



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 25 January 2023, at 7.30pm.

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 2023

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 14 December 2022, 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 2022 - Appendix A.
8. To note Current and Reserve bank reconciliation to 31 Dec 2022 - Appendix B.
9. To note Bonus Saver Reserve bank reconciliation to 31 Dec 2022 - Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
 - a. From Billingshurst Centre Committee of 14 Dec 2022 that £3,273.63 of CIL funds be released to install fire protection in loft spaces above the foyer and rear corridor of the Billingshurst Centre. (Min 94/22 refers)

- b. From Property Committee of 11 January 2023 that £1,497 of CIL funds be released to replace a water pipe at Lower Station Road Recreation Ground (LSRRG). (Min 09/23 refers)
- c. From Property Committee of 11 January 2023 that £2,830 of CIL funds be released to undertake further drainage works at Jubilee Fields. (Min 10/23 refers)
- d. From Property Committee of 11 January 2023 that £6,048 of CIL funds be released to replace further bollards at Adversane Green (Min 11/23 refers)

(CIL summary - Appendix D.)

- 11. To review the draft Corporate Risk Assessment, Appendix E. (Any changes shown in red.)
- 12. To review the Council's Asset Register, Appendix F. (Changes since last year shown in red.)
- 13. Any other matters for information only.
- 14. Date of Next Meeting – **Wednesday 22 February 2025**

Committee Members: BB, 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.

APPENDIX A

Date: 05/01/2023

Billingshurst Parish Council Current Year

Page 1

Time: 16:24

Current Bank A/c

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Greg Burt	013232	53.18		Various
01/12/2022	Screwfix Direct Ltd	DD	39.63		Screws
01/12/2022	Horsham DC	DD	124.00		Bin emptying
01/12/2022	Netcom IT Solutions	DD	336.60	IT support	Netcom IT Solutions
09/12/2022	Billingshurst Comm. & Conf. Ce	013212	962.80		Room hire
09/12/2022	Surrey Hills Solicitors LLP	013213	1,086.00		Legal work Kingslea Farm T/F
09/12/2022	Colin Ellis	013214	35.46		L/Warden mileage
09/12/2022	Capital Cleaning (Kent) Ltd	013215	153.12		Toilet rolls
09/12/2022	Cooper & Withycombe Ltd	013216	432.00		Final prof fees / 83a High St
09/12/2022	Chales Wadey & Sons Ltd	013217	978.00		P'excess etc Ins Claim/Jub Pav
09/12/2022	Neil Hawes & Associates Ltd	013218	210.03		VAT INV/Ins claim/Jub Pavilion
09/12/2022	West Sussex County Council	013219	26,764.78		Salaries - November
09/12/2022	Signquick	013220	25.20		83a car park signs
09/12/2022	Greg Burt	013221	345.35		Reimb. of Internal Audit 22-23
09/12/2022	Sutcliffe Play Ltd	013222	934.66		Play equip spares
09/12/2022	Arthur J Gallagher Insurance B	013223	17,973.33		Insurance premium 2022-23
09/12/2022	BSRA	013224	3,595.24		CIL grant remibs
09/12/2022	Gary Steer Builders Ltd	013225	160.00		Replace roof tiles 83a High St
09/12/2022	Playsafe Playgrounds Ltd	013226	3,638.40		Repairs to Trim Trail equip.
09/12/2022	Vospers Ltd	013227	720.00		Property revaluations
09/12/2022	Sports & Play Consulting Ltd	013228	3,950.00		Consultant ref new skate pk
09/12/2022	GN Tree Surgery Specialists Lt	013229	456.00		Tree works
09/12/2022	Sussex Land Services Ltd	013230	539.64		Fence + beacon + bench insta.
09/12/2022	Cafe Du Van Catering Ltd	013231	127.68		Buffet for W'shop
14/12/2022	All Seasons	CARD	11.98		Xmas cards
14/12/2022	Post Office Ltd	CARD	613.00		Stamps
14/12/2022	Restream Inc.	CARD	15.99		Restreaming sub
15/12/2022	Southern Water	DD	32.58		Water etc 83a High St
15/12/2022	A272 Design	SO	568.86		TWEET advert
19/12/2022	Coolair Tollhurst Ltd	013233	162.00		Air con service
19/12/2022	We Inspire Construction Ltd	013234	1,752.00		Office conversion Invoice 1
19/12/2022	Capital Cleaning (Kent) Ltd	013235	229.67		Loo rolls / Public Toilets
19/12/2022	Billingshurst Scout-Guide Assn	013236	1,000.00		Cont to water costs
19/12/2022	Sussex Land Services Ltd	013237	2,128.80		Various
19/12/2022	Horsham DC	DD	165.00		Bin emptying
19/12/2022	Horsham DC	DD	130.80		Bin emptying
19/12/2022	Horsham DC	DD	66.00		Bin emptying
19/12/2022	Horsham DC	DD	66.00		Bin emptying
19/12/2022	Horsham DC	DD	-66.00		Cancel dupli payment
23/12/2022	Engie Gas Ltd	DD	140.08		Gas - 83a High St
23/12/2022	EE & T Mobile	DD	27.34		Mobile phones
23/12/2022	ALE Bus Machines	DD	32.54		Photocopying
28/12/2022	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
28/12/2022	SSE	DD	112.00		Electric - 83a High St
30/12/2022	NatWest	BACS	22.40		Bank charges
Total Payments			71,019.19		

