



To All Councillors,

You are summoned to an Extraordinary Meeting of Billingshurst Parish Council on **Wednesday 15 June 2022 at 7pm** at the Billingshurst Centre.

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

Gregory Burt
G.C. Burt

Clerk to the Council

8 June 2022

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
Adjournment for
4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
Resume Meeting
5. 2021-22 Accounts
 - a. To receive the Internal Audit Report, (and refer detailed consideration to F&GP Cttee) - Appendix A.
 - b. To approve the Annual Return Governance Statement - Appendix B.
 - c. To approve the Annual Return Accounting Statement - Appendix C.
6. To consider request from promoters of the proposed *East of Billingshurst* development for an initially private meeting to discuss a master plan for the site, if approved by HDC as a Strategic Site under the next Local Plan. Appendix D.
7. To review committee memberships and appointments to outside bodies etc. Appendix E.
8. Date of Next Ordinary Meeting – 6 July 2022

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.



6 Uplands Road
Farnham GU9 8BP

Greg Burt
Clerk to Billingshurst Parish Council

8 June 2022

Dear Greg

Billingshurst Parish Council - Internal Audit 2021-22

The internal audit of Billingshurst Parish Council for the 2021-22 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for 2021-22 with one minor exception:

Control Objective M – Inspection Periods

The external auditors raised an audit point in the 20-21 audit certificate stating that the inspection period for 20-21 was longer than the mandatory 30 days. Whilst I consider this point to be rather petty, the Council must follow the requirement of the internal auditor to mark assertion 4 on the annual governance statement as “NO” when completing the 21-22 annual governance statement.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 2021-22.

The audit was carried out in two stages. The interim audit was carried out on 15 November 2021, this concentrated on in year financial transactions and governance controls. The final audit was carried out during the week of 5 June 2022 and concentrated on the statement of accounts and balance sheet.

I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

A - Appropriate books of account have been kept properly throughout the year

Interim Audit

The Council continues to use RBS, an industry specific accounting package. The RBS system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I confirmed the opening balances were correct. Box 7 on the 20-21 audited accounts stated £377,712. This has been agreed to the period 0 balance sheet on RBS.

I have confirmed that the Council's VAT returns are up to date, with the most recent claim for the quarter to 30 September 2021 submitted to HMRC 8.11.21. This has been agreed to VAT figures produced by the RBS accounting system. The Council's VAT control account at 30.9.21 showed a balance of £10,727. VAT reclaimed amounted to £14,926. The difference of £4,199 is due to an overclaim of VAT which was overclaimed by the Council 2 years ago. The Clerk has contacted HMRC and is attempting to rectify this matter.

I checked access controls to the Council's Accounting system. The Clerk is the only officer with access to the Parish Council Finance system

Final Audit

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS Accounting system. All comparatives reported in the financial statements have been agreed back to the audited 2020-21 accounts, as published on the Council website. Box 5 (Loan Repayments) and Box 6 (all other payments) comparative balance have been restated due to misclassification of a £10,832 payment in 20-21.

The Council's year end VAT return has been completed, and VAT reclaimed can be agreed to a schedule of transactions extracted from RBS. The VAT return was submitted to HRMC on 17 May. There continues to be a £4,175 imbalance on the VAT account on the Council's balance sheet. The Council believes it overclaimed VAT by this amount 2 years ago, and continues to provide for this on the balance sheet. HMRC have been informed but no response received.

The Council reviewed my interim audit report at the November 2021 meeting of Full Council.

I am satisfied that the Council met this control objective.

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

Interim Audit

Financial Regulations and Standing Orders were reviewed and reapproved at Full Council in May 2021. Both documents are based on NALC templates, there have been no significant changes this year.

Council is given authority to spend via the annual budget process. The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 8 higher value transactions at random from the cashbook for the first 7 months of the financial year and I was able to confirm for all transactions that:

- Transactions could be agreed back to invoice
- Payment approval, , with evidence of councillor sign off on invoice or purchase order, was in line with financial regulations
- VAT accounting correct
- Expenditure appropriate for the Council
- Where applicable, competitive tender processes set out in financial regulations were followed – I confirmed quotes were sought and decision to appoint contractor was approved at Council for drainage works and works on the High Street property

The Council continues to make payment by cheque, a matter I have commented on in previous audits. Progressing is being made, with the Community Centre moving to BACS payments in the near future. I recommend that the Council moves to BACS payments by the start of the 2022-23 financial year, and that Financial Regulations are reviewed to document the new payment process in advance of this .

