



PLUMPTON PARISH COUNCIL

1st December 2022

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council to be held at the Village Hall on Tuesday 13th December 2022 at 19.45 for the purpose of transacting the following business.

Members of the Public Welcome – please contact the clerk to advise of your attendance.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

- 467. To accept apologies for absence
- 468. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
- 469. To Approve Minutes from Parish Council meeting held on 8th November 2022
- 470. Clerk's Report and discuss any Matters Arising from previous meeting.
- 471. Brief Report from the County and District Councillor on matters affecting this Parish.
- 472. Questions from Members of the Public – limited to a maximum of 15 minutes in total
- 473. Planning applications and consider further applications submitted after agenda publication:

LW/22/0727

Site adjoining 4 Strawlands Plumpton Green East Sussex

Approval of Reserved matters concerning access, appearance, landscaping, layout and scale in relation to Outline Approval LW/19/0237 to create a retirement development for over 55 year olds to comprise of 3no, 2 bedroom chalet bungalows, 2no bungalows and 4no 2-bedroom cottages.

LW/22/0765

Kilwarren, Station Road, Plumpton Green, East Sussex BN7 3BU

Erection of single storey rear extension with 4no rooflights and garage conversion with addition of window.

To note approved applications.

474. Correspondence

475. Finance Committee

- a. To approve the Finance Committee minutes of 8th November 2022
- b. To note internal auditors interim report
- c. To adopt expenditure as itemised on the schedules.
- d. To adopt year to date accounts.
- e. To adopt combined bank reconciliations
- f. To approve 2023/2024 budgets for PPC, VH and PF.



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- g. To approve precept request for 2023/2024 of £73,273 at a 14.7% rise an increase from £94.27 to £108.12 per annum on a tax band D property.

476. Neighbourhood Plan Update

- (i) Planning Liaison Working Group update
- (ii) Glebe site street naming

477.To note and action if necessary monthly RA reports.

478.Update on broadband fibre optic community scheme and actions.

479.2023 Elections and to note annual parish meeting of 18th April.

480.Update on first aid training sessions

481.Committee/Working Group Reports

- i. Transport and Environment/Footpaths/Policing
- ii. Allotments update
- iii. Community Orchard Update.
- iv. ESALC AGM and Conference

h. Village Hall

- i. Management of pond – vegetation and wild area between pond and footpath.
- ii. Replacement of footbridge

i. Playing Field/Pavilion

- i. To note playpark & skatepark inspection and action where necessary
- ii. To discuss/consider ROSPA recommendations on play/skatepark repairs and set up a working group.
- iii. To consider cost of pavilion shower repairs at £516.
- iv. Tennis Club lease
- v. To confirm responsibility for the donated defib as presented by XX on 26th November.

j. Events Committee

482.Interaction with Plumpton Primary School

483.Communications/Website

484.Items to be reported by Parish Councillors and/or to be included in future meetings



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485. Confidential item all press and public to leave the room

Dates of next meetings:

10th January 2023 19:00 PPCFC, 19:45 PPC

Anita Emery | Parish Clerk 1/12/2022



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Minutes of the Parish Council Meeting held at the Village Hall on 8th November 2022 at 19:45.

Present: Cllr N Beaumont – Chair (Cllr NB), Cllr Paul Burford, Cllr R Jury (Cllr RJ), Cllr Paul Stevens, Cllr Z Needham (Cllr ZD) , Cllr N Shefras (Cllr NDS), Cllr Jim Brown (Cllr JB) and District Councillor R Banks (Cllr RB).

Absent: Cllr A Gardiner (Cllr AG), Cllr Nick Satchell (Cllr NS) and CC Cllr S Osborne.

Also present: Anita Emery (Clerk & RFO).

MOP's: 1

The AGENDA is as follows:

450. To accept apologies for absence

- Cllr NS, Cllr AG and CC Cllr S Osborne tendered their apologies and reasons for absence accepted.

451. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

- None

452. To Approve Minutes from Parish Council meeting held on 11th October 2022

- Cllr RB wished it noted that he stated 'he spoke against the Nolands Farm development at the inquiry'. This was unanimously noted and the minutes of 11th October approved based on the amendment.

453. Clerk's Report and discuss any Matters Arising from previous meeting.

- Clerk advised of the elections and the coronation bank holiday dates. Duly noted.
- Clerk advised she thought there was a sign at the skatepark already – this is to be checked.
- First Aid – it seems all first aid are generic towards offices etc – Clerk has to speak to the relevant companies as seems it's a bespoke request! **Clerk to action.**

454. Brief Report from the County and District Councillor on matters affecting this Parish.

- No report received from County.

District Report

- Cllr RB reported the Nolands Farm inquiry resumed on 10th November. It was to be reiterated that building a house cannot increase bio-diversity.
- Local Plan – may have more news next month – no clear guidance from central government to the district council.
- To answer comments from the local MP - the reason we need a new local plan is the government changed the rules so Lewes District and many other councils had to write new ones. In other words



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the council didn't "let" the Local Plan become out of date. The government forced the Local Plan to become out of date by changing the rules.

- Boundary Commission regarding constituency changes advised final consultation is now out and to have your say. Proposing Plumpton be part of the East Grinstead constituency rather than Lewes. This would have a disfranchised effect on planning.
- Met with Southern Water staff with LDC scrutiny committee but this wasn't at SW board level - questioned regarding sewage discharge into rivers and good to hold to account – would favour separate run off and drainage system.

455. Questions from Members of the Public – limited to a maximum of 15 minutes in total

- None.

456.Planning applications and consider further applications submitted after agenda publication:

LW/22/0672

Creamery House, Plumpton Lane BN7 3AB

1no single storey dwelling house.

- Resident in attendance to answer any questions PPC had. After much discussion PPC unanimously agreed to submit the following;
- *PPC notes the difficulties with the site but regards the proposal as worthy of **support** in principle as the passive house design would be regarded as exceptional and a model for further village development, especially when considered against the generic fossil-fuel dependent boxes being threatened elsewhere in the parish and beyond. Whilst not strictly in the National Park, PPC recommends the applicant review the recently published SDNP design guidelines when formulating the application as they provide useful pointers for a rural design setting.*

SDNP/22/04887/FUL

Plumpton College, Ditchling Road BN7 3AE

Retrospective application for the installation of 2no portkabin double classrooms for a temporary period until September 2024

- No objections
- Additional planning application received after publication of the agenda and needed a response before the next meeting.

Challoners Farmhouse, St Helena Lane, Plumpton BN7 3DQ

Erection of rear infill extension and installation of 3no replacement dormers to rear.

PPC: No comment.

To note approved applications.

