



**To All Councillors on the Finance & General Purposes Committee,**

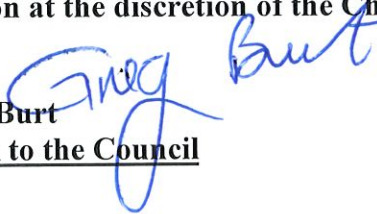
**You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 26 January 2022, at 7.30pm.**

**Please observe the following:**

**Councillors should wear masks when entering or leaving the room.**

**Members of the Public must wear masks at all times unless speaking.**

**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**

**19 January 2022**

## **AGENDA**

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 15 December 2021, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for December 2021, Appendix A.
8. To note Current and Reserve bank reconciliation to 31 Dec 2021, Appendix B
9. To note Bonus Saver Reserve bank reconciliation to 31 Dec 2021, Appendix C.
10. To note budget position at Quarter 3. – Appendix D.

11. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
12. To review the draft Corporate Risk Assessment, Appendix E. (Any changes shown in red.)
13. To review the Council's Asset Register, Appendix F. (Changes since last year shown in red.)
14. To note the quarterly report from SCYP – previously circulated.
15. Any other matters for information only.
16. Date of Next Meeting – **Wednesday 23 February 2022**

**Committee Members:** BB, GA, PB, RM, **KP**, EB, DH, CG, PD

**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.**

Date: 19/01/2022

## Billingshurst Parish Council Current Year

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## Current Bank A/c

## List of Payments made between 01/12/2021 and 31/12/2021

| Date Paid      | Payee Name                     | Reference   | Amount Paid | Authorized Ref | Transaction Detail             |
|----------------|--------------------------------|-------------|-------------|----------------|--------------------------------|
| 01/12/2021     | CASH                           | 013000      | 99.77       |                | HM LR Search                   |
| 01/12/2021     | Parkfield Retail Ltd           | CARD        | 13.58       |                | Misc hardware                  |
| 01/12/2021     | Farsight Consulting Ltd        | 013001      | 298.92      |                | Internal audit 21-22 - interim |
| 01/12/2021     | Breakthrough Communications Lt | 013002      | 510.00      |                | PR for Traffic Calming Consul. |
| 01/12/2021     | BHIB Ltd                       | 013003      | 339.82      |                | Ins 01-14/11/2021              |
| 01/12/2021     | Ricky Short Drainage           | 013004      | 200.00      |                | Various cleaning               |
| 01/12/2021     | Kris King                      | 013005      | 20.16       |                | LW mileage                     |
| 01/12/2021     | Baskets in Bloom Ltd           | 013006      | 1,200.00    |                | Winter bedding displays etc    |
| 01/12/2021     | Cafe Du Van Catering Ltd       | 013007      | 147.36      |                | Budget w/shop food             |
| 01/12/2021     | Greg Burt                      | 013008      | 105.00      |                | Glasses/fruit juice/bin liners |
| 01/12/2021     | Rural Services Partnership Ltd | 013009      | 52.00       |                | M'ship 21-22                   |
| 02/12/2021     | Netcom IT Solutions            | DD          | 572.04      |                | IT support                     |
| 02/12/2021     | Portal Plan Quest Ltd          | CARD        | 490.00      |                | Planning appli. fee BCC imps   |
| 06/12/2021     | Saxon Wield Homes Ltd          | DD          | 70.29       |                | Garage rent                    |
| 09/12/2021     | McColl's                       | CARD        | 47.52       |                | 2nd class stamps               |
| 09/12/2021     | Post Office Ltd                | CARD        | 2.25        |                | Postage                        |
| 10/12/2021     | Billingshurst Comm. & Conf. Ce | 013021      | 119.47      |                | Room hire                      |
| 10/12/2021     | Horsham District Council       | 013022      | 502.70      |                | Bin emptying                   |
| 13/12/2021     | Billingshurst Comm. & Conf. Ce | 013010      | 236.69      |                | Room hire                      |
| 13/12/2021     | Horsham District Council       | 417.2       | 417.20      |                | Bin emptying                   |
| 13/12/2021     | Sussex Clubs for Young People  | 013012      | 3,595.68    |                | Youth serv pvn Q4              |
| 13/12/2021     | Billingshurst Comm. & Conf. Ce | 013013      | 47,711.50   |                | T/F of CIL to fund new garage  |
| 13/12/2021     | Southern Electric              | 013014      | 47.98       |                | Electricity 83a High St        |
| 13/12/2021     | R G Prior Consultancy Services | 013015      | 540.60      |                | Prof fees: LSRRG + JF drainage |
| 13/12/2021     | West Sussex County Council     | 8001577704* | 19,685.82   |                | Payroll Nov 2021               |
| 13/12/2021     | Epoch Projects Ltd             | 013017      | 4,308.00    |                | Xtra works 83a High St         |
| 13/12/2021     | Sandy Duck                     | 013018      | 48.00       |                | Reimb / toner cart / Xmas Fair |
| 13/12/2021     | Country Crafts                 | 013019      | 2,225.00    |                | Works to ROW at Lordings Road  |
| 13/12/2021     | Rynat Ltd                      | 013020      | 1,440.00    |                | Play inspections 2020+2021     |
| 14/12/2021     | Restream Inc.                  | CARD        | 14.79       |                | Restreaming service            |
| 14/12/2021     | Network One                    | DD          | 239.00      |                | Phone charges                  |
| 14/12/2021     | Business Stream                | DD          | 146.16      |                | Water etc Public Toilets       |
| 15/12/2021     | A272 Design                    | SO          | 490.20      |                | TWEET advert - Jan             |
| 16/12/2021     | Tennant UK Cleaning Sol.       | DD          | 161.40      |                | Sweeper service                |
| 17/12/2021     | Easy EPC                       | CARD        | 174.00      |                | EPC / Adversane Hal            |
| 20/12/2021     | Timpson                        | CARD        | 13.95       |                | Xmas window shield engraving   |
| 23/12/2021     | EE & T Mobile                  | DD          | 16.00       |                | Mobile Phone                   |
| 29/12/2021     | Tennant UK Cleaning Sol.       | DD          | 161.40      |                | Sweeper service                |
| 29/12/2021     | SSE                            | DD          | 100.00      |                | Electric 83a                   |
| 31/12/2021     | Natwest                        | BACS        | 23.45       |                | Bank charges                   |
| 31/12/2021     | Sussex Land Services           | SO          | 2,328.11    |                | GM - Dec                       |
| Total Payments |                                |             | 88,915.81   |                |                                |

\* Cheque no. 013027

## Current Bank A/c

## Cash Received between 01/12/2021 and 31/12/2021

| <u>Date</u>           | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u>   | <u>Receipt Total</u> |
|-----------------------|---------------------------|-------------------|------------------------------|----------------------|
| 06/12/2021            | BCCC                      | 102545            | Error correction             | -0.44                |
| 06/12/2021            | Billingshurst CCC         | 102545            | Nov salary reimb + Ins cont. | 8,833.24             |
| 01/12/2021            | Dauxwood Pre-School       | BACS              | Q3 gd rent                   | 96.25                |
| 01/12/2021            | Dunmoore West London      | BACS              | Xmas tree sponsorship        | 1,800.00             |
| 10/12/2021            | Fowlers Letting Ltd       | BACS              | 83a Flat rent - Dec          | 765.80               |
| 31/12/2021            | NatWest                   | BACS              | Bank interest                | 2.17                 |
| 17/12/2021            | SSE                       | BACS              | Wayleave                     | 3.05                 |
| 20/12/2021            | Various                   | 102546            | Sale of old Xmas Lights      | 130.00               |
| <b>Total Receipts</b> |                           |                   |                              | <b>11,630.07</b>     |



Date: 19/01/2022

Billingshurst Parish Council Current Year

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Time: 14:35

Bank Reconciliation Statement as at 15/01/2022  
for Cashbook 1 - Current Bank A/c

User: GREG

| Bank Statement Account Name (s) | Statement Date | Page No | Balances         |
|---------------------------------|----------------|---------|------------------|
| Current Account                 | 31/12/2021     | 440     | 100.00           |
| Business Reserve Account        | 31/12/2021     | 326     | 211,845.01       |
|                                 |                |         | <hr/> 211,945.01 |

| Unpresented Cheques (Minus)                       | Amount    |                 |
|---------------------------------------------------|-----------|-----------------|
| 23/03/2021 012836 Aurac Sound & Vision Ltd        | 20.00     |                 |
| 11/05/2021 012865 Victim Support                  | 75.00     |                 |
| 27/08/2021 012946 Surrey Hills Solicitors LLP     | 1,506.00  |                 |
| 01/12/2021 013001 Farsight Consulting Ltd         | 298.92    |                 |
| 01/12/2021 013005 Kris King                       | 20.16     |                 |
| 10/12/2021 013021 Billingshurst Comm. & Conf. Ce  | 119.47    |                 |
| 10/12/2021 013022 Horsham District Council        | 502.70    |                 |
| 13/12/2021 013012 Sussex Clubs for Young People   | 3,595.68  |                 |
| 13/12/2021 8001577704* West Sussex County Council | 19,685.82 |                 |
| 13/12/2021 013019 Country Crafts                  | 2,225.00  |                 |
| 07/01/2022 CARD South Wales Timer Recorder Ltd    | 25.00     |                 |
| 10/01/2022 013023 Sutcliffe Play Ltd              | 62.98     |                 |
| 10/01/2022 013024 Southern Electric               | 227.98    |                 |
| 10/01/2022 013025 Playsafe Playgrounds Ltd        | 5,986.80  |                 |
| 10/01/2022 013026 Surrey Hills Solicitors LLP     | 1,236.00  |                 |
| 10/01/2022 013027 West Sussex County Council      | 19,685.82 |                 |
| 10/01/2022 013028 Coolair Tollhurst Ltd           | 158.40    |                 |
| 10/01/2022 013029 Wilbar Associates Ltd           | 3,645.00  |                 |
| 10/01/2022 013030 GN Tree Surgery Specialists Lt  | 6,360.00  |                 |
| 10/01/2022 013031 Light Angels Ltd                | 11,811.83 |                 |
| 10/01/2022 013032 Clares Office Supplies Ltd      | 11.94     |                 |
| 11/01/2022 012836 Aurac Sound & Vision Ltd        | -20.00    |                 |
| 13/01/2022 CARD Easy EPC                          | 120.00    |                 |
|                                                   |           | <hr/> 77,360.50 |
|                                                   |           | 134,584.51      |

added  
after month  
end.