I can confirm that the Council is compliant with the 2015 Transparency Code. Information is disclosed in the Finance section of the website, and information on payments is up to date, to the end of quarter 2 2021-22. I will test other information published after the annual update.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £529,202, up from £327,520(restated) in 2020-21.

I tested a further sample of expenditure transactions selected at random from cashbooks for months 6-12 of the financial year. For all transactions sampled, I was able to confirm the following:

- Entry in cashbook agreed to invoice
- Expenditure appropriate for this council
- Evidence of sign off on cheque stub and invoice by 2 councillors

- Payment checked to bank account
- Payment approved at Council meeting
- VAT correctly accounted for

The Council continues to demonstrate compliance with financial regulations when making payments to third parties.

Loan payments per box 5 to the accounts were £41,920 (20-21 £41,920 restated). 1 transaction was sampled, cashbook agreed to PWLB loan repayment demand.

I am satisfied that the Council met this control objective.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Interim Audit

The Council has a risk management strategy in place and monitors and reviews risk on an ongoing basis. The RFO has confirmed that this will be reviewed after Christmas, and will go before Full Council by the end of March 2022.

The Council has recently changed insurer. A new policy commenced with Hiscox Insurance on 13 November 2021. I have confirmed the policy was in date at the time of my audit, with cover in place until the policy is cancelled. Asset cover appears consistent with the asset register. The Community Centre is insured for £3.3million. Fidelity cover is set at £500k, which is sufficient.

The Council has a well-established process for backing up computer data, with backups held at remote locations. I have confirmed that the Council backs up computer data to a cloned server in the Community Centre, and to a cloud-based solution hosted by an external provider.

I am satisfied this control objective has been met.

Final Audit

The Council completed the annual risk management review at the Full Council meeting in March 2022 (Minute 24/22). The risk management review is a comprehensive document, setting out the Council's approach to identifying and managing risk and controls in place to mitigate against these risks. There is evidence of update in year, and a minute records the Council's review.

I am satisfied that the Council is meeting this control objective.

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

Interim Audit

The Council demonstrated that work is under way on the 2022-23 budget. A budget workshop was held in November, the draft budget will be considered in detail at the Finance and & General Purposes Committee in December, with final approval due at Full Council in January. All precepting authority deadlines should be met.

Budget monitoring reports continue to be presented to meetings of the Finance and General Purposes Committee, and this is minuted. Papers are comprehensive and a short narrative report is now produced by the Clerk. I reviewed the quarter 2 report, no material overspends not explained by reserves finding were identified. Reserves will be examined at the year end audit.

I am satisfied the Council is meeting this control objective.

Final Audit

Reserves at 31 March 2022 were £209,009 (2020-21 £377,312).

General reserves at year end were £25K. This represents 6 % of precept, which is significantly below suggested levels set out in the NALC Practitioners' Guide. This recommends that general reserves should be held at between 25- 100% of precept. For a Council such as Billingshurst, I would expect to see a general reserve around 30- 50% of precept.

The Council held earmarked reserves of £183K at 31.3.22. The main balances were

- Skate Park Reserve £100K
- CIL £48K

I understand that the Council is about to receive a commuted sum of £300K from the District Council, with no restrictions on how this may be used.

The Council must review its reserve balances as a matter of urgency. This review should aim to complete the following:

- Review of the general reserve balance. The Council should ensure general reserves are held in line with NALC recommendations
- Ensure reserves are in place for restricted monies such as CIL
- Ensure proper contingency reserves are in place , for example to maintain assets, legal fees and elections
- Allocate funding for future projects, if funds permit.

The Council agreed the budget for 22-23 at the Full Council meeting in January 2022, Minute 09/22 . A precept of £444,735 was agreed for the forthcoming financial year. All precepting authority deadlines were met.

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

Interim Audit

I agreed 2 large CIL receipts for £24K and £28K to remittance advice notes issues by the District Council. I will carry out further testing at my year end audit dependent on income received in the accounts.

Final Audit

Precept per box 2 to the accounts was £408,779 (20-21 £373,325)

This has been agreed to third party documentation supplied by Central Government

Income per box 3 to the accounts was £222,931 (20-21 £194,270).

I tested a further income credit of £19K from Horsham DC for Highway Cleansing. This was agreed to notification from the District Council.

The Council was owed £40,000 on 31 March 2022 by Sussex Clubs for Young People. This has been checked to email confirmation from Sussex Clubs and payment of this money was received in bank 4 April 2022. I recommended that the Council should amend the accounts to reflect this transaction. The accounts were amended.