- Nothing to note

457.Correspondence

- Item 13 re fireworks on VH green PPC notes there is no precedent for the request, but since neighbouring properties are free to use fireworks without specific restrictions, there is no reason to arbitrarily decline a modest firework event on the



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village green. This would be subject to any necessary approvals from authorities such as Highways, receipt of a professional risk assessment and indemnity, communication to local residents, and the hirer having a strong connection to the parish. **Clerk to action.**

- Item 7. Clerk advised resident within parish wished to use the apple press as missed the apple pressing day as it was too early for their crop. Fee to use press for a small crop of apples was not viable. Clerk and Chair agreed to request the deposit of £75 but waive the fee. It was unanimously agreed therefore that the press can be borrowed only to residents of the parish free of charge (subject to £75 refundable deposit received) and to charge £55 for the hire outside of the parish. **Clerk to action.**

458. Finance Committee

- Cllr PB reported VH income tracking well to budget and the final tranche of CIL money has been received from the Sigma Homes development. The extra bank account has been opened and £50k has been transferred to Unity to spread the funds to ensure PPC are covered by FSCS.
- a. To approve the Finance Committee minutes of 12th July 2022
 - Unanimously approved
 - b. To adopt expenditure as itemised on the schedules.
 - Cllr PB advised there were some additions to the expenditure:- PPC - £100 to the British Legion, VH - £24.98 VH manager expenses and PF - £44.00 for SDF Pest Control.
 - Unanimously adopted.
 - c. To adopt year to date accounts.
 - Unanimously adopted
 - d. To adopt combined bank reconciliations
 - Unanimously adopted
 - e. Budget recommendations for PPC, VH and PF for 2023/2024.
 - Cllr PB advised the budget recommendations had been discussed and advised the grant given to PF stays the same and VH is self funding. PPC expenses main increase is salaries, pension on costs etc – having looked at budget there is no way to reduce and will be proposing in December an approximate increase of 14% (subject to tax base numbers). Precept rise has been kept extremely low for the last two years by using general reserves. General reserves are now where they should be.

459. Neighbourhood Plan Update

- (i) Planning Liaison Working Group update



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- Cllr NB advised the Nolands inquiry starts on 10th Nov and the planning liaison group will be attending online. Cllr NB had joined the site visit with the Inspector and two landscape consultants from both parties walking from Ditchling Beacon to Blackcap to look at the views of the proposed site.

(ii) Glebe site street naming

- Cllr NB to speak to PCC about suggestions. Cllr PS suggested Rectory Lane.

460. To note and action if necessary monthly RA reports.

- Nothing to report some items a little outdated. **Clerk to action.**

461. Update on broadband fibre optic community scheme and actions.

Cllr PS reported it remains the case that Openreach is not accepting new registrations, and this is likely to continue until end of February for East Sussex as that is the revised date (previously end of December) when Building Digital UK (BDUK) announces the results of its procurement process with East Sussex CC (BDUK is the government agency responsible for fibre rollout within the Department of Digital, Media, Culture and Sport). Openreach still has no confirmed date for Plumpton outside of the BDUK plan, but does now acknowledge that Plumpton has fibre to the cabinet (fttc) and therefore we should be able to achieve up to 80mbps. We are researching whether suppliers will now provide greater guaranteed speeds to Plumpton, but that is not currently the case. BDUK has indicated that two companies other than Openreach are active in our area. One is engaged in a project in Haywards Heath and has been contacted. It will do some research and see if they can provide an alternative, quicker implementation than Openreach. The other company is not accepting registrations until the New Year as it says the voucher scheme is suspended until then.

462. Update on first aid training sessions

- Noted in Clerks report.

463. Committee/Working Group Reports

f. Transport and Environment/Footpaths/Policing

- Cllr NB has created the method statement and RA for the SID for each site – initially stalling subject to Nolands remaining Council agreed to carry on. **Cllr NB to action.**
- Sites given are to use existing repeater street sign poles but they are not high enough – Cllr NB will ask if they have extenders.

i. Allotments update

- Cllr RJ – no update apart from it is flooded.

ii. Community Orchard Update.



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- Cllr NB had drafted a consultation paper for parishioners and requested feedback. Cllr PS advised that given the Community Orchard was on the neighbourhood plan and frequently was raised at Village Society events, the key issue was to determine whether there was support in the village to actually create and maintain it. Cllr NB would focus the consultation accordingly.

g. Village Hall

- i. Management of pond – vegetation and wild area between pond and footpath.
 - Cllr JB reported that Cllr NS had spoken to a contractor that would remove the bullrushes completely and this would need machinery and would cause some devastation and initially look a mess when it is done but after time it will recover. It needs to be done before March due to wildlife but there will be damage to the green. PPC discussed potential to proceed Jan 2024 – need quotes and then arrange to get the order in place.
 - Stage Lights: The only lights that need to be changed are the stage lights for panto as these are not LED's
- ii. Replacement of footbridge
 - Awaiting on a quote from ESCC and PPC agreed to use the EMR Bandstand funds.

h. Playing Field/Pavilion

- i. To note playpark & skatepark annual inspection and action where necessary
 - Cllr RJ reported extensive reports received – nothing urgent that needs immediate attention.
 - Clerk advised – waiting on the Rospa detailed report on the state park and then a working committee can be formed for a plan of action on the works at the playpark and skatepark and how best to fund. It was noted that reports stated low to medium risk so nothing urgent that need immediate attention. Duly noted.
 - Clerk asked to contact Fred regarding removing willow debris. **Clerk to action.**
- ii. To discuss/consider FC recommendations on cost of play/skatepark repairs
 - Working party to be formed once ROSPA report due in.
- iii. To discuss/consider FC recommendations on pavilion repairs
 - Part of CIL recommendations.
- iv. Cricket Club electronic scoreboard
 - Nothing received from cricket club – will remove until contact has been made.



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v. To consider cost of pavilion shower repairs

- Cllr RJ reported quote to change heads after all other options failed would be £516. Clerk reported that these showers were only installed in June 2021. It was agreed that Cllr RJ and JB would speak with contractor.

i. Events Committee

- Nothing to report

464. Interaction with Plumpton Primary School

- Nothing to report.

465. Communications/Website

- Cllr NB suggested the PPC should advertise the litter picking bin. Cllr ZN would be interested in helping. Clerk advised perhaps the school would get involved in a litter picking initiative.
- Email upgrade happening on 13th November.

466. Items to be reported by Parish Councillors and/or to be included in future meetings

- Cllr PS advised the resident backing onto Honeybees outdoor space was grateful for the intervention by PPC and noise is much better as HB are sticking to their outside times.
- Clerk to speak to The Fountain to arrange PPC drinks.

Dates of next meetings:

13th December 2022 19:00 PPCFC, 19:45 PPC

Anita Emery | Parish Clerk 15/11/2022



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Our Ref: MARK/PLU001

Mrs A Emery
Plumpton Parish Council
The Village Hall
1 Westgate
Plumpton Green
East Sussex
BN7 3BQ

7 November 2022

Dear Anita

Re: Plumpton Parish Council
Internal Audit Year Ended 31 March 2023 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 7 November 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Plumpton Parish Council are well established and followed.

Regulation

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. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.plumptonpc.co.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

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

The External Auditor's Report for 2021/22 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit. This was reported to council at the meeting held on

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a summarised spreadsheet of Members Interests. This was reported to the council meeting held in September 2022.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I note the council has established a Transparency tab on the website, although a review shows that some information needs updating, such as the pay multiple figure due to a change in the staffing structure.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website. The council has recently changed website host, and at the time of the interim internal there did not appear to be a Website Accessibility Statement, although I have seen this at previous audits.

Confirm that the council meets regularly throughout the year

The council meets regularly during the year with dates of future meetings published on the website along with historic agendas and minutes.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. I note that the non-confidential supporting papers are also published in accordance with the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website, clearly marked as draft. I note some older minutes which have been approved still show as draft and **recommend the council adds a statement to the website stating that all minutes are in draft format until approved at the subsequent meeting.**

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2022.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2022. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £5,000;*
- *a duly delegated (if previously authorised) committee of the council for items over £500; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £300 and £500.*
- *The Clerk, for any items up to £300*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has established dual authentication processes for the making of online payments.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has section 137 expenditure, which is comfortably within the allowable limit.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT return on a six-monthly basis. I reviewed the return for the period ending 30 September 2022 which showed a refund amount due of £1,688.57. I confirmed receipt of this amount to the council's bank account on 27 October 2022.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council in May 2022, with an annual review scheduled. The policy identifies areas of risk, the specific risks associated with each area, assigns a low/medium/high risk rating to each element, details the existing management controls in place and determines the review processes. The list covers all the risks typically associated with a council of this size.

