

Chairman's Report August 21

1. Broadband funding:

- a. Correspondence with Andrew Griffith MP – response from researcher regarding opportunities for future funding, pending response to AG from the Minister.
- b. New correspondence with Greg Merett (WSSC Gigabit Voucher Scheme Project Manager) following introduction from Clapham PC. Helpful response. A DCMS review of the process, which may include review of eligibility criteria for funding, is planned for later in the year. WSSC will attempt to make a case for our future inclusion but recognise that this is unlikely. Awaiting further after the review (Sept21)
- c. Recommended via ATF that parishioners complete the online DCMS survey and where appropriate apply for the BT Universal Service Option (open to users with lower than 10Mbps download)

2. Planning issues

- a. **Patching Pond:** Last update from Andrew George at SDNPA (mid July) was that agreed work to meet legal requirements was in progress on the site. No update on legal actions. Subsequently, a parishioner reported that goats have been seen on site and someone appears to be living in a caravan. Reported to SDNPA, awaiting response.
- b. **Yard lights:** Comms with WSSC about lighting at the WSSC Highways yard shining into Patching properties ultimately unsatisfactory; Arun DC said 'no planning case to answer' and WSSC declined as a result to do further for operational reasons.
- c. **France Barn:** Fencing and hedge modifications. SDNP/21/02806/LIS and SDNP/21/02805/HOUS. No objections.

3. Parish and Parish Council matters

- a. **Advertising van on roundabout:** Has been removed. This may be associated with a request to Operation Crackdown to do so, but may be coincidental. (The process worked!!)
- b. **Email:** We now have a Chairman's email address. Added to website
- c. **National Resilience Strategy:** PPC requested to provide feedback on proposed scheme by 10th September. This does not seem relevant to our limited activities as a PC so no response planned.
- d. **West Sussex Transport Plan 2022-2036:** This seems to have little direct impact on Patching, and is currently very high level. Information shared on website. Councillors requested to review and comment for required response by 8th October. A webinar is planned for 8th September if further info is required. Note request from Maureen Chaffe to consider amendments proposed by CPRE to include consideration of Quiet Lanes strategy – to be agreed by the Council.
- e. **Boundary Review:** PPC was invited by our MP to provide a response supporting his position on the upcoming parliamentary constituency boundary review. We were unable to establish a consensus view in the short response timescale and therefore did not respond.
- f. **ADC Tree Planting strategy:** response provided.

Paul Isaacs

Chairman

Patching Parish Council

Bank Reconciliation

PATCHING PARISH COUNCIL

August 2021

| Bank Statement | | | | Cash Book Summary | | |
|----------------|---------|-----------|------------------|-------------------|------------------|----------------------|
| Date | Debit | Credit | Balance | ID | Balance | ID |
| | | | £6,494.79 | | £6,494.79 | bought forward |
| 01 April 2021 | 141.53 | | £6,353.26 | Clerk | | |
| 09 April 2021 | | £2,000.00 | £8,353.26 | Precept | £2,000.00 | add receipts so far |
| 16 April 2021 | £438.00 | | £7,915.26 | Defib Cabinet | | |
| 28 April 2021 | £35.20 | | £7,880.06 | HMRC | £1,449.93 | less payments so far |
| 04 May 2021 | £141.73 | | £7,738.33 | Clerk | | |
| 17 May 2021 | £127.68 | | £7,610.65 | CAS | | |
| 08 June 2021 | £35.40 | | £7,575.25 | HMRC | | |
| 09 June 2021 | £141.53 | | £7,433.72 | Clerk | | |
| 12 July 2021 | £141.53 | | £7,292.19 | Clerk | | |
| 12 July 2021 | £35.40 | | £7,256.79 | HMRC | | |
| 16 July 2021 | £35.00 | | £7,221.79 | ICO | | |
| 28 July 2021 | £35.40 | | £7,186.39 | HMRC | | |
| 02 Aug 2021 | £141.53 | | £7,044.86 | Clerk | £7,044.86 | carried forward |