16:25

Current Bank A/c

Cash Received between 01/12/2022 and 31/12/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/12/2022	Billingshurst CCC	102553	Salary reimb - Nov	5,990.08
01/12/2022	Dauxwood Pre-School	BACS	Ground rent	96.25
12/12/2022	Deacon Crickmay		JM Cleaning - Oct & Nov 22	1,706.68
12/12/2022	Fowlers Letting Ltd	BACS	83a flat rental	774.80
30/12/2022	NatWest	BACS	Bank interest	176.68
22/12/2022	Southern Electric	BACS	Wayleave	3.05
Total Receipts				<u>8,747.54</u>

Date: 05/01/2023

Billingshurst Parish Council Current Year

Page 1

Time: 16:17

Bank Reconciliation Statement as at 30/12/2022
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/12/2022	491	100.00
Business Reserve Account	30/12/2022	338	244,857.69
			<u>244,957.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/11/2022 013209 Horsham ALC		20.00	
10/11/2022 013199 West Sussex County Council		18,757.16	
09/12/2022 013212 Billingshurst Comm. & Conf. Ce		962.80	
09/12/2022 013213 Surrey Hills Solicitors LLP		1,086.00	
09/12/2022 013216 Cooper & Withycombe Ltd		432.00	
09/12/2022 013218 Neil Hawes & Associates Ltd		210.03	
09/12/2022 013219 West Sussex County Council		26,764.78	
09/12/2022 013222 Sutcliffe Play Ltd		934.66	
09/12/2022 013225 Gary Steer Builders Ltd		160.00	
19/12/2022 013233 Coolair Tollhurst Ltd		162.00	
19/12/2022 013235 Capital Cleaning (Kent) Ltd		229.67	
19/12/2022 013236 Billingshurst Scout-Guide Assn		1,000.00	
			<u>50,719.10</u>
			194,238.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,238.59
		Balance per Cash Book is :-	194,238.59
		Difference is :-	0.00

Date: 05/01/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:58

Bank Reconciliation Statement as at 30/12/2022
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	30/12/2022	113	186,770.48
			<u>186,770.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,770.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,770.48
		Balance per Cash Book is :-	186,770.48
		Difference is :-	0.00

Billingshurst Parish Council					
Community Infrastructure Levy (CIL)					
The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.					
Year received	Amount received	Spent on.....	Amount spent	Balance	
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre.	1,575.00		
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area	380		
		Install above	98		
		Community Notice Board in Library Car Park	880		
		Sign for above	15		
2019-20 (1st April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall	11,695.24		
		New kitchen at Women's Hall (remaining amount)	1,304.76		
		Two new planters in High St	684.5		
		Xmas Lights power supply	2,760.53		
		New trees on highway	4,050.00		
		Living roof on bus shelter	608.97		
		Cont. to new play area at Dauxwood Pre-School	5,000.00		
2019-20 (1st October 2019-31 March 2020)	23,287.31				
		Water bowser	559		
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11				
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24		
		New Litter Wardens base	47,711.50		
		New Litter Wardens base	35,284.23		