I confirmed that the council has a valid insurance policy in place with BHIB which expires on 1 June 2023. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee of £150,000. **Through discussion with the Clerk and acknowledging the current balances and that the council is anticipating receipt of Community Infrastructure Levy (CIL) monies, I recommend the council considers increasing the fidelity guarantee level.**

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £63,885 for 2022/23. With a tax base of 677.7, this equates to a band D equivalent of £94.27 (compared to the average in England of £74.81).

The Clerk confirmed that the 2023/24 budget setting process is underway. The first budget meeting took place at the end of October, which resulted in a first draft budget. This will be reviewed by the Finance Committee before putting to council for approval in December 2022.

The Clerk presents the budget monitoring report, monthly expenditure, bank reconciliations and statement to council on a monthly basis, with earmarked reserves reviewed every six months. I am under no doubt that councillors are presented with sufficient financial information to make informed decisions.

The council holds circa £72,000 in a range of clearly annotated earmarked reserves, including for Community Infrastructure Levy (CIL). I checked the purpose of each of these earmarked reserves with the Clerk and am satisfied that they are all for legitimate future projects of the council.

The council began the year with a general reserve balance of circa £37,500.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is within this range.

E. INCOME**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from allotment rent. The fees were last reviewed two years ago and are due for review again in January 2023. From a review of the RBS data, income is entered into the system with sufficient narrative detail to identify the source.

F. PETTY CASH**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash.

G. PAYROLL**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council processes payroll in house using the HMRC PAYE Online Tools. There are three employees in total – the Clerk, Village Hall Manager and cleaner. All staff members have a signed contract of employment, although the Clerk is the only staff member aligned to the NJC scale.

I checked the payslips for month 7 and was able to confirm that salary deduction amounts are correct. The council is a member of the Local Government Pension Scheme (LGPS) with two staff members included.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register which includes details of assets noted at their original cost and their current insurance values. Dates of acquisition are recorded for the more recent items. The register is basic but provides enough information for a council of this size with limited assets.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank 5 statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee]'.

Bank reconciliations are completed monthly and presented to council for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed in accordance with the Financial Regulations.

The council has recently opened additional bank accounts with Unity Trust to maximise the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Audit findings

Testing to be conducted at final audit.

L: TRANSPARENCY

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	10 May 2022
Date inspection notice issued	6 June 2022
Inspection period begins	13 June 2022
Inspection period ends	22 July 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and External Auditor Report and Certificate and the publication requirements for 2021/22 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of the Village Hall (charity number 305292) and Kings George's Field, Plumpton Green (charity commission number 1070459).

I reviewed the information on the Charity Commission website, which shows all reporting is up to date and the council is correctly listed as the trustee.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	Through discussion with the Clerk and acknowledging the current balances and that the council is anticipating receipt of Community Infrastructure Levy (CIL) monies, I recommend the council considers increasing the fidelity guarantee level.	

Time: 13:14

Current Account

List of Payments made between 09/11/2022 and 06/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2022	Rospa Play Safety Skatepark	222355	302.40		Rospa Play Safety Skatepark
06/12/2022	Initial washrooms	222356	54.37		Initial washrooms
06/12/2022	Lewes District Council	222357	18.00		Lewes District Council playpar
06/12/2022	Fred Symes storm damage willow	222358	200.00		Fred Symes storm damage willow
06/12/2022	OPUS ENERGY	222359	158.59		OPUS ENERGY
06/12/2022	Pyrotec Extinguisher service	222360	143.77		Pyrotec Extinguisher service
06/12/2022	ACE ALARMS	222361	156.00		ACE ALARMS replace sounder bas
06/12/2022	G&S Clearance waste disposal	222362	264.00		G&S Clearance waste disposal
06/12/2022	Countrywide Grounds Maintenanc	222363	295.00		Countrywide Grounds Maintenanc
06/12/2022	J&B Window Cleaning	222364	43.00		J&B Window Cleaning
06/12/2022	PLUSNET	222365	39.36		PLUSNET
06/12/2022	SDF Pest Control	222366	44.00		SDF Pest Control
06/12/2022	CASTLE WATER	DD	5.00		CASTLE WATER
Total Payments			<u>1,723.49</u>		

Time: 12:09

Current Bank Accounts

List of Payments made between 09/11/2022 and 06/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2022	Mulberry & Co interim audit	222378	155.88		Mulberry & Co interim audit
06/12/2022	East Sussex ALC Limited	222379	48.00		East Sussex ALC Limited
06/12/2022	Nick Beaumont SID fees	222380	60.81		Nick Beaumont SID fees
06/12/2022	JS Greenwood Xmas Tree	222381	288.00		JS Greenwood Xmas Tree
06/12/2022	East Sussex Pension Fund	222382	720.13		East Sussex Pension Fund
06/12/2022	Salaries Dec	222383	2,473.42		Salaries Dec
06/12/2022	HMRC PAYE NIC	222384	353.14		HMRC PAYE NIC
06/12/2022	Anita Emery expenses	222385	83.71		Anita Emery expenses
06/12/2022	Nick Beaumont esalc expenses	222386	12.78		Nick Beaumont esalc expenses
06/12/2022	Plumpton Village Soc S137	222387	250.00		Plumpton Village Soc S137
06/12/2022	ICO Annual subs	222388	35.00		ICO Annual subs
06/12/2022	British Legion wreath donation	222389	100.00		British Legion wreath donation
06/12/2022	Barclays	BANK	1.80		Barclays

Total Payments	<u>4,582.67</u>
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Current Account

List of Payments made between 09/11/2022 and 06/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2022	INITIAL WASHROOM HYGIENE	222372	44.74		INITIAL WASHROOM HYGIENE
06/12/2022	E Platt hall clean cover	222373	40.00		E Platt hall clean cover
06/12/2022	Opus Energy	222374	480.24		Opus Energy
06/12/2022	Viking cleaning supplies	222375	63.58		Viking cleaning supplies
06/12/2022	Viking Toner etc	222376	57.56		Viking Toner etc
06/12/2022	T Lambert hall cleaning cover	222377	10.00		T Lambert hall cleaning cover
06/12/2022	MPS ELECTRICS	222378	180.00		MPS ELECTRICS LED light sensor
06/12/2022	R A Ellis dep return/ overpaym	222379	100.60		R A Ellis dep return/ overpaym
06/12/2022	M Parker hall dep return/o/pay	222380	161.00		M Parker hall dep return/o/pay
06/12/2022	J&B Services Window cleaning	222381	43.00		J&B Services Window cleaning
06/12/2022	PLUSNET	222382	59.76		PLUSNET
06/12/2022	Jane Donovan expenses	222383	24.98		Jane Donovan expenses
06/12/2022	Public Works Loan Board	222384	2,265.80		Public Works Loan Board