## Receipts not Banked/Cleared (Plus)

|                   |                             |                |
|-------------------|-----------------------------|----------------|
| 20/12/2021 102546 | 130.00                      |                |
| 12/01/2022 102546 | 1,250.00                    |                |
| 13/01/2022 102546 | 4,335.90                    |                |
| 14/01/2022 102546 | 10.00                       |                |
|                   |                             | <hr/> 5,725.90 |
|                   |                             | 140,310.41     |
|                   | Balance per Cash Book is :- | 140,310.41     |
|                   | Difference is :-            | 0.00           |

\* cheque number 013027

Date: 17/01/2022

Billingshurst Parish Council Current Year

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Time: 16:28

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 3 - Bonus Saver Account

User: GREG

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>   |
|-------------------------------------------|-----------------------|-----------------------------|-------------------|
| Bonus Saver Account                       | 31/12/2021            | 100                         | 186,365.03        |
|                                           |                       |                             | <u>186,365.03</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                   |
|                                           |                       | 0.00                        |                   |
|                                           |                       |                             | <u>0.00</u>       |
|                                           |                       |                             | 186,365.03        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                   |
|                                           |                       | 0.00                        |                   |
|                                           |                       |                             | <u>0.00</u>       |
|                                           |                       |                             | 186,365.03        |
|                                           |                       | Balance per Cash Book is :- | 186,365.03        |
|                                           |                       | Difference is :-            | 0.00              |

**Billingshurst Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

12:49

|                                       | <u>Last Year</u> |                | <u>Current Year</u> |                |                | <u>Next Year</u> |                |                 |
|---------------------------------------|------------------|----------------|---------------------|----------------|----------------|------------------|----------------|-----------------|
|                                       | Budget           | Actual         | Total               | Actual YTD     | Projected      | Committed        | Agreed         | Carried Forward |
| <b>100 Income</b>                     |                  |                |                     |                |                |                  |                |                 |
| 1076 Precept                          | 373,325          | 373,325        | 408,779             | 408,779        | 408,799        | 0                | 444,735        | 0               |
| 1078 CIL Receipts                     | 0                | 0              | 0                   | 66,817         | 66,817         | 0                | 0              | 0               |
| 1080 Bank Interest Received           | 600              | 260            | 450                 | 112            | 130            | 0                | 200            | 0               |
| 1225 Parks income                     | 500              | 1,138          | 0                   | 0              | 0              | 0                | 0              | 0               |
| 1250 BCCC Management Fee Rcvd         | 2,000            | 2,000          | 2,000               | 2,000          | 2,000          | 0                | 2,000          | 0               |
| 1251 BCC Salary recharge              | 0                | 51,615         | 0                   | 0              | 0              | 0                | 0              | 0               |
| 1399 Miscellaneous Income             | 0                | 0              | 0                   | 167            | 170            | 0                | 0              | 0               |
| <b>Total Income</b>                   | <b>376,425</b>   | <b>428,338</b> | <b>411,229</b>      | <b>477,875</b> | <b>477,916</b> | <b>0</b>         | <b>446,935</b> | <b>0</b>        |
| 6001 less Transfer to EMR             | 0                | 0              | 0                   | 66,817         | 100,225        | 0                | 0              | 0               |
| <b>Movement to/(from) Gen Reserve</b> | <b>376,425</b>   | <b>428,338</b> | <b>411,229</b>      | <b>411,058</b> | <b>377,691</b> |                  | <b>446,935</b> |                 |
| <b>210 Parks and Open Spaces</b>      |                  |                |                     |                |                |                  |                |                 |
| 1100 Sponsorships                     | 1,807            | 1,900          | 1,843               | 515            | 773            | 0                | 1,935          | 0               |
| 1225 Parks income                     | 0                | 0              | 685                 | 1,829          | 2,000          | 0                | 2,000          | 0               |
| <b>Total Income</b>                   | <b>1,807</b>     | <b>1,900</b>   | <b>2,528</b>        | <b>2,344</b>   | <b>2,773</b>   | <b>0</b>         | <b>3,935</b>   | <b>0</b>        |
| 4110 Grass Cutting & Floral Display   | 30,000           | 23,690         | 30,000              | 20,411         | 25,000         | 0                | 27,500         | 0               |
| 4115 Kingslea Farm Gds Maint.         | 0                | 0              | 0                   | 0              | 0              | 0                | 6,150          | 0               |
| 4120 Trees                            | 4,129            | 4,200          | 4,212               | 11,922         | 9,015          | 0                | 7,000          | 0               |
| 4130 Miscellaneous Repairs            | 4,129            | 111,609        | 4,212               | 141,127        | 133,254        | 0                | 5,000          | 0               |
| 4140 Churchyard Maintenance           | 808              | 0              | 800                 | 0              | 0              | 0                | 500            | 0               |
| 4150 Skateboard Park/Ball Court       | 516              | 650            | 526                 | 3,049          | 4,000          | 0                | 552            | 0               |
| 4160 Toilets                          | 8,000            | 8,886          | 3,480               | 4,950          | 5,500          | 0                | 5,000          | 0               |
| 4170 Dog & Litter Bin Emptying        | 7,575            | 5,568          | 6,500               | 4,610          | 5,000          | 0                | 6,500          | 0               |

Continued on next page

APPENDIX D

**Billingshurst Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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|      | <u>Last Year</u> |        | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|------|------------------|--------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|      | Budget           | Actual | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| 4180 |                  |        |                     |            |           |           |                  |     |                 |
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|      |                  |        |                     |            |           |           |                  |     |                 |
|      |                  |        |                     |            |           |           |                  |     |                 |

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## Annual Budget - By Centre (Actual YTD Month 10)

|                                        | <u>Last Year</u> |           | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|----------------------------------------|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                        | Budget           | Actual    | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| 4350 Bank Charges                      | 259              | 275       | 264                 | 197        | 250       | 0         | 277              | 0   | 0               |
| 4360 Insurance                         | 7,517            | 6,661     | 5,700               | 16,657     | 0         | 0         | 17,000           | 0   | 0               |
| 4370 Subscriptions                     | 3,000            | 2,793     | 3,000               | 2,349      | 2,255     | 0         | 2,500            | 0   | 0               |
| 4380 Office Expenses                   | 3,613            | 9,715     | 4,000               | 22,902     | 1,300     | 0         | 4,200            | 0   | 0               |
| 4381 Postage                           | 700              | 241       | 700                 | 430        | 200       | 0         | 400              | 0   | 0               |
| 4390 Telecomms                         | 3,030            | 3,813     | 5,000               | 3,591      | 4,102     | 0         | 5,050            | 0   | 0               |
| 4400 Photocopying                      | 2,020            | 1,037     | 1,500               | 1,090      | 1,252     | 0         | 1,575            | 0   | 0               |
| 4410 Youth Service-Staffing            | 14,240           | 14,240    | 14,525              | 14,383     | 4,525     | 0         | 14,668           | 0   | 0               |
| 4430 Training                          | 2,500            | 711       | 1,000               | 1,210      | 1,600     | 0         | 1,300            | 0   | 0               |
| 4440 Council Comms                     | 4,721            | 5,259     | 5,000               | 4,447      | 5,000     | 0         | 5,250            | 0   | 0               |
| 4450 Christmas Lights                  | 10,000           | 9,327     | 12,000              | 13,838     | 13,820    | 0         | 15,334           | 0   | 0               |
| 4460 IT                                | 4,387            | 5,947     | 6,500               | 5,540      | 6,500     | 0         | 6,500            | 0   | 0               |
| 4470 Room Hire                         | 2,000            | 700       | 2,040               | 2,207      | 2,000     | 0         | 2,000            | 0   | 0               |
| 4500 BVH Utility Bills                 | 3,000            | 0         | 3,060               | 0          | 3,060     | 0         | 3,213            | 0   | 0               |
| 4510 H&S and HR Support                | 2,000            | 0         | 3,900               | 4,027      | 4,027     | 0         | 4,027            | 0   | 0               |
| <b>Overhead Expenditure</b>            | 69,222           | 64,407    | 74,545              | 97,029     | 54,503    | 0         | 89,932           | 0   | 0               |
| <b>220 Net Income over Expenditure</b> | -61,120          | 44,862    | -66,281             | -74,717    | -39,970   | 0         | -81,255          | 0   | 0               |
| 6000 plus Transfer from EMR            | 0                | 5,740     | 0                   | 12,370     | 13,999    | 0         | 0                | 0   | 0               |
| 6001 less Transfer to EMR              | 0                | 188,754   | 0                   | 17,117     | 25,675    | 0         | 0                | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>  | (61,120)         | (138,153) | (66,281)            | (79,464)   | (51,646)  |           | (81,255)         |     |                 |
| <b>Salaries</b>                        |                  |           |                     |            |           |           |                  |     |                 |
| 1251 BCC Salary recharge               | 0                | 0         | 52,271              | 39,023     | 52,271    | 0         | 54,885           | 0   | 0               |
| <b>Total Income</b>                    | 0                | 0         | 52,271              | 39,023     | 52,271    | 0         | 54,885           | 0   | 0               |