I am satisfied the Council is meeting this control objective.

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

The Council has a petty cash balance of £100 – I counted this and agreed the accounting system balance to cash plus receipts held in cash box.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Interim and Final Audit

Staff costs per box 4 to the accounts were £228,891 (20-21 £215,051). I have reviewed RBS reports and it appears that correct costs have been included within the staffing costs cell on the statement of accounts.

Payroll is processed by West Sussex County Council. I tested the July 2021 payroll in detail. I was able to confirm the payroll posted to the general ledger back to the payroll summary produced by the payroll agency. . I agreed pay for 3 officers back to individual payroll records and gross pay for 2 officers was agreed to the approved rate of pay recorded

in the 21-22 payroll budget. The rate of pay for the third officer was agreed to contract of employment. I am satisfied that the Council has satisfactory controls over payroll.

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

Final Audit

Fixed assets per box 9 to the accounts were £ 1,758,865 (20-21 £1,779,179). I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

Changes in asset register value year on year are supported by schedules of assets added and removed from the asset register, again at cost. Fixed assets increased by £24K, this is mainly due to the addition of the multi unit at Manor Park and safety matting at Station Road. The removal of the skate park resulted in a £45K reduction in the fixed asset balance.

I am satisfied that the asset register can be reconciled to the fixed asset balance recorded in the accounts.

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

Interim Audit

The Council holds 3 bank accounts. Reconciliations for all bank accounts are carried out regularly and in accordance with regulations. This is clearly evidenced in the Council's bank reconciliation file. The October 2021 bank reconciliation was tested in detail. I confirmed the following.

- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Cashbook /bank statement differences were explained by schedules of unrepresented cheques / lodgments.
- Bank reconciliations were reported to a meeting of the Policy and Finance Committee, and this review was minuted.

The face of the bank statements and the bank reconciliations had been not yet been signed off by the reviewing councillor, this was due at next meeting. I therefore checked that the review of the bank reconciliation for September 2021 had been reviewed, this had been done and properly evidenced.

I discussed the Council's Investment policy. The Clerk confirmed that the Council is looking to move some of its cash balances to different banks in the near future. I will therefore review this at my final audit

Final Audit

Borrowings per box 10 to the accounts were £404,459 (20-21 £ 432,056) This has been agreed to the year end PWLB loan statement published on the Debt Management Office website.

Cash per box 8 to the accounts was £197,542 (20-21 £355,127) I reperformed the year end bank reconciliations. All balances on the bank reconciliation were agreed to the accounting system and bank statements. Unpresented cheques balance was agreed to a schedule of cheques on the reconciliation. The three largest cheques were tested, and confirmed to banking in April 2022.

The Clerk confirmed that the move to the implementation of BACS for payments is progressing. The Billingshurst Centre will move to this process in the next few weeks, with the Council due to follow after this.

The Council has an investment policy in place. I recommend that this is reviewed alongside the reserves review recommended in section D, to ensure the investment policy is still consistent with Council objectives.

I am satisfied that the Council met this control objective.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and

Final Audit

Billingshurst PC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation.

An explanation of year-on-year variances had not been prepared at the time of my audit, I am happy to review this document prior to submission to external audit.

I am satisfied this control objective has been met.

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

As a larger Council, with income / expenditure in excess of £200K, Billingshurst is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located at various pages on the Council website, and specifically confirmed that the following information was up to date

- Grants awarded
- Payments over £500

M – Inspection Periods

The external auditors have raised an audit point in the 20-21 audit certificate stating that the inspection period for 20-21 was longer than the mandatory 30 days. Whilst I consider this point to be rather petty, the Council must follow the requirement of the internal auditor to mark assertion 4 on the annual governance statement as “NO” when completing the 21-22 annual governance statement.

N – Compliance with Publishing Requirements 20-21 Accounts

The external audit opinion was dated 28 September 2021. A conclusion of audit announcement has been published on the Council website, signed by the Clerk, dated 29 September 21. The audit opinion was reported to Full Council on 3 November 2021. The website link to the audited annual return was broken at the time of the audit. The Accounts / Governance Statement and Audit Opinion for 21-22 should be loaded on to the website.

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

The Billingshurst Community and Conference Centre is a charitable trust of which the Parish Council is the sole managing trustee. The 20-21 accounts have been submitted to the Charity Commission, the Charity Commission website shows a submission date of 23 November 21, well inside the regulatory deadline.