Total Payments	<u>3,531.26</u>
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Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	13	0	(13)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	64	0	(64)			0.0%	
1130 Hiring Income	7,335	8,335	1,000			88.0%	
1140 Fundraising Income	1,090	0	(1,090)			0.0%	1,090
Income :- Receipts	22,986	22,819	(167)			100.7%	1,090
Net Receipts	22,986	22,819	(167)				
6001 less Transfer to EMR	1,090						
Movement to/(from) Gen Reserve	21,896						
<u>101 Payments</u>							
4010 Electricity	2,124	4,084	1,960		1,960	52.0%	
4011 Water	562	500	(62)		(62)	112.4%	
4015 Grass & Pitch	2,860	4,400	1,540		1,540	65.0%	
4016 Hedges and Trees	750	1,000	250		250	75.0%	
4025 Window Cleaner	172	200	28		28	86.0%	
4050 Telephone/Internet	276	360	84		84	76.6%	
4055 Insurance & Licences	1,011	1,000	(11)		(11)	101.1%	
4070 Maintenance	8,877	8,315	(562)		(562)	106.8%	
4076 Miscellaneous Expenditure	220	0	(220)		(220)	0.0%	
4090 Fire Inspection	120	260	140		140	46.1%	
4200 Pavilion	1,613	1,500	(113)		(113)	107.6%	
4210 Skatepark	567	400	(167)		(167)	141.8%	
4211 Play Park	193	3,000	2,807		2,807	6.4%	
4400 3-5 Year Plan (Pavilion)	1,100	9,500	8,400		8,400	11.6%	
Payments :- Indirect Payments	20,444	34,519	14,075	0	14,075	59.2%	0
Net Payments	(20,444)	(34,519)	(14,075)				
<u>999 VAT Data</u>							
115 VAT Refunds	1,034	0	(1,034)			0.0%	
VAT Data :- Receipts	1,034	0	(1,034)				0
515 VAT on Payments	3,009	0	(3,009)		(3,009)	0.0%	
VAT Data :- Indirect Payments	3,009	0	(3,009)	0	(3,009)		0
Net Receipts over Payments	(1,976)	0	1,976				

Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	24,019	22,819	(1,200)			105.3%	
Payments	23,453	34,519	11,066	0	11,066	67.9%	
Net Receipts over Payments	<u>566</u>	<u>(11,700)</u>	<u>(12,266)</u>				
less Transfer to EMR	1,090						
Movement to/(from) Gen Reserve	<u>(524)</u>						

Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>							
1076 Precept	63,885	63,885	0			100.0%	
1078 Community Infrastructure Levy	53,250	0	(53,250)			0.0%	53,250
1090 Interest Received	70	50	(20)			140.8%	
1100 Allotment Rent	160	270	110			59.3%	
1115 APPLE PRESS INCOME	325	200	(125)			162.5%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	210	0	(210)			0.0%	210
1151 ANNUAL INSURANCE	2,766	0	(2,766)			0.0%	
Receipts :- Receipts	120,666	64,405	(56,261)			187.4%	53,460
Net Receipts	120,666	64,405	(56,261)				
6001 less Transfer to EMR	53,460						
Movement to/(from) Gen Reserve	67,207						
<u>101 Payments</u>							
4000 SALARIES	25,476	29,606	4,130		4,130	86.0%	
4005 PAYE & NIC	1,605	1,430	(175)		(175)	112.2%	
4006 Pension	5,129	6,620	1,491		1,491	77.5%	
4010 Office Allowance	806	900	94		94	89.5%	
4015 Subs & Charges	1,304	1,455	151		151	89.6%	
4025 Stationery & Postage	276	650	374		374	42.4%	
4030 Printing	145	100	(45)		(45)	144.8%	
4045 Training and Conference Fees	1,046	900	(146)		(146)	116.2%	
4046 Councillor's Expenses	13	150	137		137	8.5%	
4050 Telephone	90	0	(90)		(90)	0.0%	
4055 Insurance	2,974	275	(2,699)		(2,699)	1081.6%	
4060 S137 Grants	573	0	(573)		(573)	0.0%	573
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	35	35	(0)		(0)	101.3%	
4070 Maintenance	1,281	1,200	(81)		(81)	106.8%	283
4071 Fixed Asset Maintenance	950	1,070	120		120	88.8%	667
4073 Litter Bins	0	910	910		910	0.0%	
4075 Dog Bins	156	0	(156)		(156)	0.0%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	430	1,170	740		740	36.8%	
4082 Website	180	0	(180)		(180)	0.0%	
4085 Audit Fees	530	700	170		170	75.7%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	61	500	439		439	12.2%	
4200 Contingency	282	500	218		218	56.4%	

Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 LEGAL FEES	213	0	(213)		(213)	0.0%	
4263 JUBILEE EVENTS	1,820	1,820	0		0	100.0%	
4264 APPLE PRESS DEPOSIT RETURNS	225	0	(225)		(225)	0.0%	
4266 PPC Events Committee	459	1,200	741		741	38.2%	
Payments :- Indirect Payments	60,540	67,425	6,885	0	6,885	89.8%	1,523
Net Payments	(60,540)	(67,425)	(6,885)				
6000 plus Transfer from EMR	1,523						
Movement to/(from) Gen Reserve	(59,017)						
<u>999 VAT Data</u>							
115 VAT Refunds	6,898	0	(6,898)			0.0%	
VAT Data :- Receipts	6,898	0	(6,898)				0
515 VAT on Payments	616	0	(616)		(616)	0.0%	
516 VAT due to VH & PF accs	3,946	0	(3,946)		(3,946)	0.0%	
VAT Data :- Indirect Payments	4,563	0	(4,563)	0	(4,563)		0
Net Receipts over Payments	2,335	0	(2,335)				
Grand Totals:- Receipts	127,564	64,405	(63,159)			198.1%	
Payments	65,103	67,425	2,322	0	2,322	96.6%	
Net Receipts over Payments	62,461	(3,020)	(65,481)				
plus Transfer from EMR	1,523						
less Transfer to EMR	53,460						
Movement to/(from) Gen Reserve	10,524						

Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	14	0	(14)			0.0%	
1130 Hiring Income	21,412	29,000	7,588			73.8%	
1131 HALL HIRE DEPOSIT	700	0	(700)			0.0%	
1150 Miscellaneous Income	209	0	(209)			0.0%	
1160 FIT Payments	5,464	5,000	(464)			109.3%	
Income :- Receipts	27,800	34,000	6,200			81.8%	0
Net Receipts	27,800	34,000	6,200				
101 Payments							
4001 Holiday Cover	130	150	20		20	86.7%	
4003 VH Manager Expenses	349	800	451		451	43.6%	
4010 Electricity	2,173	4,500	2,327		2,327	48.3%	
4011 Water	146	600	454		454	24.4%	
4015 Village Green Maintenance	2,002	3,500	1,498		1,498	57.2%	
4021 HALL DEPOSIT RETURNS	1,472	0	(1,472)		(1,472)	0.0%	
4050 Telephone/Internet	399	360	(39)		(39)	110.7%	
4055 Insurance & Licences	1,935	2,000	65		65	96.7%	
4070 Maintenance	3,985	2,500	(1,485)		(1,485)	159.4%	
4071 Bins	728	800	72		72	91.0%	
4077 Sundries	53	0	(53)		(53)	0.0%	
4090 Fire Inspection	449	1,300	852		852	34.5%	
4100 Subscriptions	0	250	250		250	0.0%	
4120 3-5 Year Maintenance	102	5,000	4,898		4,898	2.0%	
4400 PWLB	4,564	4,827	263		263	94.6%	
4500 Projects	3,116	7,000	3,884		3,884	44.5%	
Payments :- Indirect Payments	21,602	33,587	11,985	0	11,985	64.3%	0
Net Payments	(21,602)	(33,587)	(11,985)				
999 VAT Data							
115 VAT Refunds	2,913	0	(2,913)			0.0%	
VAT Data :- Receipts	2,913	0	(2,913)				0
515 VAT on Payments	1,606	0	(1,606)		(1,606)	0.0%	
VAT Data :- Indirect Payments	1,606	0	(1,606)	0	(1,606)		0
Net Receipts over Payments	1,307	0	(1,307)				