Please read in conjunction with full cash book and original bank statements

**Patching Parish Council
Budget August 2021**

| Item | Income/Expenditure | | | Balance |
|---|--------------------|---------------|--------------------------|------------------|
| | Forecast | Actual so far | Variance | |
| Bought Forward | £4,815.03 | £7,044.86 | £2,229.83 | £7,044.86 |
| | | | £0.00 | £7,044.86 |
| Precept tranche 2 | -£2,000.00 | £0.00 | £2,000.00 | £9,044.86 |
| | | | £0.00 | £9,044.86 |
| New noticeboard and installation | £740.00 | £0.00 | -£740.00 | £8,304.86 |
| Defibrillator contingency | £333.00 | £0.00 | -£333.00 | £7,971.86 |
| Defibrillator training | £90.00 | £0.00 | -£90.00 | £7,881.86 |
| Defibrillator sundries | £105.00 | £0.00 | -£105.00 | £7,776.86 |
| Clerk remuneration (remaining 8 months) | £1,415.44 | £1,415.44 | £0.00 | £6,361.42 |
| | | | £0.00 | £6,361.42 |
| Training (Councillors/Clerk/RFO etc) | £250.00 | £0.00 | -£250.00 | £6,111.42 |
| | | | £0.00 | £6,111.42 |
| VAT reclaim | -£138.00 | £0.00 | £138.00 | £6,249.42 |
| Website hosting | £140.00 | £0.00 | -£140.00 | £6,109.42 |
| Contingency/election reserve | £1,000.00 | £0.00 | -£1,000.00 | £5,109.42 |
| C & P Village Hall Hire | £100.00 | £0.00 | -£100.00 | £5,009.42 |
| Website maintenance | £240.00 | £0.00 | -£240.00 | £4,769.42 |
| ICO registration | £0.00 | £0.00 | £0.00 | £4,769.42 |
| Insurance | £0.00 | £0.00 | £0.00 | £4,769.42 |
| | | | | |
| | | | Forecast Balance: | £4,769.42 |

Notes: VAT reclaimable on supply part of noticeboard costs and on defibrillator cabinet costs

Cash Book August 2021

| Date | Cheque/ID | Item | Ref | App by | Auth | Description | Debit | VAT | Credit |
|---------------|-----------|-----------------|---------------------|---------|-------|-----------------------|---------|--------|-----------|
| | | Brought forward | | | | | | | £6,494.79 |
| 01 April 2021 | BP | Clerk | 120/ZE13762 | RR/PI | RR/PI | Wages | £141.53 | | |
| 09 April 2021 | BGC | Precept | | | | Precept | | | £2,000.00 |
| 16 April 2021 | FPO | First Rescue | DW-29917 | Council | RR/PI | Defibrillator Cabinet | £438.00 | £73.00 | |
| 28 April 2021 | FPO | HMRC | JA141534C | RR/PI | RR/PI | Income Tax | £35.20 | | |
| 04 May 2021 | BP | Clerk | 120/ZE13762 | RR/PI | RR/PI | Wages | £141.73 | | |
| 17 May 2021 | FPO | CAS | RKL176640/PC/000221 | RR/PI | RR/PI | Insurance | £127.68 | | |
| 08 June 2021 | FPO | HMRC | JA141534C | RR/PI | RR/PI | Income Tax | £35.40 | | |
| 09 June 2021 | BP | Clerk | 120/ZE13762 | RR/PI | RR/PI | Wages | £141.53 | | |
| 12 July 2021 | FPO | Clerk | 120/ZE13762 | Council | RR/PI | Wages | £141.53 | | |
| 12 July 2021 | FPO | HMRC | JA141534C | Council | RR/PI | Income Tax | £35.40 | | |
| 16 July 2021 | DD | ICO | ZA772859 | RR/PI | RR/PI | Membership | £35.00 | | |
| 28 July 2021 | FPO | HMRC | JA141534C | Council | RR/PI | Income Tax | £35.40 | | |
| 02 Aug 2021 | FPO | Clerk | 120/ZE13762 | Council | RR/PI | Wages | £141.53 | | |

Totals £1,449.93 £73.00 £8,494.79

Balance (carried forward) £7,044.86

Note: Approval of payments during Covid-19 pandemic has been by email or at videoconferenced Council meeting.

