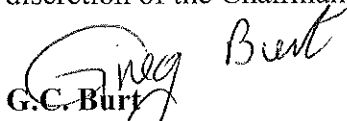


To All Councillors,

You are summoned to a meeting of Billingshurst Parish Council on **Wednesday 2 November 2022 at 7.30pm** at **Billingshurst Centre**

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

26 October 2022

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.

Adjournment for

4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
5. Reports from:
 - a. County and District Councillors
 - b. Council Representatives on Outside Bodies.

Resume Meeting

6. Approval of the Minutes of the Meeting held on 7 September 2022. (Previously sent)
7. Matters Arising – that are not separate agenda items
8. To consider practicality of holding September Council meetings at Adversane Hall - Appendix A.
9. To receive the External Audit Report for 2021-22, consider any issues and refer to F&GP Committee if appropriate - Appendix B.
10. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 4 August & 8 September 2022
 - b) F&GP 27 July & 28 September 2022
 - c) Property 15 June 2022
 - d) Working Practices 18 May 2022(all previously circulated / on website.)

11. Neighbourhood Wardens - to receive reports for Aug, Sept and Oct (if available) – prev. circulated / on website.

12. To review appointments to Cttees and Outside Bodies etc. Appendix C.
13. To appoint Cllr to undertake Clerk's *End of Year Review*. (Standing Order 19b)
14. Any other matters for information only.
15. Date of Next Meeting – **4 January 2023**

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 2 NOVEMBER 2022

MEETINGS AT ADVERSANE HALL

REPORT BY CLERK

FOR DECISION

For more years than any existing Councillors or Officers can recall, one meeting of the Council per year, usually September, has been held at Adversane Hall, one of the villages that make up the parish.

The freehold of the hall is owned by the Council, but it is leased to a management committee.

The hall is usually left set up for a children's day nursery, (held Mon-Friday) and this is the hall's principal income.

Following our visit in September last, a Councillor has expressed concern at the amount of work for the Bookings Officer, preparing the hall beforehand and afterwards to accommodate the Council.

The Bookings Officer has responded accordingly.

Many thanks for your email and for the consideration regarding the September meeting.

I really appreciate that the Council have made attempts to get out into the villages surrounding Billingshurst which helps to make us feel included and that it is not all about Billingshurst central. However, I cannot deny that it is a lot of heavy lifting for a short visit and we are desperately short of "heavy muscle" these days,

In addition, as you will know, we are very short of decent chairs for you all to sit on and, to be honest, the meeting is not well attended by our residents but we do nevertheless recognise that many Councillors have worked hard on providing benefits and improvements for our hamlet.

In conclusion, I hesitate to give the impression that the Council are not welcome and their interest not appreciated, but I have to admit it is with heavy heart I trudge across the road to move the tables and chairs even although it is only once a year.

As the Council determines the calendar of meetings, it is invited to consider whether it wishes to continue to hold one meeting per year at Adversane.

Section 3 - External Auditor Report and Certificate 2021/22

In respect of **Billingshurst Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The inspection period for the exercise of electors' rights was set for 31 working days which is more than the mandatory 30 working days as set out in the Accounts and Audit Regulations 2015, Paragraph 14(1). In future the Council should ensure it provides the precise public inspection period. We would anticipate the Council taking this into account when it completes Assertion 4 on its 2022 Annual Governance and Accountability Return.

We would usually treat a single day over provision as trivial, however, as it was also noted in our report that the 2020/21 that the public rights period exceeded the 30 day working day requirement it is a repeated error and suggests the Council should have answered 'No' to Assertion 7 of the Annual Governance Statement.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2021/22

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Moore

Date

11/09/2022

APPENDIX C

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2022-23	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	EB, GC, DH, JM, CBP , SW, DW , ST
Property	BB, PB, SD , DH, RM, CG , PD, ST
Finance & General Purposes	BB, EB, PB, DH, RM, KP , CG , PD
Working Practices	DH, RM, DW , SW, CG , ST
Billingshurst Centre	KP , SW , SD, CG, PB, PD
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	SD
Emergency Planning	EB, SD
Internal Audit	DH, RM, PD
Youth Liaison	RM, SW, CG
Jubilee Skatepark WP	BB, PB, DH, CG
Traffic Calming	PB

***Bold** indicates Chairman/Vice Chairman*

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
Friends of Station Road Gardens x1	BB, SD
HALC (H'ham Assn Local Ccls)	PD
N'hood Warden Steering Group x2	SD, PB, Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
Sussex Police & Crime Comm - Focus Groups	CBP
West Sussex Association Local Councils (WSALC) AGM x2	PD
Youth Council	
B'hurst Flood Action Group	

Updated 16/06/2022