Detailed Receipts & Payments by Budget Heading 06/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	30,712	34,000	3,288			90.3%	
Payments	23,208	33,587	10,379	0	10,379	69.1%	
Net Receipts over Payments	<u>7,505</u>	<u>413</u>	<u>(7,092)</u>				
Movement to/(from) Gen Reserve	<u>7,505</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

06/12/2022	Current Account	11,188.51
06/12/2022	Deposit Account	13,669.54
06/12/2022	Pavilion Account	1,359.15
31/03/2018	NSI Investment Account	1,705.59

27,922.79

Unpresented Payments

1,956.54

25,966.25

Receipts not on Bank Statement

0.00

Closing Balance

25,966.25

All Cash & Bank Accounts

1	Current Account	9,231.97
2	Deposit Account	13,669.54
3	Pavilion Account	1,359.15
4	NSI Investment Account	1,705.59

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

25,966.25

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

06/12/2022	PPC 2	32,615.57
06/12/2022	PPC1	40,067.95
06/12/2022	Reserve Account	25,034.60
06/12/2022	Unity Trust Bank	49,983.76

147,701.88

Unpresented Payments

4,195.87

143,506.01

Receipts not on Bank Statement

0.00

Closing Balance

143,506.01

All Cash & Bank Accounts

1	Current Bank Accounts	68,487.65
2	Reserve Account	25,034.60
3	Unity Trust Bank	49,983.76
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

143,506.01

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

06/12/2022	Current Account	28,330.41	
06/12/2022	Deposit Account	14,595.94	

42,926.35

Unpresented Payments

1,825.88

41,100.47

Receipts not on Bank Statement

0.00

Closing Balance

41,100.47

All Cash & Bank Accounts

1	Current Account	26,504.53	
2	Deposit Account	14,595.94	
	Other Cash & Bank Balances	0.00	

Total Cash & Bank Balances

41,100.47

Plumpton Playing Field
Annual Budget - By Centre

13:43

		<u>2021-2022</u>		<u>2022-2023</u>						<u>2023-2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
100	Income											
1090	Interest Received	6	1	0	0	0	0	0	5	0	0	0
1110	Grants Received	14,484	14,484	0	0	14,484	0	14,484	14,484	14,484	0	0
1115	Donations Received	0	96	0	0	0	0	0	56	0	0	0
1130	Hiring Income	7,933	8,389	0	0	8,335	0	8,335	7,314	9,168	0	0
1140	Fundraising Income	1,000	0	0	0	0	0	0	1,090	1,000	0	0
	Total Income	<u>23,423</u>	<u>22,970</u>	0	0	<u>22,819</u>	0	<u>22,819</u>	<u>22,949</u>	<u>24,652</u>	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	1,090	0	0	0
	Movement to/(from) Gen Reserve	<u>23,423</u>	<u>22,970</u>			<u>22,819</u>		<u>22,819</u>	<u>21,859</u>	<u>24,652</u>		
101	Payments											
4010	Electricity	3,713	4,178	0	0	4,084	0	4,084	1,991	5,000	0	0
4011	Water	350	691	0	0	500	0	500	557	940	0	0
4015	Grass & Pitch	8,000	7,452	0	0	4,400	0	4,400	2,614	4,000	0	0
4016	Hedges and Trees	0	0	0	0	1,000	0	1,000	550	1,000	0	0
4025	Window Cleaner	200	86	0	0	200	0	200	129	200	0	0
4050	Telephone/Internet	350	337	0	0	360	0	360	243	360	0	0
4055	Insurance & Licences	950	913	0	0	1,000	0	1,000	1,011	1,100	0	0
4070	Maintenance	3,000	3,609	0	0	8,315	0	8,315	8,702	8,750	0	0
4076	Miscellaneous Expenditure	0	166	0	0	0	0	0	0	0	0	0
4090	Fire Inspection	250	70	0	0	260	0	260	0	300	0	0
4200	Pavilion	0	3,710	0	0	1,500	0	1,500	1,569	1,000	0	0
4210	Skatepark	400	190	0	0	400	0	400	315	900	0	0
4211	Play Park	3,000	5,977	0	0	3,000	0	3,000	178	3,000	0	0

Continued on next page

Plumpton Playing Field
Annual Budget - By Centre

13:43

		<u>2021-2022</u>		<u>2022-2023</u>					<u>2023-2024</u>			
		Budget	Actual	Brough	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4400	3-5 Year Plan (Pavilion)	3,000	0	0	0	9,500	0	9,500	1,100	3,000	0	0
	Overhead Expenditure	23,213	27,379	0	0	34,519	0	34,519	18,959	29,550	0	0
6000	plus Transfer from EMR	0	1,850	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(23,213)</u>	<u>(25,529)</u>			<u>(34,519)</u>		<u>(34,519)</u>	<u>(18,959)</u>	<u>(29,550)</u>		
999	VAT Data											
115	VAT Refunds	0	1,802	0	0	0	0	0	1,034	0	0	0
	Total Income	0	1,802	0	0	0	0	0	1,034	0	0	0
515	VAT on Payments	0	2,447	0	0	0	0	0	2,771	0	0	0
	Overhead Expenditure	0	2,447	0	0	0	0	0	2,771	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(645)</u>			<u>0</u>		<u>0</u>	<u>(1,737)</u>	<u>0</u>		
	Total Budget Income	23,423	24,773	0	0	22,819	0	22,819	23,983	24,652	0	0
	Expenditure	23,213	29,826	0	0	34,519	0	34,519	21,730	29,550	0	0
	Net Income over Expenditure	<u>210</u>	<u>-5,053</u>	<u>0</u>	<u>0</u>	<u>-11,700</u>	<u>0</u>	<u>-11,700</u>	<u>2,253</u>	<u>-4,898</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	1,850	0	0	0	0	0	0	0	0	0
	less Transfer to EMR	0	0	0	0	0	0	0	1,090	0	0	0
	Movement to/(from) Gen Reserve	<u>210</u>	<u>(3,203)</u>			<u>(11,700)</u>		<u>(11,700)</u>	<u>1,163</u>	<u>(4,898)</u>		

Plumpton Parish Council
Annual Budget - By Centre

13:41

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	
100 Receipts											
1076 Precept	62,172	62,172	0	0	63,885	0	63,885	63,885	73,273	0	0
1078 Community Infrastructure Levy	0	5,917	0	0	0	0	0	53,250	0	0	0
1090 Interest Received	100	9	0	0	50	0	50	34	50	0	0
1100 Allotment Rent	180	203	0	0	270	0	270	160	230	0	0
1113 WALK BOOKS DONATIONS	0	242	0	0	0	0	0	0	0	0	0
1114 UKPN LEGAL FEES REIMBURSED	0	1,075	0	0	0	0	0	0	0	0	0
1115 APPLE PRESS INCOME	0	175	0	0	200	0	200	325	180	0	0
1116 VILLAGE SOCIETY JUBILEE FUNDS	0	713	0	0	0	0	0	210	0	0	0
1150 Miscellaneous Income	0	55	0	0	0	0	0	0	0	0	0
1151 ANNUAL INSURANCE REIMBURSEMENT	0	2,498	0	0	0	0	0	2,766	0	0	0
Total Income	<u>62,452</u>	<u>73,059</u>	<u>0</u>	<u>0</u>	<u>64,405</u>	<u>0</u>	<u>64,405</u>	<u>120,63</u>	<u>73,733</u>	<u>0</u>	<u>0</u>
6001 less Transfer to EMR	0	6,630	0	0	0	0	0	53,460	0	0	0
Movement to/(from) Gen Reserve	<u>62,452</u>	<u>66,429</u>			<u>64,405</u>		<u>64,405</u>	<u>67,170</u>	<u>73,733</u>		
101 Payments											
4000 SALARIES	28,314	27,542	0	0	29,606	0	29,606	22,669	35,318	0	0
4005 PAYE & NIC	1,271	1,270	0	0	1,430	0	1,430	1,430	2,175	0	0
4006 Pension	6,324	5,623	0	0	6,620	0	6,620	4,564	6,923	0	0
4010 Office Allowance	1,100	800	0	0	900	0	900	722	1,100	0	0
4015 Subs & Charges	1,365	1,410	0	0	1,455	0	1,455	1,269	1,425	0	0
4025 Stationery & Postage	960	627	0	0	650	0	650	276	700	0	0
4030 Printing	0	95	0	0	100	0	100	145	100	0	0
4040 Travel	0	16	0	0	0	0	0	0	0	0	0