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**Billingshurst Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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|                                 | <u>Last Year</u> |           | <u>Current Year</u> |            |           |           | <u>Next Year</u> |     |                 |
|---------------------------------|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                 | Budget           | Actual    | Total               | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| 4000                            |                  |           |                     |            |           |           |                  |     |                 |
| Salaries                        | 157,734          | 215,051   | 227,407             | 174,095    | 227,407   | 0         | 238,777          | 0   | 0               |
| Overhead Expenditure            | 157,734          | 215,051   | 227,407             | 174,095    | 227,407   | 0         | 238,777          | 0   | 0               |
| Movement to/(from) Gen Reserve  | (157,734)        | (215,051) | (175,136)           | (135,072)  | (175,136) |           | (183,892)        |     |                 |
| 240                             |                  |           |                     |            |           |           |                  |     |                 |
| Village Hall                    |                  |           |                     |            |           |           |                  |     |                 |
| 4550                            |                  |           |                     |            |           |           |                  |     |                 |
| BCCC Improvement Loan           | 20,257           | 10,831    | 20,257              | 20,311     | 20,311    | 0         | 20,311           | 0   | 0               |
| Overhead Expenditure            | 20,257           | 10,831    | 20,257              | 20,311     | 20,311    | 0         | 20,311           | 0   | 0               |
| Movement to/(from) Gen Reserve  | (20,257)         | (10,831)  | (20,257)            | (20,311)   | (20,311)  |           | (20,311)         |     |                 |
| 250                             |                  |           |                     |            |           |           |                  |     |                 |
| Highways                        |                  |           |                     |            |           |           |                  |     |                 |
| 1300                            |                  |           |                     |            |           |           |                  |     |                 |
| Highways Income                 | 27,702           | 28,088    | 28,256              | 4,688      | 28,500    | 0         | 29,669           | 0   | 0               |
| Total Income                    | 27,702           | 28,088    | 28,256              | 4,688      | 28,500    | 0         | 29,669           | 0   | 0               |
| 4610                            |                  |           |                     |            |           |           |                  |     |                 |
| Suction Sweeper Maintenance     | 2,525            | 3,959     | 3,000               | 2,825      | 3,834     | 0         | 3,150            | 0   | 0               |
| 4620                            |                  |           |                     |            |           |           |                  |     |                 |
| Other Highway Costs             | 5,050            | 7,921     | 5,151               | 1,893      | 2,470     | 0         | 4,700            | 0   | 0               |
| Overhead Expenditure            | 7,575            | 11,880    | 8,151               | 4,718      | 6,304     | 0         | 7,850            | 0   | 0               |
| 250 Net Income over Expenditure | 20,127           | 16,208    | 20,105              | -30        | 22,196    | 0         | 21,819           | 0   | 0               |
| plus Transfer from EMR          | 0                | 5,180     | 0                   | 685        | 1,027     | 0         | 0                | 0   | 0               |
| Movement to/(from) Gen Reserve  | 20,127           | 21,387    | 20,105              | 654        | 23,223    |           | 21,819           |     |                 |
| 260                             |                  |           |                     |            |           |           |                  |     |                 |
| Lighting                        |                  |           |                     |            |           |           |                  |     |                 |
| 4650                            |                  |           |                     |            |           |           |                  |     |                 |
| Electricity                     | 2,300            | 246       | 500                 | 507        | 431       | 0         | 500              | 0   | 0               |
| 4660                            |                  |           |                     |            |           |           |                  |     |                 |
| Maintenance                     | 2,300            | 0         | 1,100               | 0          | 1,100     | 0         | 1,155            | 0   | 0               |
| Overhead Expenditure            | 4,600            | 246       | 1,600               | 507        | 1,531     | 0         | 1,655            | 0   | 0               |

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 10)

|                                       | <u>Last Year</u> |                 | <u>Current Year</u> |                 |                 | <u>Next Year</u> |                 |                 |
|---------------------------------------|------------------|-----------------|---------------------|-----------------|-----------------|------------------|-----------------|-----------------|
|                                       | Budget           | Actual          | Total               | Actual YTD      | Projected       | Committed        | Agreed          | Carried Forward |
|                                       | <u>(4,600)</u>   | <u>(246)</u>    | <u>(1,600)</u>      | <u>(507)</u>    | <u>(1,531)</u>  |                  | <u>(1,655)</u>  |                 |
| <b>270</b>                            |                  |                 |                     |                 |                 |                  |                 |                 |
| <b>Movement to/(from) Gen Reserve</b> |                  |                 |                     |                 |                 |                  |                 |                 |
| <b>Neighbourhood Wardens Support</b>  |                  |                 |                     |                 |                 |                  |                 |                 |
| 4700 Neighbourhood Wardens Support    | 70,000           | 68,761          | 71,400              | 0               | 71,400          | 0                | 72,471          | 0               |
| 4701 NWardens' accommodation          | 1,000            | 1,010           | 1,020               | 1,010           | 1,010           | 0                | 1,071           | 0               |
|                                       | <u>71,000</u>    | <u>69,771</u>   | <u>72,420</u>       | <u>1,010</u>    | <u>72,410</u>   | <u>0</u>         | <u>73,542</u>   | <u>0</u>        |
| <b>Overhead Expenditure</b>           |                  |                 |                     |                 |                 |                  |                 |                 |
| <b>Movement to/(from) Gen Reserve</b> | <u>(71,000)</u>  | <u>(69,771)</u> | <u>(72,420)</u>     | <u>(1,010)</u>  | <u>(72,410)</u> |                  | <u>(73,542)</u> |                 |
| <b>280</b>                            |                  |                 |                     |                 |                 |                  |                 |                 |
| <b>Section 137</b>                    |                  |                 |                     |                 |                 |                  |                 |                 |
| 4750 Section 137 Donations            | 2,500            | 2,662           | 3,500               | 51,305          | 4,500           | 0                | 4,500           | 0               |
| 4760 Community Transport              | 2,000            | 2,000           | 2,000               | 0               | 2,000           | 0                | 2,000           | 0               |
| 4780 Luncheon Club Room S'Ship        | 606              | 0               | 618                 | 0               | 0               | 0                | 0               | 0               |
| 4790 Billingshurst Centre             | 2,020            | 4,020           | 22,000              | 11,966          | 11,966          | 0                | 22,000          | 0               |
|                                       | <u>7,126</u>     | <u>8,682</u>    | <u>28,118</u>       | <u>63,271</u>   | <u>18,466</u>   | <u>0</u>         | <u>28,500</u>   | <u>0</u>        |
| <b>Overhead Expenditure</b>           |                  |                 |                     |                 |                 |                  |                 |                 |
| plus Transfer from EMR                | 0                | 1,087           | 0                   | 47,712          | 0               | 0                | 0               | 0               |
|                                       | <u>(7,126)</u>   | <u>(7,595)</u>  | <u>(28,118)</u>     | <u>(15,559)</u> | <u>(18,466)</u> |                  | <u>(28,500)</u> |                 |
| <b>300</b>                            |                  |                 |                     |                 |                 |                  |                 |                 |
| <b>83a High Street</b>                |                  |                 |                     |                 |                 |                  |                 |                 |
| 1255 83a High St flat net income      | 9,350            | 0               | 9,537               | 1,061           | 4,500           | 0                | 10,014          | 0               |
| <b>Total Income</b>                   | <u>9,350</u>     | <u>0</u>        | <u>9,537</u>        | <u>1,061</u>    | <u>4,500</u>    | <u>0</u>         | <u>10,014</u>   | <u>0</u>        |
| 4555 Purchase of 83a High St          | 0                | 20,780          | 0                   | 28,155          | 41,296          | 0                | 0               | 0               |
|                                       | <u>0</u>         | <u>20,780</u>   | <u>0</u>            | <u>28,155</u>   | <u>41,296</u>   | <u>0</u>         | <u>0</u>        | <u>0</u>        |
| <b>Direct Expenditure</b>             |                  |                 |                     |                 |                 |                  |                 |                 |
| 4660 Maintenance                      | 505              | 0               | 515                 | 145             | 600             | 0                | 541             | 0               |
| 5000 PWLB Repayment                   | 21,663           | 20,257          | 21,663              | 0               | 21,663          | 0                | 21,663          | 0               |