Thanks for your assistance with the audit. I attach my invoice for your consideration together with the internal audit report from the AGAR.

Yours sincerely



Mike Platten CPFA

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response – Final Audit
<p>The Council continues to make payment by cheque, a matter I have commented on in previous audits. Progressing is being made, with the Community Centre moving to BACS payments in the near future.</p>	<p>I recommend that the Council moves to BACS payments by the start of the 2022-23 financial year, and that Financial Regulations are reviewed to document the new payment process in advance of this</p>	<p>Community Centre about to go live with BACS payments</p>
<p>The external auditors have raised an audit point in the 20-21 audit certificate stating that the inspection period was longer than the mandatory 30 days.</p>	<p>Whilst I consider this point to be rather petty, the council must follow the requirement of the internal auditor to mark assertion 4 on the annual governance statement as “NO” when completing the 21-22 annual governance statement.</p>	<p>Noted – Internal Audit have reminded the Clerk</p>
<p>The website link to the audited annual return was broken at the time of the audit.</p>	<p>The Accounts / Governance Statement and Audit Opinion for 21-22 should be loaded on to the website.</p>	<p>Link still broken at final audit - needs to be fixed</p>

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response – Final Audit
General Reserves are significantly below recommended levels	<p>The Council must review its reserve balances as a matter of urgency. This review should aim to complete the following:</p> <ul style="list-style-type: none"> - Review of the general reserve balance. The Council should ensure general reserves are held in line with NALC recommendations - Ensure reserves are in place for restricted monies such as CIL - Ensure proper contingency reserves are in place , for example to maintain assets, legal fees and elections - Allocate funding for future projects, if funds permit 	
The Council has an Investment Policy in place.	I recommend that this is reviewed alongside the reserves review recommended in section D, to ensure the investment policy is still consistent with Council objectives.	

Annual Internal Audit Report 2021/22

BILLINGSHURST PARISH COUNCIL

<http://www.billingshurst.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/11/2021

06/06/2022

Name of person who carried out the internal audit

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit

Date

08/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

APPENDIX B

We acknowledge as the members of:

BILLINGSHURST PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.billingshurst.gov.uk

Section 2 – Accounting Statements 2021/22 for

APPENDIX C

BILLINGSHURST PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	394,208	377,312	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	373,325	408,779	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	194,270	222,931	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	215,051	228,891	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments RESTATED	41,920	41,920	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments RESTATED	327,520	529,202	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	377,312	209,009	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	355,127	197,542	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	1,779,179	1,758,865	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	432,056	404,459	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Gregory But

Date

08/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

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

Bold indicates Chairman/Vice Chairman

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

Updated 12/05/2022

BILLINGSHURST PARISH COUNCIL

15 JUNE 2022

**REQUEST TO MEET WITH COUNCIL *IN CAMERA* (PRIVATE) TO DISCUSS
*EAST OF BILLINGSHURST***

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

At the Council meeting on 3 November 2021, Members *RESOLVED that the Council supports the development of West of Billingshurst (and not East of Billingshurst.)* [min 103/21 refers] as a strategic Housing Allocation in HDC's emerging new Local Plan. This decision was conveyed to HDC accordingly. Discussions with this developer are progressing and the Council is sourcing its own independent planning advice.

Simultaneously, the promoter of *East of Billingshurst* has asked for a meeting to discuss working together on a masterplan for the site, should it be allocated in HDC's new Local Plan. (The site was HDC's preferred site in its initial 2021 draft Local Plan.)

I asked HDC whether the Parish should engage as requested, given that its preference was for another site.

HDC advise

.....that the Parish Council should treat each developer in the same way i.e. if you have had a presentation from the promoters of land west of your village, then you should afford the promoters of the land to the east the same opportunity.

The Parish Council can discuss the proposals but need to remain open minded so that the Parish Council's ability to continue to take part in the Local Plan preparation process is preserved.

That said, I advised the *East of Billingshurst* promoter that we would be willing to meet, but advised that it would need to be in public, in accordance with the Council's *Protocol on Pre-Application Meetings with Developers*.

Their response is as follows.

We would like this to be a private member-only meeting. I am not convinced that either side will get a lot out of a public meeting (assuming a workshop approach) at this stage. We are of course committed to engaging with members of the public via a public consultation exercise and would like to do so using your facilities to hold an event – but we would want to progress our conversations with you and the district before doing so.

The Chairman has suggested that Councillors should determine this request.