Continued on next page

Plumpton Parish Council
Annual Budget - By Centre

13:41

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	
4045 Training and Conference Fees	750	30	0	0	900	0	900	1,006	1,050	0	0
4046 Councillor's Expenses	100	177	0	0	150	0	150	0	150	0	0
4050 Telephone	0	58	0	0	0	0	0	90	0	0	0
4055 Insurance	300	2,686	0	0	275	0	275	2,974	275	0	0
4060 S137 Grants	1,500	1,390	0	0	0	0	0	223	1,250	0	0
4061 Charity Grants	14,484	14,484	0	0	14,484	0	14,484	14,484	14,484	0	0
4065 Bank Charges	50	22	0	0	35	0	35	34	35	0	0
4070 Maintenance	2,587	987	0	0	1,200	0	1,200	1,565	1,803	0	0
4071 Fixed Asset Maintenance	870	293	0	0	1,070	0	1,070	667	1,000	0	0
4073 Litter Bins	850	468	0	0	910	0	910	0	920	0	0
4075 Dog Bins	0	0	0	0	0	0	0	156	0	0	0
4076 Misc Expenditure	0	100	0	0	0	0	0	0	0	0	0
4080 Professional Fees	750	150	0	0	750	0	750	0	750	0	0
4081 IT	1,240	2,219	0	0	1,170	0	1,170	430	1,325	0	0
4082 Website	0	0	0	0	0	0	0	180	0	0	0
4085 Audit Fees	650	615	0	0	700	0	700	400	750	0	0
4090 Election Fees	1,000	0	0	0	1,000	0	1,000	0	1,350	0	0
4150 Speed Limit Community Match	500	0	0	0	500	0	500	0	500	0	0
4200 Contingency	1,000	251	0	0	500	0	500	42	0	0	0
4201 LEGAL FEES	0	1,075	0	0	0	0	0	213	0	0	0
4260 LYCH GATE EXPENDITURE	0	87	0	0	0	0	0	0	0	0	0
4262 CIL EXPENDITURE	0	4,187	0	0	0	0	0	0	0	0	0
4263 JUBILEE EVENTS	0	629	0	0	1,820	0	1,820	1,820	0	0	0
4264 APPLE PRESS DEPOSIT RETURNS	0	75	0	0	0	0	0	225	0	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	
4265 DEFIB EXPENDITURE	0	500	0	0	0	0	0	0	0	0	0
4266 PPC Events Committee	0	0	0	0	1,200	0	1,200	459	350	0	0
Overhead Expenditure	65,965	67,863	0	0	67,425	0	67,425	56,039	73,733	0	0
6000 plus Transfer from EMR	0	6,091	0	0	0	0	0	1,173	0	0	0
Movement to/(from) Gen Reserve	(65,965)	(61,772)			(67,425)		(67,425)	(54,866)	(73,733)		
999 VAT Data											
115 VAT Refunds	0	6,784	0	0	0	0	0	6,898	0	0	0
Total Income	0	6,784	0	0	0	0	0	6,898	0	0	0
515 VAT on Payments	0	1,865	0	0	0	0	0	534	0	0	0
516 VAT due to VH & PF accs	0	2,550	0	0	0	0	0	3,946	0	0	0
Overhead Expenditure	0	4,415	0	0	0	0	0	4,481	0	0	0
Movement to/(from) Gen Reserve	0	2,369			0		0	2,417	0		
Total Budget Income	62,452	79,843	0	0	64,405	0	64,405	127,52	73,733	0	0
Expenditure	65,965	72,278	0	0	67,425	0	67,425	60,520	73,733	0	0
Net Income over Expenditure	(3,513)	7,565	0	0	(3,020)	0	(3,020)	67,008	0	0	0
plus Transfer from EMR	0	6,091	0	0	0	0	0	1,173	0	0	0
less Transfer to EMR	0	6,630	0	0	0	0	0	53,460	0	0	0
Movement to/(from) Gen Reserve	(3,513)	7,027			(3,020)		(3,020)	14,721	0		

Plumpton Village Hall
Annual Budget - By Centre

13:42

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	
100 Income											
1090 Interest Received	0	1	0	0	0	0	0	6	0	0	0
1110 Grants Received	0	8,000	0	0	0	0	0	0	0	0	0
1130 Hiring Income	27,320	22,726	0	0	29,000	0	29,000	19,614	29,000	0	0
1131 HALL HIRE DEPOSIT	0	599	0	0	0	0	0	600	0	0	0
1140 Fundraising Income	1,500	0	0	0	0	0	0	0	0	0	0
1141 Jumble Sale Proceeds (User Gro	0	885	0	0	0	0	0	0	0	0	0
1150 Miscellaneous Income	0	280	0	0	0	0	0	209	0	0	0
1160 FIT Payments	5,250	4,825	0	0	5,000	0	5,000	4,409	5,000	0	0
Total Income	<u>34,070</u>	<u>37,317</u>	0	0	<u>34,000</u>	0	<u>34,000</u>	<u>24,838</u>	<u>34,000</u>	0	0
Movement to/(from) Gen Reserve	<u>34,070</u>	<u>37,317</u>			<u>34,000</u>		<u>34,000</u>	<u>24,838</u>	<u>34,000</u>		
101 Payments											
4001 Holiday Cover	0	95	0	0	150	0	150	80	150	0	0
4002 VH Manager	0	72	0	0	0	0	0	0	0	0	0
4003 VH Manager Expenses	1,000	769	0	0	800	0	800	276	790	0	0
4010 Electricity	3,500	5,594	0	0	4,500	0	4,500	1,772	6,700	0	0
4011 Water	580	137	0	0	600	0	600	146	650	0	0
4015 Village Green Maintenance	3,800	1,811	0	0	3,500	0	3,500	2,002	4,000	0	0
4021 HALL DEPOSIT RETURNS	0	500	0	0	0	0	0	1,211	0	0	0
4050 Telephone/Internet	350	423	0	0	360	0	360	349	360	0	0
4055 Insurance & Licences	2,500	2,349	0	0	2,000	0	2,000	1,935	2,200	0	0
4070 Maintenance	1,500	3,124	0	0	2,500	0	2,500	3,755	2,500	0	0
4071 Bins	850	883	0	0	800	0	800	728	850	0	0