2020-21 (1st October 2020-31 March 2021)	Improvements to FP Lordings Road	2,225.00		
	Additional drainage works to Trim Trail / path at Jubilee Fields.	820.00		
	Prof fees relating to the above.	270.30		
	Investigation into failure of concrete base at Natts Lane Skate Park	2,129.19		
	Investigation into failure of concrete base at Natts Lane Skate Park	3,651.73		
	Perch seat at Cleveland Gardens	487		
	Install above	115		
2021-22 (1st April 2021-30 September 2021)	Wakoos - cont to replacement safety surfacing.	1,000.00		
	Further improvements to Women's Hall	2,000.00		
	Support for BSRA projects: Clubhouse floor	3,600.00		
	Support for BSRA projects: Heating imps	3,595.24		
	Support for BSRA projects	15,735.46		
2021-22 (1st October 2021-31 March 2022)	Further improvements to Women's Hall	3,000.00		
	Installation of new window in NW's Office: Planning fee	257.83		
	Installation of new window in NW's Office: Planning work	650.00		
	Installation of new window in NW's Office. Works Part 1	1,752.00		
	Installation of new window in NW's Office, residue of budget	2,340.17		
	Purchase replacement bollards at Adversane Green	4,698.00		
	Install replacement bollards at Adversane Green	1,350.00		

		x3 replacement benches at SRCG - supply	2,224.26		
		x3 replacement benches at SRCG - install	224.70		
2021-22 (1st April 2022-30 September 2022)	41,505.33	Replacement height barrier - Jubilee Fields	4,604.76		
		Electricity supply - Men's Shed	£5,387.31		
		Imps. to Billingshurst Centre	£10,197.37		
		Imps. to Billingshurst Centre	£21,195.00		
	235,784.89		214,781.29	21,003.60	
As at 25/11/2022					
Red text indicates yet to be paid/received.					

Risk Assessment
January 2023

APPENDIX E

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 2023.	2028	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. Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC	Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing 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	January annually	PAT Testing Certificates
				Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference.	Tenants of Jubilee Fields Sports Pavilion and Adversane Hall responsible for own RA. Jubilee car park added to periodic inspection and risk assessment.	January annually	Risk Assessment records held by responsible authority.

Risk Assessment
January 2023

			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 Office Manager 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. H&S consultants Ellis Whittam do BCCC.	January annually	
			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.	All done in 2022	Electrical Safety Inspection File
			Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by an approved engineer. BCCC inspected Jan 2023	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
January 2023

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. Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet. Weekly detailed inspection of play areas by Litter Wardens. Written reports supplied to the Office and record maintained. Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained. New play equipment. 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. Monthly basic visual inspection by the Litter Wardens as a consequence of the Council accepting liability for maintenance of the closed churchyard Above includes push test.	Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports. If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.		Churchyard Inspection Records Inspection recorded on check sheet Hand test recorded on check sheet

Risk Assessment
January 2023

				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 2023

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
2	Finance	Petty Cash	H	All expenditure supported by a receipt. Petty cash book balanced regularly. Max amount reduced to £100 as recommended by Internal Auditor. Receipts put through main cashbook in order to assist VAT reclaim.			
2.2	Finance	Financial Controls	M	Bank Reconciliation done monthly against cashbook. 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 2023

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.			
			Mid year reconciliation of budget income and expenditure against actual made to assist the Budget Workshop with preparation of revenue budget for next year.			
2.5 Finance	Financial Records	M	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 2023

				All Business/Debit Card purchases reported alongside all other payments for approval. Supporting documentation initialled by 2 Cllrs.				
				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				
				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.				
				Quarterly VAT return submitted electronically.				
				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 a charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months.	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.			
				Ensure charity accounts are subject to an independent examination annually.	Council is required to approve the Statement of Accounts.			

Risk Assessment
January 2023

2.11	Finance	Risk of consequential loss of income	M	Ensure the Charity Commission annual return is submitted by 31 January annually. 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. All deeds and original leases are held are kept in the firesafe at the Parish Office.	Council submits annual return to Charity Commission.	January annually	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 2023

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 2023

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. HR Consultants Ellis Whittam also now advise.	Register of Common Land and VII	Quarterly 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. 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. Ensure WSCC supply all employees with a P60 annually. Check tax and national insurance calculations made by WSCC are correct.	Statement of Intent reviewed Autumn 2019.	Annually May annually May annually May annually	
4.5	Employer Liability	Personal Accident	M	Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.			

TDC

Risk Assessment
January 2023

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Note. Volunteers considered Employees for Insurance purposes.