Continued on next page

**Billingshurst Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

|                                        | <u>Last Year</u> |                  | <u>Current Year</u> |                 |                 |           | <u>Next Year</u> |          |                 |
|----------------------------------------|------------------|------------------|---------------------|-----------------|-----------------|-----------|------------------|----------|-----------------|
|                                        | Budget           | Actual           | Total               | Actual YTD      | Projected       | Committed | Agreed           | EMR      | Carried Forward |
| <b>Overhead Expenditure</b>            | 22,168           | 20,257           | 22,178              | 145             | 22,263          | 0         | 22,204           | 0        | 0               |
| <b>300 Net Income over Expenditure</b> | -12,818          | -41,037          | -12,641             | -27,239         | -59,059         | 0         | -12,190          | 0        | 0               |
| plus Transfer from EMR                 | 0                | 0                | 0                   | 3,730           | 5,594           | 0         | 0                | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b>  | <u>(12,818)</u>  | <u>(41,037)</u>  | <u>(12,641)</u>     | <u>(23,509)</u> | <u>(53,465)</u> |           | <u>(12,190)</u>  |          |                 |
| <b>Total Budget Income</b>             | 423,386          | 567,595          | 512,085             | 547,404         | 580,853         | 0         | 554,115          | 0        | 0               |
| <b>Expenditure</b>                     | 423,387          | 584,491          | 513,085             | 594,508         | 661,165         | 0         | 554,115          | 0        | 0               |
| <b>Net Income over Expenditure</b>     | <u>-1</u>        | <u>-16,896</u>   | <u>-1,000</u>       | <u>-47,105</u>  | <u>-80,312</u>  | <u>0</u>  | <u>0</u>         | <u>0</u> | <u>0</u>        |
| plus Transfer from EMR                 | 0                | 69,682           | 0                   | 199,789         | 212,949         | 0         | 0                | 0        | 0               |
| less Transfer to EMR                   | 0                | 188,754          | 0                   | 83,934          | 125,900         | 0         | 0                | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b>  | <u>(1)</u>       | <u>(135,968)</u> | <u>(1,000)</u>      | <u>68,750</u>   | <u>6,737</u>    |           | <u>0</u>         |          |                 |

Risk Assessment  
January 2022

APPENDIX  
F

| Risk No. | Area   | Risk                                 | Level | Controls                                                                                                                                                              |                                                                                                                                                                                                                | Review Date      | Separate Documentation                                 |
|----------|--------|--------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------|
| 1        | Assets | Protection of physical assets        | M     | Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.                                                               | Registration with HM Land Registry complete November 2008.                                                                                                                                                     | January annually | Fixed Asset Register                                   |
|          |        |                                      |       |                                                                                                                                                                       | Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.                                                                                                         | Ongoing          |                                                        |
|          |        |                                      |       | Ensure all assets on the Fixed Asset Register appear on the insurance schedule                                                                                        | Review every January prior to insurance renewal.                                                                                                                                                               | January annually | Insurance Schedule                                     |
|          |        |                                      |       | Buildings insured.                                                                                                                                                    | Buildings insurance valuations should be done every five years. Valued December 2018.                                                                                                                          | 2023             | Valuation dates on Fixed Asset Register                |
| 1.1      | Assets | Security of buildings, equipment etc | H     | All buildings kept locked. Assistant Clerk maintains key safe and register.                                                                                           | Annual check of register made in January and outstanding keys requested.                                                                                                                                       | January annually | Key Register                                           |
| 1.2      | Assets | Maintenance of buildings etc         | M     | PAT Testing carried out three yearly, basic visual inspection annually.                                                                                               | Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing                                                                                     | January annually | PAT Testing Certificates                               |
|          |        |                                      |       | Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC                                    | Maintain written record of checks. BPC staff check public conveniences daily. BSRA check Jubilee Fields Sports Pavilion, Adversane Hall, Trustees check Adversane Hall, Centre Manager to check BCCC quarterly |                  | Risk Assessment records held by responsible authority. |
|          |        |                                      |       | Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference. | BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Ensure car parks are included in the annual inspection and risk assessment.                                         | January annually | Risk Assessment records held by responsible authority. |

Risk Assessment  
January 2022

|  |  |  |                                                                                                          |                                                                                                                                                                                                                                                              |                                           |                                                        |
|--|--|--|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------|
|  |  |  | Future maintenance considered when setting the budget annually in October.                               | Look at capital reserves held for buildings: public conveniences, Jubilee Fields sports pavilion and Adversane Hall.                                                                                                                                         | October annually                          | Reserves spreadsheet                                   |
|  |  |  | The Assistant Clerk requests a copy of all contractors public liability insurance certificates annually. | Contractors liability certificates will be requested annually in January.                                                                                                                                                                                    | January annually                          | Contractors Liability Certificates file                |
|  |  |  | Fire Risk Assessments                                                                                    | Ensure all buildings have an annual Fire Risk Assessment carried out. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. <b>H&amp;S consultants Ellis Whittam</b> do BCCC.                                           | January annually                          | Risk Assessment records held by responsible authority. |
|  |  |  | Fire Extinguisher Training and annual checks                                                             | Training on Fire extinguishers to be carried out annually. Fire equipment checked at least annually. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Centre Supervisor does BCCC                                  |                                           | Risk Assessment records held by responsible authority. |
|  |  |  | Electrical Safety in Buildings                                                                           | Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. BCCC has three yearly inspection.                                                                                                                   | <b>Quotes being sought as at Jan 2022</b> | Electrical Safety Inspection File                      |
|  |  |  | Gas Safety in Buildings                                                                                  | Ensure all buildings supplied with gas have an annual inspection by an approved engineer. <b>BCCC inspected Jan 2022</b>                                                                                                                                     | Annually                                  | Gas Safety Inspection File - only BCCC on gas          |
|  |  |  | Defibrillators                                                                                           | Regular visual checks are undertaken by Community First Responders to make sure that the equipment is maintained in good working order, any instructions for use remain in place, and any damage is repaired promptly, or the equipment removed until fixed. | Monthly                                   |                                                        |



Risk Assessment  
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|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              |                  |                                           |
|------------|-----------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------|
| 1.4 Assets | Property Held on Charitable Trust | H | BCCC is held on charitable trust and managed by the Parish Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | The Council should request a copy of the BCCC (including car park) Risk Assessment annually, confirmation of the quarterly inspection records and a copy of the Fire Risk Assessment and Fire Safety Policy. | January annually | Billingshurst Centre Risk Assessment File |
| 1.5 Assets | Open Spaces                       | H | Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Litter Wardens.<br>Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet.<br>Weekly detailed inspection of play areas by Litter Wardens. Written reports supplied to the Office and record maintained.<br>Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained.<br>New play equipment.<br>Annual / as appropriate inspection of trees by arboriculturalist. |                                                                                                                                                                                                              |                  | Open Spaces Inspection records            |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              |                  | Open Spaces Inspection records            |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              | June annually    | Open Spaces Inspection records            |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Consider ROSPA post installation inspection and Risk Assessment.                                                                                                                                             |                  |                                           |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              |                  | Tree Survey records                       |
| 1.6 Assets | Churchyards                       | H | Weekly inspection of churchyard by Parochial Church Council Inspector.<br><br>Monthly basic visual inspection by the Litter Wardens as a consequence of the Council accepting liability for maintenance of the closed churchyard<br>Above includes push test.                                                                                                                                                                                                                                                                                                       | Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.                                                                                                          |                  | Churchyard Inspection Records             |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              |                  | Inspection recorded on check sheet        |
|            |                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.                                                                                                           |                  | Hand test recorded on check sheet         |

Risk Assessment  
January 2022

|     |        |                    |   |                                                                                                |                                                                                                                                                                                                                                                                                                            |                  |                    |
|-----|--------|--------------------|---|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|
|     |        |                    |   | Minimum memorial safety repairs.                                                               | Endeavour to contact memorial owners before commencing repairs. Apply for a faculty from the Diocese. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press, Council website and newsletter. |                  | Churchyard File    |
| 1.7 | Assets | Christmas Lighting | L | Use an accredited installer to install the lights, commission them, make repairs and removal   |                                                                                                                                                                                                                                                                                                            | Annually         |                    |
|     |        |                    | L | PAT Testing                                                                                    | Obtain copy of test certificate                                                                                                                                                                                                                                                                            | Annually         |                    |
|     |        | Allotments         |   | Work in accordance with the Management Agreement agreed between BPC and the Allotments Society | Annual review of the Allotments Risk Assessment                                                                                                                                                                                                                                                            | January annually | Allotments Records |
| 1.8 |        |                    | L |                                                                                                |                                                                                                                                                                                                                                                                                                            |                  |                    |

Risk Assessment  
January 2022

| Risk No. | Area    | Risk               | Level | Controls                                                                                                                                                                                                               | Future Controls | Target Date | Separate Documentation |
|----------|---------|--------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------------------------|
| 2        | Finance | Petty Cash         | H     | All expenditure supported by a receipt.<br>Petty cash book balanced regularly.<br>Max amount reduced to £100 as recommended by Internal Auditor.<br>Receipts put through main cashbook in order to assist VAT reclaim. |                 |             |                        |
| 2.2      | Finance | Financial Controls | M     | Bank Reconciliation done monthly against cashbook.<br>Presented to members at monthly F&GP, where a Cllr initials original bank statements.                                                                            |                 |             |                        |
| 2.3      | Finance | Internal Audit     | M     | Internal Auditor is appointed annually.                                                                                                                                                                                |                 |             |                        |
|          |         |                    |       | Internal Auditor reviewed every three years in accordance with Financial Regulations.                                                                                                                                  |                 |             |                        |
|          |         |                    |       | Two internal audits conducted annually: October (interim) and April (year-end)                                                                                                                                         |                 |             |                        |
|          |         |                    |       | Independent Inspection of BCCC annually to support Council signing trust funds handled satisfactorily on external audit annual return.                                                                                 |                 |             |                        |
|          |         |                    |       | Internal Auditor report circulated to all Councillors and advice considered by the full Council. Appropriate action taken as considered necessary by Committee.                                                        |                 |             |                        |
|          |         |                    |       | Two Councillors appointed annually to review effectiveness of the Internal Audit.                                                                                                                                      |                 |             |                        |