Continued on next page

Plumpton Village Hall
Annual Budget - By Centre

13:42

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Brough</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
4077	Sundries	1,200	796	0	0	0	0	0	0	0	0	0
4090	Fire Inspection	1,155	723	0	0	1,300	0	1,300	449	450	0	0
4100	Subscriptions	0	75	0	0	250	0	250	0	250	0	0
4120	3-5 Year Maintenance	0	6,516	0	0	5,000	0	5,000	102	4,500	0	0
4400	PWLB	4,900	4,696	0	0	4,827	0	4,827	2,299	4,600	0	0
4500	Projects	6,000	7,082	0	0	7,000	0	7,000	3,116	6,000	0	0
	Overhead Expenditure	27,335	35,645	0	0	33,587	0	33,587	18,219	34,000	0	0
6000	plus Transfer from EMR	0	1,082	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(27,335)	(34,563)			(33,587)		(33,587)	(18,219)	(34,000)		
999	VAT Data											
115	VAT Refunds	0	748	0	0	0	0	0	2,913	0	0	0
	Total Income	0	748	0	0	0	0	0	2,913	0	0	0
515	VAT on Payments	0	3,729	0	0	0	0	0	1,458	0	0	0
	Overhead Expenditure	0	3,729	0	0	0	0	0	1,458	0	0	0
	Movement to/(from) Gen Reserve	0	(2,981)			0		0	1,455	0		
	Total Budget Income	34,070	38,064	0	0	34,000	0	34,000	27,751	34,000	0	0
	Expenditure	27,335	39,374	0	0	33,587	0	33,587	19,676	34,000	0	0
	Net Income over Expenditure	6,735	-1,309	0	0	413	0	413	8,074	0	0	0
	plus Transfer from EMR	0	1,082	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	6,735	(227)			413		413	8,074	0		



Safety Inspection Report

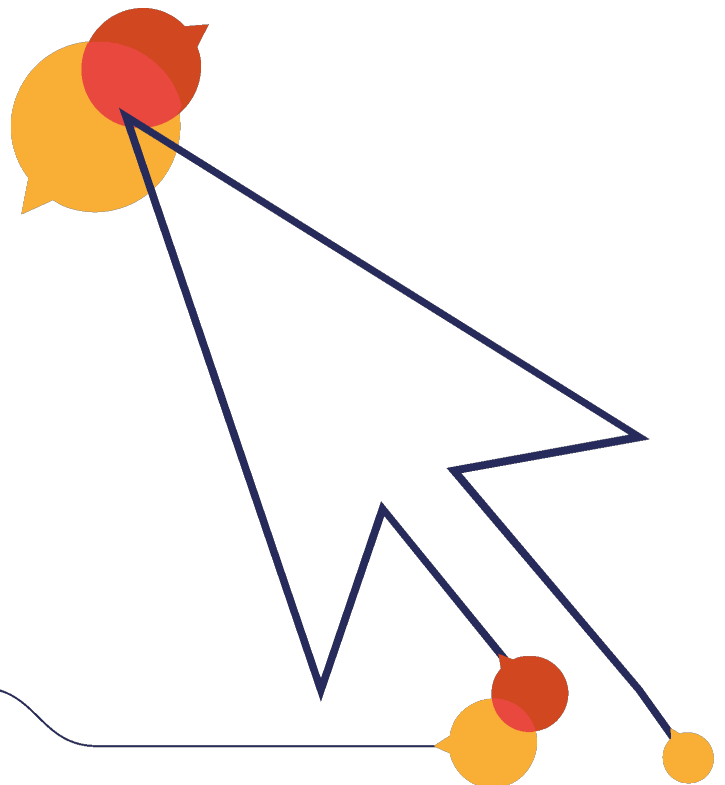
Annual Inspection

King George V Playing Field Skate Park



Plumpton Parish Council

28 October 2022



Safety Inspection Report

Annual Inspection

Site name: **King George V Playing Field Skate Park**
Date of inspection: **28 October 2022**
Inspector: **Didrik Wold**



How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards: 5

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

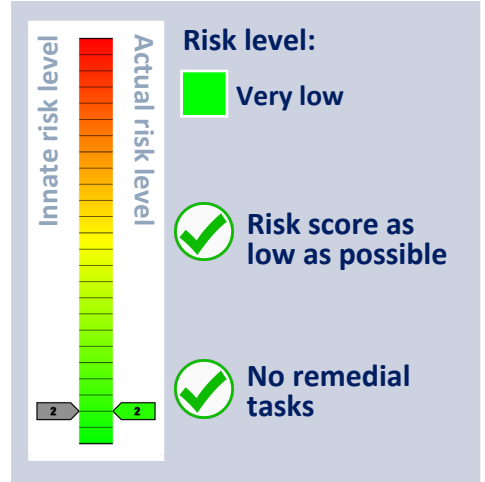
Finding

Description Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting. 6	
Finding Photos	
asset image here	asset image here

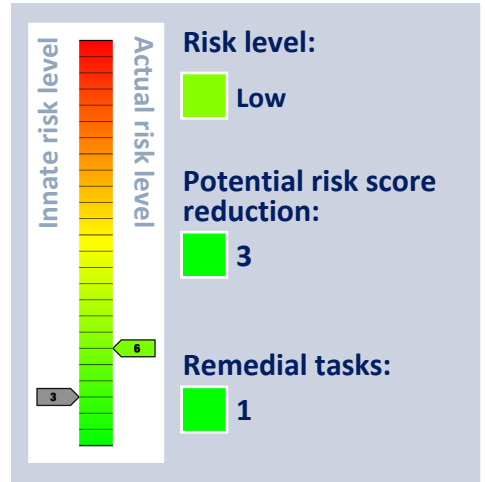
4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Signage



Fencing



Maintenance Finding

Description

Timber is rotting.

Tasks

Read the notes for further action.

Note

Some evidence of rot. Not currently causing any issues. Monitor for further deterioration and repair or replace as needed.



Finding Photos



Wheeled Sport - Jump Box

Manufactured by eibe Play Ltd



Risk level:
High

Risk score as low as possible

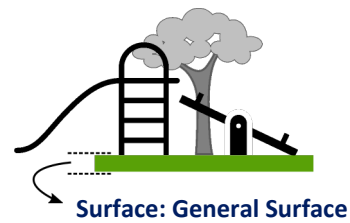
Remedial tasks:
1

Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Maintenance Finding

Description

Minor repairs are needed.

Tasks

Repair.

Note

Ramp surface minor damage.

Risk level:

Low

Risk score:

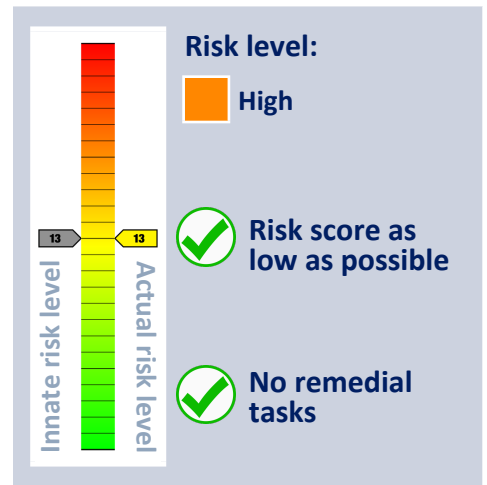
5

Finding Photos



Wheeled Sport - Grind Rail

Manufactured by eibe Play Ltd



Standards:

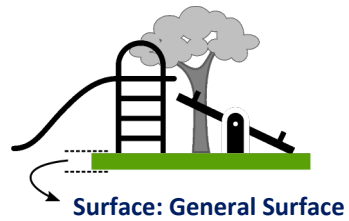
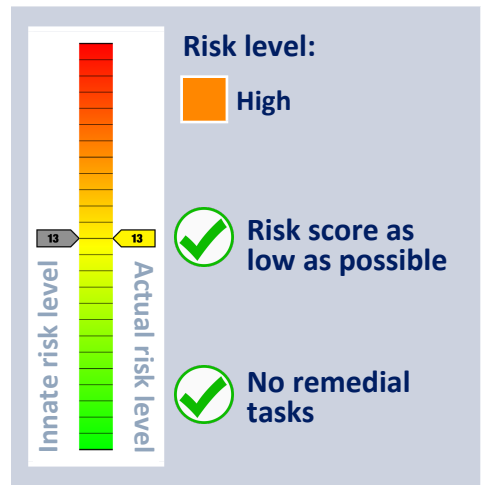


EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Wheeled Sport - Ledge

Manufactured by eibe Play Ltd



Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Wheeled Sport - Midi Pipe

Manufactured by eibe Play Ltd



Risk level:
High

Risk score as low as possible

Remedial tasks:
2



Standards:



EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

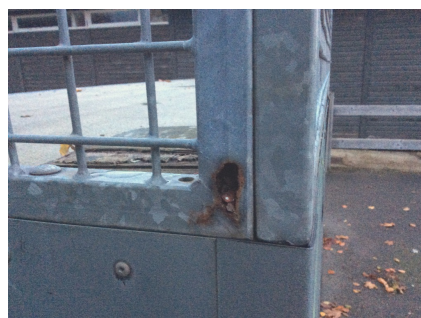
Risk level:

Low

Risk score:

7

Finding Photos



Standard Compliance Finding

Description

The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.

Tasks

No reasonably practicable action is identified.

Note

Barriers are 1050 mm and should be sufficient. Monitor use and consider modifications if deemed necessary.

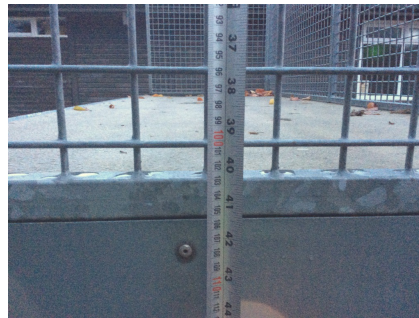
Risk level:

■ Low

Risk score:

■ 7

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 14974 Notes – Summary of Requirements

General

No substances hazardous to health shall be present. Timber to be protected against rotting. Metals to be weather resistant. Skateparks to be separated from playgrounds. All external accessible edges rounded off (min. 3mm radius) No gaps exceeding 5 mm between ramps and the ground. Structures shall be firmly fixed to prevent displacement. All tube ends shall be blanked off.

There shall be no stairs or ladders to platforms. Free fall height shall not exceed 1500 mm, except where otherwise allowed. The ground shall be correctly level.

Rolling Surfaces

Rolling surfaces shall be even and closed. Mounting parts shall not project. Differences in height (e.g. due to misalignment of edges) shall not exceed the thickness of the material and shall not exceed 3 mm. Laminate materials shall not delaminate. Width of joints shall not exceed 5 mm. Surfaces shall be free draining.

Grinding surfaces

Shall be wear resistant.

Barriers

Shall be at least 1200 mm high. No horizontal openings greater than 89 mm. Shall not induce anyone to climb. The distance between the underside of the barrier and the top of the platform shall not exceed 60 mm. Barrier ends must be rounded off or chamfered.

Copings

Minimum diameter of 40 mm. Ends shall be sealed. Multiple piece construction – there shall be no gaps or change of levels. Pool copings can have gaps up to 5 mm wide, but they must be level. Copings in parallel must not have a gap between them > 8 mm. Coping projection shall be between 5 mm and 20 mm (upwards and forwards), except pool copings which can differ.

Kerbs & Ledges

Adjacent rolling surfaces shall be at least 1200 mm wide. The side faces and structure below the grinding surface shall be closed. Safety zone is at least 2000mm.

Rails

Height maximum 1000 mm. Square or rectangular rails width and height minimum is 40 mm. Square rail free ends width minimum is 60 mm. Rectangular rail free end minimum is 50 mm wide and 60 mm high. Circular rail diameter minimum is 40 mm. Circular rail free ends diameter minimum is 60 mm. All rail ends shall be sealed. End edges shall be rounded 3 mm minimum. Ground plates shall not stick out more than 100 mm.

Jump Ramps

Maximum height 1000 mm. Minimum width 1200 mm. Minimum radius (if applicable) 1800 mm. Maximum bank inclination (if applicable) 40 degrees. Safety zone is at least 2000mm to sides and front, and at least 5000mm beyond the jump.



EN 14974 Notes – Summary of Requirements

Platform Bank (Flat Bank)

Where height is ≤ 1000 mm no barrier is needed. See table for dimensions:

A bank higher than 1000 mm without a platform shall have a barrier. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Platform depth (mm)
≤ 1000	Min. 1200	Min. 1200
> 1000 to 1500	Min 2400	
> 1500 to 3000	Min 3600	

Platform Transition (Quarter Pipe)

Where height is ≤ 1000 mm no barrier is needed. See table for dimensions:

Copings must meet the requirements for copings. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Platform depth (mm)	Radius (mm)
≤ 1000	Min. 1200	Min. 1200	Min 1800
> 1000 to 1500	Min 2400		
> 1500 to 3000	Min 3600		

Spine Ramp

See table for dimensions:

Ridge shall be minimum of 40 mm and maximum of 140 mm wide (except for spines consisting of two flat banks) Copings must meet the requirements for copings. Safety zone is at least 2000mm.

Height (mm)	Width (mm)	Radius of transitions	Angle of bank
≤ 1000	Min. 1200	Min. 1800	Max 40 degrees
> 1000 to 1250	Min 2400		
> 1250 to 1500	Min 3600		

Wall Ramp

See table for dimensions:

Safety zone is at least 2000mm.

Structure	Radius (r) mm	Width mm	Height (wall) mm	Height (ramp) mm
Wall ramp with transition	Min 1000 Max 2000	Min 2400	Min 2000	R \pm 5%
	> 2000 to 3000	Min 3600	\geq radius	
Wall ramp with bank	-	Min 2400	Min 1500	Max 1500
		Min 3600		Min 1500 Max 2500

Pyramid Bank

Height shall not exceed 1500mm. Length of upper quadrilateral edge shall be at least 100mm. Fully sided pyramids do not have height limitations. All surfaces must be closed. Safety zone is at least 2000mm.

EN 14974 Notes – Summary of Requirements

Stair

Vertical sections must be closed. Grind rails and kerbs shall not be installed over stairs higher than 1000mm. Safety zone is at least 2000mm.

Pipe

Has a platform at each end. Platforms shall only be accessible via the rolling surface (i.e. no steps or climbing holds) Platforms shall have barriers. Copings must be fitted. Safety zone is at least 2000mm

Fun Box

Where the fun box is fully sided with rolling surfaces there are no height restrictions. If the fun box is accessible from at least three sides any rails shall project no more than 300mm into the table. Distance between the ends of the rail and the opposite table edge shall be at least 1200mm. Distance between rails/kerbs/ledges etc. shall be at least 1500mm. Any vertical surfaces of open corners shall be closed. Safety zone is at least 2000mm.

Safety Zones

Shall be clear of obstacles.

Marking

Structure should be marked with (at least):

- Name of manufacturer
- Year of manufacture
- Number and date of the standard (EN 14974:2019)







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