Risk Assessment
January 2023

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.			
5.2	Legal Liability	Transparency	L	Comply with the Local Government Transparency Code 2014	Annual review of Council noticeboards and website	January annually	
5.3	Legal Liability	Transparency	L	Comply with the Local Government Bodies Regulations 2014	Publish the following data on the Council website: Expenditure over £500 on Council Staff structure chart Staff pay multiple Local Authority Land data Invitation to tender for contracts Details of contracts awarded Grants to community/voluntary sector organisations Adoption of Reporting at Meetings Policy	Ongoing	Staff structure chart Staff pay multiple Local Authority Land Donations
						Ongoing	Reporting at Meetings Policy

Risk Assessment
January 2023

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 2023

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 14 July 2021.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded. Councillors do not need to declare the Billingshurst Centre on their Register of Members Interests 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 post on BPC website . 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. Staff also maintain a voluntary register of gifts or hospitality.			Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Members basic allowance is set at 9.4% of HDC Members Basic Allowance, £440 per annum.	Maintain a record of payments of Members Allowances and travel and subsistence payments. Upload notice to Council website every year in April.	Ongoing May annually	Gifts and Hospitality Members Allowances File

Risk Assessment
January 2023

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. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol
-----	--------------------------	----------------------------	---	---	--	------------------------------

Risk Assessment
January 2023

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.	Ongoing	Developer Protocol
6.12	Councillors and Staff propriety	Public Relations	M	Adopt Press and Social Media Policy	Reviewed Autumn 2019		Press Policy Social Media Policy

Risk Assessment
January 2023

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
7	Form and Function	Procedures	M	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders. Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations. This Risk Assessment is reviewed annually in January by the F&GP Cttee, then presented to full Council for approval. The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&GP Cttee for approval.	NALC model Standing Orders adopted 2020. Reviewed 2019.	Annually Annually January annually January annually	Standing Orders Financial Regulations Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.			
7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in Parish Office fire safe. Copy of computer server (and all documents) is saved in a Cloud system. All documents on computer Prune Parish Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive. All in accordance with NALC's recommended document retention policy and the GDPR.			

Risk Assessment
January 2023

				Data Protection Act 1998	Ensure the Council complies with the eight enforceable principles through good practice. Renew registration with the Information Commissioner annually. 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. 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.		Being reviewed as Council no longer has to appoint a DPO.
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. 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 Dec/Jan	

Risk Assessment
January 2023

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 19/01/23
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	£736,562.71	£775,348.16		June 2013	Firesafe		Built using Football Foundation grant
Portacabin	£3,918.96	£12,730.80		June 2013			
External Store	£32,882.34	£114,895.47		June 2013	Firesafe	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	
		£1,555,300.97					
Open Spaces							
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
Total	£1,305,256.45	£1,555,315.97	£0.00				
NOTE							
We had all our buildings revalued for insurance purposes, in Jan 2023. Whilst values have been uplifted since the exercise was last undertaken, these are still less than the current insurance values. I have asked the Insurer for their view.							

APPENDIX F

Fixed Asset Register
As at 19/01/23
Office Contents

	Asset Value	Insurance Valuation	Renewal	Date of Valuation	Location of Deeds
Parish Office Contents					
PC's x 5					
Printers:					
HP Officejet Pro 9010e					
Laminator Fusion 3100L					
Laminator Fusion 3000L					
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					
	£27,055.00	£32,096.00			

Fixed Asset Register
As at 19/01/23
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
	Total	£19,104	£25,043				

Fixed Asset Register as at 19/01/23
Street Furniture

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Bus Shelters:							
	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	£2,780.62	£3,241.12		2009			Arun Cantilever two bay bus shelter from Queensbury
	Forge Way 3 bay	£3,750.00	£4,371.04		2011			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					
	Dog Bins:		£0.00					
	Cleavelands x 1		£0.00		2009			
	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					
	Noticeboards:		£0.00					
	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					
	Litter Bins:		£0.00					
	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					
	Benches: (Not part of play areas)		£0.00					
	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			

Fixed Asset Register as at 19/01/23

	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					
	Various High Street		£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, check number of lights on list April 2011
	Street lights x 31	£1.03	£1.20					Sign of the Times
	Centurions x 6	£18,217.77	£21,234.85					Sign of the Times
	Finial and post for Centurions	£2,826.24	£3,294.30					
	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	£823.60	2012			Harrisons Flagpoles
	Finger Posts x5	£5,979.00	£5,979.00					Grants obtained by BCP; ownership & responsibility passed to BPC Oct 2017
	Hanging Basket brackets	263	263		2018			Jul-18
	Hanging Baskets	177.35	177.35		2018			Jul-18
	Trough o/s Barclays	£251.60	£251.60		2018			Aug-18
	Beacon on Adversane Gn	£3,500.00	£3,500.00					Installed summer 2022
	Bollards on Adversane Green	£9,789.37	£9,789.37					Installed summer 2022
	Fences and Gates							
	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			
	Other							
	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