Risk Assessment  
January 2022

|             |                    |   |                                                                                                                                                              |  |  |  |
|-------------|--------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 2.4 Finance | Budgetary Controls | M | Internal Auditor reports sent to External Auditor with Annual Return.                                                                                        |  |  |  |
|             |                    |   | Spreadsheet of invoices issued maintained and record of payments received.                                                                                   |  |  |  |
|             |                    |   | Monthly analysis of budget income and expenditure against actual income and expenditure. Significant variances brought to the attention of F&GP quarterly.   |  |  |  |
|             |                    |   | Quarterly budget report on income and expenditure taken to F&GP and posted on Council website.                                                               |  |  |  |
| 2.5 Finance | Financial Records  | M | Mid year reconciliation of budget income and expenditure against actual made to assist the Budget Workshop with preparation of revenue budget for next year. |  |  |  |
|             |                    |   | List of all payments since last meeting, plus any receipts received, circulated in advance of F&GP and approved/noted accordingly and included in minutes.   |  |  |  |
|             |                    |   | Signing Cllrs initial cheque stub and corresponding invoice.                                                                                                 |  |  |  |
|             |                    |   | Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.                                |  |  |  |
|             |                    |   | Details of s137 expenditure is maintained in the cashbook.                                                                                                   |  |  |  |
|             |                    |   | All DDs and SOs reported, reviewed and approved annually.                                                                                                    |  |  |  |

Risk Assessment  
January 2022

|      |         |                                                  |   |                                                                                                                                                                                                                                                           |  |                                                                                                                                                          |  |                  |            |
|------|---------|--------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|------------|
|      |         |                                                  |   | All Business/Debit Card purchases reported alongside all other payments for approval. Supporting documentation initialled by 2 Cllrs.<br>Publish all expenditure on Council website in accordance with the Code of Practice on Data Transparency          |  |                                                                                                                                                          |  | Monthly          | PC website |
| 2.6  | Finance | Salaries                                         | M | Clerk calculates monthly salaries for submission to West Sussex County Council for payment to employees. Checked by Office Manager.<br>Annual review of salaries conducted by Working Practices Committee                                                 |  |                                                                                                                                                          |  |                  |            |
| 2.7  | Finance | Precept                                          | M | Ensure precept claim is submitted to HDC by 31 January annually.                                                                                                                                                                                          |  |                                                                                                                                                          |  | January annually |            |
| 2.8  | Finance | VAT - Comply with Customs and Excise Regulations | M | Input and output VAT recorded with every transaction in cashbook.<br>Quarterly VAT return submitted electronically.<br>Advice sought from HMRC Helpline when unsure.                                                                                      |  |                                                                                                                                                          |  |                  |            |
| 2.9  | Finance | Borrowing Approvals                              | L | Rigid procedure for borrowing approvals followed.                                                                                                                                                                                                         |  |                                                                                                                                                          |  |                  |            |
| 2.10 | Finance | Charitable Funds                                 | H | The Council is the Sole Managing Trustee of BCCC. The Council as charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months.<br>Ensure charity accounts are subject to an independent examination annually. |  | Council to monitor Centre accounts quarterly to assess any likely deficit in income, and potential request to the Council for funds to support the BCCC. |  |                  |            |
|      |         |                                                  |   |                                                                                                                                                                                                                                                           |  | Council is required to approve the Statement of Accounts.                                                                                                |  |                  |            |

Risk Assessment  
January 2022

|      |         |                                      |   |                                                                                                                                                                                                                                                                                                                                                                          |                                                                              |                  |                       |
|------|---------|--------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------|-----------------------|
|      |         |                                      |   | Ensure the Charity Commission annual return is submitted by 31 January annually.                                                                                                                                                                                                                                                                                         | Council submits annual return to Charity Commission.                         | January annually |                       |
| 2.11 | Finance | Risk of consequential loss of income | M | Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.<br><br>All deeds and original leases are held are kept in the firesafe at the Parish Office. |                                                                              |                  | Insurance schedule    |
| 2.12 | Finance | Fidelity Guarantee                   | M | Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.                                                                                                                                                                                                                                                                          | Review Fidelity guarantee annually when insurance cover reviewed in January. | January annually | Insurance schedule    |
| 2.13 | Finance | Procurement                          | L | Comply with the Public Contracts Regulations 2015                                                                                                                                                                                                                                                                                                                        | Update Financial Regulations and Standing Orders when NALC issue new model   | Ongoing          | Financial Regulations |

Risk Assessment  
January 2022

| Risk No. | Area      | Risk                                                                                                              | Level | Controls                                                                                                                        | Future Controls | Target Date      | Separate Documentation                |
|----------|-----------|-------------------------------------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|---------------------------------------|
| 3        | Liability | Risk to third party, property                                                                                     | M     | Public Liability insurance cover up to £10 million in place.                                                                    |                 |                  | Insurance schedule                    |
| 3.1      | Liability | Legal liability as consequence of asset ownership (especially closed churchyard, playgrounds and skateboard park) | H     | Public Liability insurance cover up to £10 million in place.                                                                    |                 |                  | Insurance schedule                    |
| 3.2      | Liability | Hirers Liability                                                                                                  | M     | Ask all hirers for a copy of their Public Liability Insurance, Risk Assessment and if appropriate, Event Safety Management Plan |                 | January annually | Hirers Liability Certificates Records |
|          |           |                                                                                                                   | M     | Check that BCCC is obtaining copy of hirers liability certificates                                                              | Annual check    | January annually | Hirers Liability Certificates Records |



Risk Assessment  
January 2022

| Risk No. | Area               | Risk                                    | Level | Controls                                                                                                                                                                                                                | Future Controls                           | Target Date                                              | Separate Documentation          |
|----------|--------------------|-----------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|---------------------------------|
| 4        | Employer Liability | Comply with Employment Law              | M     | NALC DIS, LCR source of updates. Clerk attends WSALC Clerk's Networking Day and Legal and Finance Day + others. <b>HR Consultants Ellis Whittam also now advise.</b>                                                    | Register of Common Land and Vil           | Quarterly<br>Annually                                    |                                 |
| 4.1      | Employer Liability | Staff Handbook                          | L     | Staff Handbook under constant review. On website, along with all other policy documents. Staff advised accordingly.                                                                                                     |                                           |                                                          | Staff Handbook                  |
| 4.2      | Employer Liability | Staff Appraisal                         | M     | Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.                                                           | Staff Appraisals done January.            | Annually                                                 |                                 |
| 4.3      | Employer Liability | Staff Training                          | M     | Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.<br>Consider Training Strategy for staff.                                                                     |                                           |                                                          | Statement of Intent on Training |
| 4.4      | Employer Liability | Comply with Inland Revenue requirements | M     | Ensure WSCC complete and submit a P35 Annual Return to HMRC before 19 May annually.<br>Ensure WSCC supply all employees with a P60 annually.<br>Check tax and national insurance calculations made by WSCC are correct. | Statement of Intent reviewed Autumn 2019. | Annually<br>May annually<br>May annually<br>May annually |                                 |
| 4.5      | Employer Liability | Personal Accident                       | M     | Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.                                                                                                                                   |                                           |                                                          |                                 |

T N C

Risk Assessment  
January 2022

|     |                       |                   |   |                                                                                                                |                                                                                                                                                     |                  |     |
|-----|-----------------------|-------------------|---|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----|
| 4.6 | Contractors Liability | Personal Accident | M | The Council's insurers do not provide loss of income for personal accident for Councillors over the age of 85. | Review age of Councillors annually. Seek insurance cover for Councillors over the age of 85                                                         | January annually | IBU |
|     |                       |                   |   | Ensure Litter Wardens wear appropriate PPE and high visibility clothing at all times.                          | Review Litter Warden PPE and high visibility clothing annually and replace any worn or defective clothing.                                          |                  |     |
|     |                       |                   |   | Maintain supply of safety gloves and equipment.                                                                | Review Litter Warden protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.       |                  |     |
|     |                       |                   |   | Appointed First Aiders.                                                                                        | Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced. |                  |     |
|     |                       |                   |   | Safe usage of chemicals.                                                                                       | Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too. |                  |     |
|     |                       |                   |   | Ask for method statement of work and risk assessment                                                           |                                                                                                                                                     |                  |     |
|     |                       |                   |   | Ask for details of professional registration.                                                                  |                                                                                                                                                     |                  |     |
|     |                       |                   |   | Request copy of public liability insurance                                                                     |                                                                                                                                                     |                  |     |
|     |                       |                   |   | Request copy of Health and Safety Policy                                                                       |                                                                                                                                                     |                  |     |
|     |                       |                   |   |                                                                                                                |                                                                                                                                                     |                  |     |

Note. Volunteers considered Employees for Insurance purposes.

Risk Assessment  
January 2022

| Risk No. | Area            | Risk                                        | Level | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Future Controls                                                                                                                                                                                                                                                                                | Target Date      | Separate Documentation                                                           |
|----------|-----------------|---------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|
| 5        | Legal Liability | Ensuring activities are within legal powers | H     | Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                |                  |                                                                                  |
| 5.1      | Legal Liability | Proper and timely reporting via the Minutes | M     | Council and most Committees meet bi/monthly. All meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Draft Minutes made available to press and public via the web site and Parish Council noticeboards. Comply with the Local Government Transparency Code 2014 |                                                                                                                                                                                                                                                                                                |                  |                                                                                  |
| 5.2      | Legal Liability | Transparency                                | L     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Annual review of Council noticeboards and website                                                                                                                                                                                                                                              | January annually |                                                                                  |
|          |                 |                                             |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Publish the following data on the Council website:<br>Expenditure over £500 on Council<br>Staff structure chart<br>Staff pay multiple<br>Local Authority Land data<br>Invitation to tender for contracts<br>Details of contracts awarded<br>Grants to community/voluntary sector organisations | Ongoing          | Staff structure chart<br>Staff pay multiple<br>Local Authority Land<br>Donations |
| 5.3      | Legal Liability | Transparency                                | L     | Comply with the Local Government Bodies Regulations 2014                                                                                                                                                                                                                                                                                                                                                                                                         | Adoption of Reporting at Meetings Policy                                                                                                                                                                                                                                                       | Ongoing          | Reporting at Meetings Policy                                                     |

Risk Assessment  
January 2022

|     |                 |                |   |                                                                                                                                     |  |  |
|-----|-----------------|----------------|---|-------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 5.4 | Legal Liability | Responsibility | H | Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting. |  |  |
|-----|-----------------|----------------|---|-------------------------------------------------------------------------------------------------------------------------------------|--|--|

Risk Assessment  
January 2022

| Risk No. | Area                  | Risk                                                      | Level | Controls                                                                                                                                                                        | Future Controls                                                                                                                                                                                                                                                                                                                                                    | Target Date  | Separate Documentation                    |
|----------|-----------------------|-----------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------|
| 6        | Councillors Propriety | Code of Conduct                                           | H     | All Councillors are required to abide by the Members' Code of Conduct adopted on <b>14 July 2021</b> .                                                                          | Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct.<br>Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.<br>All Councillors to declare the Billingshurst Centre on their Register of Members interests form and complete a dispensation request form. |              | Declarations of Acceptance of Office File |
| 6.1      | Councillors Propriety | Register of Members' Interests                            | H     | Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.                           | Maintain copies of registers and send a copy to Horsham District Council.<br>Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.                                                                                                                                                                                  |              | Register of Members Interests File        |
| 6.2      | Councillors Propriety | Register of Members' Interests                            | H     | Ensure all Councillors complete the Register of Members' Interests update form every May                                                                                        | Upload update forms to Council website.                                                                                                                                                                                                                                                                                                                            | May annually | Register of Members Interests File        |
| 6.3      | Councillors Propriety | Registers of Interests and gifts and hospitality in place | H     | Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality.<br>Staff also maintain a voluntary register of gifts or hospitality. |                                                                                                                                                                                                                                                                                                                                                                    |              | Gifts and Hospitality Register            |
| 6.4      | Councillors           | Members                                                   | L     | The Members basic allowance is set                                                                                                                                              | Maintain a record of payments of                                                                                                                                                                                                                                                                                                                                   | Ongoing      | Gifts and Hospitality                     |
|          |                       |                                                           |       |                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                    | May          | Members                                   |

Risk Assessment  
January 2022

|     |                       |                         |   |                                                                                                                                                                       |                                                                                                                                                         |          |                           |
|-----|-----------------------|-------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------|
|     | Propriety             | Allowances              |   | at 9.4% of HDC Members Basic Allowance, £440 per annum.                                                                                                               | Members Allowances and travel and subsistence payments.<br>Upload notice to Council website every year in April.                                        | annually | Allowances File           |
| 6.5 | Councillors Propriety | Member/Officer Protocol | H | The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Parish office. | Supply all new members and staff with a copy of the protocol.<br>A copy of the NALC publication 'Being a Good Employer' included in the Members Manual. |          | Councillor/Staff Protocol |

Risk Assessment  
January 2022

|      |                                 |                        |   |                                                                                                                                                                                                                            |                                                                                                      |                                          |
|------|---------------------------------|------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|
| 6.6  | Councillors Propriety           | Dignity at Work Policy | H | Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations. | Supply all new members and staff with a copy of the Dignity at Work policy.                          | Dignity at Work Policy                   |
| 6.7  | Councillors Propriety           | Complaints             | H | The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.                                                                                |                                                                                                      | Code of Practice for Handling Complaints |
| 6.8  | Councillors Propriety           | New Members            | L | Provide all new members with the latest edition of the Members Manual                                                                                                                                                      | Remind Members that all latest policies etc. are on website.                                         |                                          |
| 6.9  | Councillors Propriety           | All Members            | M | Reporting of Meetings.                                                                                                                                                                                                     | Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded. | Reporting of Council Meetings Policy     |
| 6.11 | Councillors Propriety           | Developers             | L | Handling of pre-application enquiries.                                                                                                                                                                                     | Council has adopted a Developer Protocol.                                                            | Developer Protocol                       |
| 6.12 | Councillors and Staff propriety | Public Relations       | M | Adopt Press and Social Media Policy                                                                                                                                                                                        | Reviewed Autumn 2019                                                                                 | Press Policy<br>Social Media Policy      |

Risk Assessment  
January 2022

| Risk No. | Area              | Risk            | Level | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Future Controls                             | Target Date                     | Separate Documentation                              |
|----------|-------------------|-----------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------|-----------------------------------------------------|
| 7        | Form and Function | Procedures      | M     | <p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the F&amp;GP Cttee, then presented to full Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&amp;GP Cttee for approval.</p> | <p>Reviewed 2019.</p> <p>Reviewed 2019.</p> | <p>Annually</p> <p>Annually</p> | <p>Standing Orders</p> <p>Financial Regulations</p> |
| 7.1      | Form and Function | Legislation     | M     | The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             | January annually                | Insurance Schedule                                  |
| 7.2      | Form and Function | Council Records | H     | <p>Ensure all original deeds and leases are kept in Parish Office fire safe.</p> <p>Copy of computer server (and all documents) is saved in a Cloud system.</p> <p>All documents on computer</p> <p>Prune Parish Office filing annually.</p> <p>Move old files to archive boxes.</p> <p>Purge archive boxes annually.</p> <p>Lodge important documents and previous minutes in County Archive.</p> <p>All in accordance with NALC's recommended document retention policy and the GDPR.</p>                          |                                             | January annually                |                                                     |



Risk Assessment  
January 2022

|     |                   |                 |   |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                              |                     |  |
|-----|-------------------|-----------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
|     |                   |                 |   | Data Protection Act 1998                                                                                                                                                                                                                                                                                                                                                                             | Ensure the Council complies with the eight enforceable principles through good practice.<br>Renew registration with the Information Commissioner annually.<br>Ensure computer systems and documents containing sensitive information are password protected. | August annually     |  |
|     |                   |                 |   | Freedom of Information Act 2000                                                                                                                                                                                                                                                                                                                                                                      | Process requests for information under the requirements of the FOI Act 2000 with regard to the Data Protection Act 1998.<br>Keep Publication Scheme under review.                                                                                            | Ongoing             |  |
|     |                   |                 |   | GDPR                                                                                                                                                                                                                                                                                                                                                                                                 | The Council has appointed an external DPO to assist with its GDPR compliance, including an annual review of its processes and procedures.                                                                                                                    |                     |  |
| 7.3 | Form and Function | Computer System | H | The Council's computer system includes a key method of communication between members of the public and the Council – e-mail. Maintain IT support contract to ensure this method of communication.<br>Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council. | New anti-virus software spring 2020                                                                                                                                                                                                                          | Annually<br>Dec/Jan |  |

Risk Assessment  
January 2022

|     |                   |       |   |                                                                                                                                                                                                                                                                                                                                                                                      |                                                   |  |  |
|-----|-------------------|-------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|--|
| 7.4 | Form and Function | Staff | H | One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data including: property portfolio to record who owns what property, who is responsible for maintaining which property and financial records including contributions towards insurance costs, village hall utility bills, split IT and telephone bills, etc... |                                                   |  |  |
| 7.5 | Form and Function | Staff | H | Stress in the workplace                                                                                                                                                                                                                                                                                                                                                              | Be vigilant for signs of stress in the workplace. |  |  |