**PATCHING PARISH COUNCIL
Expenses Claim**

| | | | |
|---|--|----------------|-----------------------|
| Name | Rick Romero (RFO) | Date | 15/05/20 |
| TRAVEL | | | |
| Journey from / to | Purpose of journey | Mileage | Date |
| | | | Amount claimed |
| | | | £ |
| | | | £ |
| | | | £ |
| | | | £ |
| | | | £ |
| Total Travel | | | £ |
| OTHER EXPENSES (please attach receipts where possible) | | | |
| Stationery Items | Details | Date | Amount claimed |
| | | | £ |
| | | | £ |
| | | | £ |
| | | | £ |
| | | | £ |
| | | | £ |
| Total Stationery | | | £ |
| Miscellaneous | Details | Date | Amount claimed |
| | | | £ |
| MJN Safety Signs | Defibrillator anti-tamper seals (Invoice 7902) | 12/05/21 | £10.50 |
| | | | £ |
| | | | £ |
| | | | £ |
| Total Other | | | £ |
| Total Claimed | | | £10.50 |

Checked (Councillor/Clerk/RFO)
Date

Approved (Councillors)
Date

Paid (RFO)

Patching Parish Council Information Publication Scheme

As well as responding to requests for information, Parish Councils must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme sets out the Parish Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help do this the ICO has developed a model publication scheme that all public authorities must use. Patching Parish Council has adopted the model as required. It is suitable for all sectors and consists of seven commitments and seven classes of information. It commits the Parish Council (PC) to publish certain classes of information, and specifies how the information should be made available, what the PC can charge, and what the PC needs to tell members of the public about the scheme.

The PC has also produced:

- a guide to information, specifying what information you publish and how it is available, for example, online or by contacting you; and
- a schedule of fees, saying what you charge for information.

The model scheme, guide to information, and schedule of fees are all available on the PC website.

Parish Councils are expected to make available the information in guide to information unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

| Issue Date | Version | Comments |
|-------------------|----------------|------------------------------------|
| 01-JUN21 | 1.0 | Initial issue |
| 23/08/2021 | 1.0 | Adopted by Patching Parish Council |

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

[Charges which may be made for information published under this scheme](#)

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

[Written requests](#)

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Information available from Patching Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|-----------------------|
| <p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts - current information only.</p> | <p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/the-parish-council/</p> | <p>Free of charge</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/</p> | <p>Free of charge</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/</p> | <p>Free of charge</p> |
| <p>Location of main Council office and accessibility details</p> | <p>NOT APPLICABLE</p> | <p></p> |
| <p>Staffing structure</p> | <p>NOT APPLICABLE</p> | <p></p> |
| <p></p> | <p></p> | <p></p> |

| Information to be published | How the information can be obtained | Cost |
|--|---|-----------------------|
| <p>Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit, current and previous financial year as a minimum</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>Members' allowances and expenses</p> <p>List of current contracts awarded and value of contract</p> <p>Borrowing Approval letter</p> | <p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/financial-information/</p> <p>NOT APPLICABLE</p> <p>NOT APPLICABLE</p> | <p>Free of charge</p> |
| <p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews - current and previous year as a minimum</p> <p>Parish Plan (current and previous year as a minimum)</p> | <p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-neighbourhood-plan/patching-neighbourhood-plan/</p> | <p>Free of charge</p> |

| Information to be published | How the information can be obtained | Cost |
|---|--|----------------|
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/agendas-and-minutes/ | Free of charge |
| Quality status | NOT APPLICABLE | |
| Local charters drawn up in accordance with DCLG guidelines | NOT APPLICABLE | |
| <p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions - current and previous council year as a minimum</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p> | Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/agendas-and-minutes/ | Free of charge |

| Information to be published | How the information can be obtained | Cost |
|---|---|-----------------------|
| <p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only.</p> <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements <p>Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p> | <p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/policy-documents/</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/privacy-notice/</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/freedom-of-information/</p> | <p>Free of charge</p> |

| Information to be published | How the information can be obtained | Cost |
|--|--|------|
| | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | |
| Assets register | | |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | NOT APPLICABLE | |
| Register of members' interests | | |
| Register of gifts and hospitality | | |
| | | |
| Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only. | NOT APPLICABLE | |
| Allotments | | |
| Burial grounds and closed churchyards | | |
| Community centres and village halls | | |
| Parks, playing fields and recreational facilities | | |
| Seating, litter bins, clocks, memorials and lighting | | |

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| Bus shelters | | |
| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | |
| | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | NONE | |
| | | |
| | | |

Contact details:

In the first instance requests for information should be made to the Parish Clerk at patchingpc@gmail.com

Contact details for Councillors are available on the website here:

<https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/>

SCHEDULE OF CHARGES

Hard copy document will be provided upon request to the Parish Clerk and subject to the following charges.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|-------------------------|---|
| Disbursement cost | Photocopying / printing | Patching Parish Council does not have printing equipment – therefore print requests will be subcontracted to a local print shop and charged at their prevailing rate. |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |