratuity Fund for future retirement payments in accordance with NALC guidelines and £1,200 was added to the Fund in the Year.

**Note 13: VAT**

VAT has been netted off VAT recoverable. The amount outstanding at the year end is shown debtors.

**Approved by Council**

**Date:** .....

.....  
**Chairman**

.....  
**Responsible Financial Officer**