Fixed Asset Register  
As at 20/01/22  
Land Buildings

| Buildings                                           | Asset Value          | Insurance Value      | Renewal      | Date of Valuation | Location of Deeds | Title No  | Details                                                                                |
|-----------------------------------------------------|----------------------|----------------------|--------------|-------------------|-------------------|-----------|----------------------------------------------------------------------------------------|
| Adversane Mission Hall                              | £213,877.44          | £206,026.78          |              | June 2013         | Firesafe          | WSX320790 | Conveyance 21.2.1980, title absolute                                                   |
| Jubilee Fields Sports Pavilion                      | £736,582.71          | £775,348.16          |              | June 2013         | Firesafe          |           | Built using Football Foundation grant                                                  |
| Portacabin                                          | £3,918.96            | £12,730.80           |              | June 2013         | Firesafe          |           |                                                                                        |
| External Store                                      | £32,882.34           | £114,895.47          |              | June 2013         | Firesafe          |           |                                                                                        |
| Tennis Club Pavilion                                | £0.00                | £0.00                |              | N/A               |                   |           | Pavilion belongs to BLTC until lease lapses                                            |
| Public Conveniences                                 | £0.00                | £128,209.76          |              | June 2013         | Firesafe          |           |                                                                                        |
| Station Road Gardens Shed                           | £3,000.00            | £3,090.00            |              | TBC               |                   |           |                                                                                        |
| 83a High Street                                     | £315,000.00          | £315,000.00          |              | 21/10/2019        | TBC               | TBC       |                                                                                        |
|                                                     |                      | £1,240,300.97        |              |                   |                   |           |                                                                                        |
| <b>Open Spaces</b>                                  |                      |                      |              |                   |                   |           |                                                                                        |
| Jubilee Fields                                      | £1.00                | £1.00                |              |                   | Firesafe          | WSX387283 | Freehold T/F to PC now complete                                                        |
| Lower Station Road Recreation Ground                | £1.00                | £1.00                |              |                   | Firesafe          | WSX320849 | Conveyance dated 24/12/38, title possessory                                            |
| Tennis Courts Lower Station Road                    | £1.00                | £1.00                |              |                   | Firesafe          | WSX320888 | Conveyance dated 30.4.1962 + New Tennis lease, title qualified                         |
| Station Road Gardens - Cricket Field, Station Road  | £1.00                | £1.00                |              |                   | Firesafe          | WSX320825 | Conveyance dated 16.2.1950, title possessory                                           |
| Station Road Gardens - Football Field, Station Road | £1.00                | £1.00                |              |                   | Firesafe          | SX23631   | Conveyance dated 5.1.1956, indenture 07.08.1868                                        |
| Cherry Tree Close Playing Field                     | £1.00                | £1.00                |              |                   | Firesafe          | SX88873   | dated 18.5.1967                                                                        |
| Manor Fields Play Area and Allotments               | £1.00                | £1.00                |              |                   | Firesafe          | WSX192124 | dated 24.11.1997, Conveyance dated 14.1.1983, Land appropriated as allotments 04/04/12 |
| Cranham Avenue Play Area & Open Space               | £1.00                | £1.00                |              |                   | Firesafe          | WSX313009 | dated 3.10.2007                                                                        |
| Willow Drive Open Space                             | £1.00                | £1.00                |              |                   | Firesafe          | WSX64039  | dated 24.8.1982                                                                        |
| Carpenters Open Space                               | £1.00                | £1.00                |              |                   | Firesafe          | SX119494  | dated 14.1.1970                                                                        |
| Cleavelands Gardens                                 | £1.00                | £1.00                |              |                   | Firesafe          | WSX265845 | dated 9.8.2002                                                                         |
| Billingshurst Village Green reg no VG3              | £1.00                | £1.00                |              |                   | Firesafe          | WSX320787 | Conveyance dated 16.9.1949, Duke of Norfolk to BPC, title absolute                     |
| Alicks Hill                                         | £1.00                | £1.00                |              |                   | Firesafe          | WSX320820 | Registered common land no CL18.6.12.1979, title possessory                             |
| Coombe Hill Open Space                              | £1.00                | £1.00                |              |                   | Firesafe          | WSX242388 | dated 7.6.2000                                                                         |
| Adversane Green reg no VG2                          | £1.00                | £1.00                |              |                   | Firesafe          | WSX190295 | dated 13.1.2003, Conveyance dated 18.4.1971, Duke of Norfolk to BPC                    |
|                                                     |                      |                      |              |                   |                   |           |                                                                                        |
| <b>Total</b>                                        | <b>£1,305,256.45</b> | <b>£1,240,315.97</b> | <b>£0.00</b> |                   |                   |           |                                                                                        |

Appendix F

**Fixed Asset Register**  
As at 20/01/22  
Office Contents

|                                 | Asset Value       | Insurance Valuation | Renewal | Date of Valuation | Location of Deeds |
|---------------------------------|-------------------|---------------------|---------|-------------------|-------------------|
| <b>Parish Office Contents</b>   |                   |                     |         |                   |                   |
| Server                          |                   |                     |         |                   |                   |
| PC's x 5                        |                   |                     |         |                   |                   |
| Printers:                       |                   |                     |         |                   |                   |
| HP Officejet Pro 8100           |                   |                     |         |                   |                   |
| Laminator Fusion 3100L          |                   |                     |         |                   |                   |
| Laminator Fusion 3000L          |                   |                     |         |                   |                   |
| Toshiba Laptop Satellite Pro    |                   |                     |         |                   |                   |
| Dell Latitude laptop 5500       |                   |                     |         |                   |                   |
| Ricoh IMC3000 Photocopier       |                   |                     |         |                   |                   |
| Filing cabinets x 3 half height |                   |                     |         |                   |                   |
| Filing cabinets x 7 full height |                   |                     |         |                   |                   |
| Firesafe                        |                   |                     |         |                   |                   |
| Fridge                          |                   |                     |         |                   |                   |
| Henry Hoover                    |                   |                     |         |                   |                   |
| 5 workstations                  |                   |                     |         |                   |                   |
| Shredder GBC2122                |                   |                     |         |                   |                   |
| Boardroom table                 |                   |                     |         |                   |                   |
| 4 bookcases                     |                   |                     |         |                   |                   |
| Entryphone                      |                   |                     |         |                   |                   |
| Lockable Storage Units x 2      |                   |                     |         |                   |                   |
| Table top display boards        |                   |                     |         |                   |                   |
| Table top display boards        |                   |                     |         |                   |                   |
| Gazebo                          |                   |                     |         |                   |                   |
|                                 | <b>£27,055.00</b> | <b>£32,096.00</b>   |         |                   |                   |

**Fixed Asset Register**  
**As at 20/01/22**  
**General Contents**

| Asset No. |                                             | Asset Value    | Insurance Valuation | Renewal | Date of Valuation | Location of Deeds |                                                                                           |
|-----------|---------------------------------------------|----------------|---------------------|---------|-------------------|-------------------|-------------------------------------------------------------------------------------------|
| GC01      | Billingshurst Centre Limited Edition Prints | £318.27        | £370.98             |         |                   |                   | Donated to the PC by Sothebys                                                             |
| GC02      | Billingshurst Centre Clock                  | £3,713.15      | £4,328.06           |         |                   |                   | Donated to the PC by BH Beauman                                                           |
| GC03      | Road Sweeper                                | £12,500        | £17,560             |         | 2018              |                   | Was on a separate Motor Policy, now part of main policy. Replacement value given Feb 2018 |
| GC04      | Litter Barrows x 2                          | £1,273         | £1,483.86           |         | December 2009     |                   |                                                                                           |
| GC05      | Grandfather clock                           | £1,300         | £1,300.00           |         |                   |                   | Valuation undertaken Oct 2016                                                             |
|           |                                             |                |                     |         |                   |                   |                                                                                           |
|           | <b>Total</b>                                | <b>£19,104</b> | <b>£25,043</b>      |         |                   |                   |                                                                                           |

**Fixed Asset Register as at 20/01/22**  
**Street Furniture**

|  |                                          | Asset Value | Insurance Value | Renewal | Date of Valuation | Location of Deeds | Title No | Details                                             |
|--|------------------------------------------|-------------|-----------------|---------|-------------------|-------------------|----------|-----------------------------------------------------|
|  | <b>Bus Shelters:</b>                     |             |                 |         |                   |                   |          |                                                     |
|  | Adversane Common                         | £3,012.75   | £3,511.70       |         | 2009              | Bank/firesafe     |          | Lease from the brewery for the land dated 21.1.1957 |
|  | Billingshurst High Street                | £3,012.75   | £3,511.70       |         |                   |                   |          | Brick bus shelter opposite Six Bells                |
|  | Natts Lane                               |             |                 |         |                   |                   |          | Arun Cantilever two bay bus shelter from Queensbury |
|  | Forge Way 3 bay                          | £2,780.62   | £3,241.12       |         | 2009              |                   |          | Shellutions                                         |
|  | Forge Way 2 bay                          | £3,750.00   | £4,371.04       |         | 2011              |                   |          | Shellutions                                         |
|  | Station Road                             | £3,300.00   | £3,846.52       |         | 2011              |                   |          | Shellutions                                         |
|  | Five Oaks                                | £2,580.00   | £3,007.28       |         | 2011              |                   |          | Shellutions                                         |
|  |                                          |             | £0.00           |         |                   |                   |          |                                                     |
|  | <b>Dog Bins:</b>                         |             |                 |         |                   |                   |          |                                                     |
|  | Cleavelands x 1                          |             | £0.00           |         |                   |                   |          |                                                     |
|  | Lower Station Road x 2                   |             | £0.00           |         | 2009              |                   |          |                                                     |
|  | Manor Fields x 1                         |             | £0.00           |         | 2009              |                   |          |                                                     |
|  | Jubilee Fields x 3                       |             | £0.00           |         | 2009              |                   |          |                                                     |
|  | SRG x 1                                  |             | £0.00           |         |                   |                   |          |                                                     |
|  |                                          | £2,227.89   | £2,596.86       |         |                   |                   |          |                                                     |
|  |                                          |             | £0.00           |         |                   |                   |          |                                                     |
|  | <b>Noticeboards:</b>                     |             |                 |         |                   |                   |          |                                                     |
|  | Jengers Mead                             |             | £0.00           |         | 2010              |                   |          | Made by W. R. Braun & Son                           |
|  | Billingshurst Village Green              |             | £0.00           |         | 2006              |                   |          |                                                     |
|  | Five Oaks                                |             | £0.00           |         | 2006              |                   |          |                                                     |
|  | Adversane                                |             | £0.00           |         | 2006              |                   |          |                                                     |
|  | Library Car Park                         | £800.00     | £800.00         |         | 2018              |                   |          |                                                     |
|  |                                          | £4,816.49   | £5,614.16       |         |                   |                   |          |                                                     |
|  |                                          |             | 0               |         |                   |                   |          |                                                     |
|  | <b>Litter Bins:</b>                      |             |                 |         |                   |                   |          |                                                     |
|  | Billingshurst Village Green              | £721.00     | £840.41         |         | 2009              |                   |          |                                                     |
|  | Manchester Litter Bins x 6               | £6,107.60   | £7,119.09       |         | 2009              |                   |          | High Street Enhancements                            |
|  |                                          |             | £0.00           |         |                   |                   |          |                                                     |
|  | <b>Benches: (Not part of play areas)</b> |             |                 |         |                   |                   |          |                                                     |
|  | High Street Bench Frame Type x 2         | £1,531.94   | £1,785.65       |         |                   |                   |          | High Street Enhancements                            |
|  | High Street Seat Frame x 4               | £3,298.37   | £3,844.62       |         |                   |                   |          | High Street Enhancements                            |
|  | High Street Circular Bench               | £2,143.02   | £2,497.93       |         |                   |                   |          | High Street Enhancements                            |
|  | Adversane Green Bench x 1                | £954.81     | £1,112.94       |         | 2009              |                   |          | Neptune Outdoor Furniture Ltd                       |
|  | Mill Way x1                              | £392.54     | £457.55         |         |                   |                   |          |                                                     |
|  | Alicks Hill x 2                          | £1,485.26   | £1,731.24       |         | 2009              |                   |          |                                                     |