Fixed Asset Register as at 19/01/23
Street Furniture

	Defibrillators x 2	£0.00	£4,000.00		May 2016			Adversane bus shelter, Five Oaks at Watsons car sales
	Mowers & Machinery	£0	£515					
	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
	Bowser for watering planters	£559	£559					Spring 2018
								Jun-20
	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			
	Flood Monitor		1,660.00		01/01/2016			Funded by Op Watershed grant
	Total	£128,727.20	£194,749.58					

[illegible]

	Climbing Net								March 2014	Monster Play Systems Ltd		
	Climbing Frame								March 2014	Monster Play Systems Ltd		
	Swing		£32,857.25	£1.03	£34,858.26				March 2014	Monster Play Systems Ltd		Minus install costs of £3,204
	Wall				£1.20							
	Safety surfacing		£4,004.00		£4,004.00					Installed 2021		
	Cherry Tree Close Playing Field											
	Play equipment consisting of:											
	Orchard swing with 2 pod seats		£1,848.00		£1,903.44				January 2015	Sutcliffe Play		
	Inclusive dish roundabout		£1,332.00		£1,371.96				January 2015	Sutcliffe Play		
	Orchard baby mammoth		£7,064.00		£7,275.92				January 2015	Sutcliffe Play		
	Ropewalk tangle		£2,870.00		£2,956.10				January 2015	Sutcliffe Play		
	Orchard 2.4m nest swing		£3,181.00		£3,276.43				January 2015	Sutcliffe Play		
	5-A-Side Football Goal		£1,570.00		£1,617.10				January 2015	Sutcliffe Play		
	Bench		£1,636.00		£1,685.08				January 2015	Sutcliffe Play		
	Bin		£661.00		£680.83				January 2015	Sutcliffe Play		
	Groundworks		£6,743.00		£6,945.29				January 2015	Sutcliffe Play		
	Surfacing		£7,352.00		£7,572.56				January 2015	Sutcliffe Play		
	Ancillaries - sign		£1,274.00		£1,312.22				January 2015	Sutcliffe Play		
					£0.00							
	Manor Fields Playing Field				£0.00							
	Play equipment consisting of:		£10,205.21		£11,896.32							
	Swing with 2 x slash proof seats				£0.00				October 2002			
	Multi-unit		£20,000.00		£20,000.00				Replaced 2018			
	Safety Surfacing								October 2002 Replaced Autumn 2017	Miracle / Sovereign Surfacing Replaced Autumn 2017 - Supplied by Matta Products		
					0							
	Perch seat		380		380				2019			
					£0.00							
	Cranham Avenue Play Area				£0.00							
	Play equipment consisting of:		£10,300.00		£12,005.80				December 09			
	Swings				£0.00							
	Climbing tower				£0.00							
	Rocking animal				£0.00							
	Safety Surfacing				£0.00							
	Benches x 1		£721.00		£840.41				December 09			
	Bin		£412.00		£480.23				December 09			
	Fencing		£1,195.24		£1,393.18				December 09			

[illegible][illegible]

Fixed Asset Register
As at 19/01/23
TOTAL

	Asset Values	Insurance Values
Land & Buildings	£1,305,256.45	£1,555,300.97
Office contents	£27,055.00	£32,096.00
General contents	£19,104.42	£25,042.90
Street Furniture	£128,727.20	£194,749.58
Playground Equip	£294,238.40	£322,342.94
	£1,774,381.47	£2,129,532.39

Note
Red text indicates change since previous year

Fixed Asset Register as at 19/01/23
Billingshurst CCC

Asset No.	Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Billingshurst Centre	£0.00	£2,997,042.50		June 2013	Firesafe	WSX1617	Held on charitable trust dated 14.3.1991
	Billingshurst Centre Car Park	0.00	1.00					
	Billingshurst Centre Office Contents	£0.00	£3,404.00					
	Billingshurst Centre Contents	£0.00	£112,407.00					
	Billingshurst Centre Stage Lighting/Audio	£0.00	£42,146.57					
	CCTV	£0.00	£2,168.00					
	Garden to north of Village Centre	1.00	1.00					Subject of Adverse Possession 2017
	New Litter Wardens Garage	£1.00	80,000.00					Completed Spring 2022
			£3,157,170.07					

NOTE

We had all our buildings revalued for insurance purposes, in Jan 2023. Whilst values have been uplifted since the exercise was last undertaken, these are still less than the current insurance values. I have asked the Insurer for their view.