



To All Councillors,

You are summoned to a Meeting of Billingshurst Parish Council on **Wednesday 10 January 2024 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.

G.C. Burt

Clerk to the Council

2 January 2024

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
Adjournment for
4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
5. Reports from:
 - a. County and District Councillors
 - b. Council Representatives on Outside Bodies.*Resume Meeting*
6. Approval of the Minutes of the Meeting held on 1 November 2023. (Previously sent)
7. Clerk's Report
8. To consider RECOMMENDATIONS
 - i. From the Finance and General Purposes Committee of 12 December 2023 to approve a revenue Budget of £644,931 for 2024-25 (Minute 127/23 (b) refers)
 - ii. From the Finance and General Purposes Committee of 12 December 2023 to approve a Precept of £513,010 for 2024-25 (Minute 127/23 (c) refers)

(Please refer to your F&GP Agenda and Mins of 12 Dec 2023 for supporting information.)
9. To receive the External Audit Report for 2022-23, consider any issues (NONE!) and refer to F&GP Committee if appropriate - Appendix A.

10. To receive *en bloc* Minutes as approved by the following Committees:

Planning & Environment 5 October and 2 November 2023

F&GP 25 October 2023

Working Practices 14 September 2023

(all previously circulated / on website.)

11. Neighbourhood Wardens - to receive Wardens' Reports for October & November -- previously circulated / on website.

12. To appoint Cllr to undertake Clerk's *End of Year Review*. (Standing Order 19b)

13. Date of Next Meetings --

7 February 2024 (Extraordinary / Local Plan response)

13 March 2024

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.

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Billingshurst Parish Council**

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

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

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

NONE

3 External auditor certificate 2022/23

We ~~certify~~ **do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in cursive script that reads 'Moore'.

Date

21/09/2023