## Street Furniture

|  |                                          |             |             |            |  |  |  |                                               |
|--|------------------------------------------|-------------|-------------|------------|--|--|--|-----------------------------------------------|
|  | Cleavelands Gardens x 3 incl. perch seat | \$0.00      | \$0.00      |            |  |  |  |                                               |
|  | Carpenters (fronting Station Road)       | \$0.00      | \$0.00      |            |  |  |  |                                               |
|  | Library x 1                              | \$500.00    | \$500.00    |            |  |  |  |                                               |
|  | Silver Lane / East St.                   | \$720.09    | \$720.09    | 2020       |  |  |  | Presented by Wednesday Group                  |
|  |                                          |             | \$0.00      |            |  |  |  |                                               |
|  | <b>Various High Street</b>               |             | \$0.00      |            |  |  |  |                                               |
|  | CCTV Ducting                             | \$4,235.36  | \$4,936.60  |            |  |  |  | High Street Enhancements                      |
|  | Timber planters in High Street x 6       | \$3,149.81  | \$3,671.46  |            |  |  |  | High Street Enhancements                      |
|  | x2 plastic planters o/s Truffles         | \$684.50    |             |            |  |  |  | Purchased 2021                                |
|  | Cycle racks in High Street x 6           | \$1,156.38  | \$1,347.89  |            |  |  |  | High Street Enhancements                      |
|  | Banner brackets on light columns x 2     | \$535.76    | \$624.49    |            |  |  |  | High Street Enhancements                      |
|  |                                          |             | 0           |            |  |  |  |                                               |
|  |                                          |             |             |            |  |  |  | Was £38,275, but now covered by WSCC PFI,     |
|  | Street lights x 31                       | \$1.03      | \$1.20      |            |  |  |  | check number of lights on list April 2011     |
|  | Centurions x 6                           | \$18,217.77 | \$21,234.85 |            |  |  |  | Sign of the Times                             |
|  | Finial and post for Centurions           | \$2,826.24  | \$3,294.30  |            |  |  |  | Sign of the Times                             |
|  | Centenary Post                           | \$3,116.92  | \$3,633.12  |            |  |  |  |                                               |
|  | Centenary Plaque                         | \$1,060.90  | \$1,236.60  | 2009       |  |  |  |                                               |
|  | Electronic Sign                          | \$4,821.79  | \$5,620.34  |            |  |  |  | Polycomp                                      |
|  | Queens Diamond Jubilee Flagpole          | \$686.00    | \$799.61    | 2012       |  |  |  | Harrisons Flagpoles                           |
|  | Finger Posts x5                          | \$5,979.00  | \$5,979.00  |            |  |  |  | Grants obtained by BCP; ownership &           |
|  | Hanging Basket brackets                  | 263         | 263         | 2018       |  |  |  | responsibility passed to BPC Oct 2017         |
|  | Hanging Baskets                          | 177.35      | 177.35      | 2018       |  |  |  | Jul-18                                        |
|  | Trough o/s Barclays                      | \$251.60    | \$251.60    | 2018       |  |  |  | Aug-18                                        |
|  |                                          |             |             |            |  |  |  |                                               |
|  | <b>Fences and Gates</b>                  |             |             |            |  |  |  |                                               |
|  | Station Road Gardens Park style railings | \$8,593.29  | \$10,016.43 | 2009       |  |  |  | Burroughs Fencing                             |
|  | Gates to rear of Centre car park         | 560.00      | 560.00      | 01/01/2018 |  |  |  |                                               |
|  |                                          |             |             |            |  |  |  |                                               |
|  | <b>Other</b>                             |             |             |            |  |  |  |                                               |
|  | Water tank                               | \$800.00    | \$874.18    | June 2013  |  |  |  |                                               |
|  | BBQ Stand                                | \$2,380.00  | \$2,524.94  | April 2014 |  |  |  |                                               |
|  | Defibrillators x 2                       | \$0.00      | \$3,925.33  | Dec 2013   |  |  |  | Billingshurst Centre, Jubilee Fields pavilion |
|  | Defibrillators x 2                       | \$0.00      | \$4,000.00  | May 2016   |  |  |  | Adversane bus shelter, Five Oaks at Watsons   |
|  | Mowers & Machinery                       | \$0         | \$515       |            |  |  |  | car sales                                     |
|  | Speed Indicator Device (SID) @ Five Oaks | 3,195.00    | 3,195.00    |            |  |  |  | SRG shed contents                             |
|  | Five Oaks Gateway features               | 4,302       | 4,302       |            |  |  |  | Installed Jan 2019<br>Spring 2018             |

**Fixed Asset Register as at 20/01/22**  
**Street Furniture**

|  |                               | £559               | £559               |  |           |  |  |  | Jun-20                                                                                                                                       |
|--|-------------------------------|--------------------|--------------------|--|-----------|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------|
|  | Bowser for watering planters  |                    |                    |  |           |  |  |  |                                                                                                                                              |
|  | War Memorial                  | £0.00              | £42,436.00         |  | June 2013 |  |  |  | HM Land Registry would not allow PC to claim ownership 2008 as they appear to have viewed it as the property of the people of Billingshurst. |
|  | Silent Soldier Silhouettes x3 | 600.00             | 600.00             |  | 2019      |  |  |  |                                                                                                                                              |
|  | <b>Total</b>                  | <b>£115,437.83</b> | <b>£181,460.21</b> |  |           |  |  |  |                                                                                                                                              |



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**Fixed Asset Register as at 20/01/22**  
**Playing Fields Equipment**

|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|----------------------------------------|--|--|--|--|--|--|----------------------|-------------------------------------------------------------|--|--|-------------------------------|
| Climbing Net                           |  |  |  |  |  |  | March 2014           | Monster Play Systems Ltd                                    |  |  |                               |
| Climbing Frame                         |  |  |  |  |  |  | March 2014           | Monster Play Systems Ltd                                    |  |  |                               |
| Swing                                  |  |  |  |  |  |  | March 2014           | Monster Play Systems Ltd                                    |  |  | Minus install costs of £3,204 |
| Wall                                   |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Safety surfacing                       |  |  |  |  |  |  |                      | Installed 2021                                              |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| <b>Cherry Tree Close Playing Field</b> |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Play equipment consisting of:          |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Orchard swing with 2 pod seats         |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Inclusive dish roundabout              |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Orchard baby mammoth                   |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Ropewalk tangle                        |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Orchard 2.4m nest swing                |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| 5-A-Side Football Goal                 |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Bench                                  |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Bin                                    |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Groundworks                            |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Surfacing                              |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
| Ancillaries - sign                     |  |  |  |  |  |  | January 2015         | Sutcliffe Play                                              |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| <b>Manor Fields Playing Field</b>      |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Play equipment consisting of:          |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Swing with 2 x slash proof seats       |  |  |  |  |  |  | October 2002         |                                                             |  |  |                               |
| Multi-unit                             |  |  |  |  |  |  | Replaced 2018        |                                                             |  |  |                               |
| Safety Surfacing                       |  |  |  |  |  |  | October 2002         | Miracle / Sovereign                                         |  |  |                               |
|                                        |  |  |  |  |  |  | Replaced Autumn 2017 | Surfacing Replaced Autumn 2017 - Supplied by Matta Products |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Perch seat                             |  |  |  |  |  |  | 2019                 |                                                             |  |  |                               |
|                                        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| <b>Cranham Avenue Play Area</b>        |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Play equipment consisting of:          |  |  |  |  |  |  | December 09          |                                                             |  |  |                               |
| Swings                                 |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Climbing tower                         |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Rocking animal                         |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Safety Surfacing                       |  |  |  |  |  |  |                      |                                                             |  |  |                               |
| Benches x 1                            |  |  |  |  |  |  | December 09          |                                                             |  |  |                               |
| Bin                                    |  |  |  |  |  |  | December 09          |                                                             |  |  |                               |
| Fencing                                |  |  |  |  |  |  | December 09          |                                                             |  |  |                               |

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Fixed Asset Register  
As at 20/01/22  
TOTAL

|                  | Asset Values         | Insurance Values     |
|------------------|----------------------|----------------------|
| Land & Buildings | £1,305,256.45        | £1,240,300.97        |
| Office contents  | £27,055.00           | £32,096.00           |
| General contents | £19,104.42           | £25,042.90           |
| Street Furniture | £115,437.83          | £181,460.21          |
| Playground Equip | £292,014.14          | £297,002.83          |
|                  |                      |                      |
|                  | <b>£1,758,867.84</b> | <b>£1,775,902.91</b> |

Note  
Red text indicates change since previous year

**Billinghurst CCC**

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