



**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 29 January 2025, 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. They must give their name.**

**G. C. Burt**  
**Clerk to the Council**

**22 January 2025**

## **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. 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 the meeting, at the discretion of the Chairman. They must give their name.
5. Minutes of the meeting held on 18 December 2024, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for
  - a. November 2024 - Appendix **A**.
  - b. December 2024 - Appendix **B**.
8. To note
  - a) Cashbook 1 bank reconciliation to 30 November 2024 - Appendix **C**.
  - b) Cashbook 2 bank reconciliation to 30 November 2024 - Appendix **D**
  - c) Cashbook 1 bank reconciliation to 31 December 2024 - Appendix **E**.
  - d) Cashbook 2 bank reconciliation to 31 December 2024 - Appendix **F**.



9. To consider **2024-5** Interim Internal Audit report and agree draft responses – Appendix **G**.
- 10 To consider any recommendations from Committees.  
From the F&GP Cttee of 15 January 2025
- a. the release of £2,261 from the Council’s CIL fund for the installation of electrical infrastructure on 8 lighting columns in High Street, to enable the Christmas Lights to be extended to West Street next festive season. (Min 07/25a. refers.)
  - b. the release of £930 from the Council’s CIL fund for the installation of a permanent socket/pit, as quoted by Leith Hill Plant Hire. (Min 07/25b. refers.)
10. To review Grant Policy - Appendix **H**, as requested by the Committee.
11. Highways:
- a. To consider responding to the Transport for the South East Draft Transport Strategy Public Consultation and/or encouraging Cllrs to make their own comments - Appendix **I**.
  - b. To consider responding to the *West Sussex Road Safety Strategy Public Consultation* and/or encouraging Cllrs to make their own comments - Appendix **J**.
12. To note HDC’s request for comments on the Better Billingshurst Draft Governance Arrangements, previously circulated to all Councillors, and remind Cllrs to send any comments to the Clerk.
13. To review the draft Corporate Risk Assessment, Appendix **K** and recommend to Council accordingly. (Changes since last year shown in red.)
14. To review the Council’s Asset Register, Appendix **L**. (Changes since last year shown in red.)
15. To consider suggestion of Country Park for East of Billingshurst by local resident - Appendix **M**.
16. Date of Next Meeting – **Wednesday 26 February 2024**

**Committee Members:** PB, EB, CG, **PD**, ST, CJ, JH

**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: 13/01/2025

Billingshurst Parish Council Current Year

Page 1

Time: 12:03

Current Bank A/c

## List of Payments made between 01/11/2024 and 30/11/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2024	Horsham DC	BACS	136.50		Bin emptying
12/11/2024	West Sussex County Council	13562	41,521.85		Salaries - October
12/11/2024	Billingshurst Comm. & Conf. Ce	13563	1,155.86		Various room hires
12/11/2024	Shredder Waste Paper	13566	59.40		Conf. waste paper disposal.
12/11/2024	Arun Counselling Service	13567	150.00		Grant
12/11/2024	Sussex Land Services Ltd	13568	1,506.48		Bark for play area SRCG
12/11/2024	Sutcliffe Play Ltd	13569	468.86		Playground spare parts
12/11/2024	Stuart Sexton	13570	27.00		S&SE In Bloom mileage
12/11/2024	Annual Play Inspections Ltd.	13571	954.00		Annual playground inspections
12/11/2024	Philip Day	13572	8.10		Car Parking for meeting
12/11/2024	Arthur J Gallagher Insurance B	13573	18,784.02		Insurance 2024-25
12/11/2024	Healthmatic Ltd	13574	53.93		x2 locks for toilets
12/11/2024	Kent Surrey Sussex Air Ambulan	13575	500.00		Grant
12/11/2024	BSRA	13565	5,460.93		Reimb Klargesters repairs
12/11/2024	HMRC	BACS	2,440.34		VAT payment
13/11/2024	Heatsmart Ltd	013576	126.00		83a GF Gas bolier check
14/11/2024	Restream Inc.	CARD	15.34		Restreaming
15/11/2024	A272 Design	SO	568.86		TWEET advert
15/11/2024	Southern Water	DD	22.79		83a High St water etc
19/11/2024	Horsham DC	DD	68.80		Bin emptying
19/11/2024	Horsham DC	DD	120.40		Bin emptying
19/11/2024	Horsham DC	DD	143.20		Bin emptying
21/11/2024	Mailchimp	CARD	12.42		Mailchimp
21/11/2024	Engie Gas Ltd	DD	109.16		Gas 83a High St
25/11/2024	EE & T Mobile	DD	31.44		Mobile phones
25/11/2024	ALE Bus Machines	DD	38.60		Copier usage
27/11/2024	Netcom IT Solutions	DD	1,281.60	New laptop for Locum	Netcom IT Solutions
28/11/2024	Breakthrough Communications Lt	CARD	834.00		Job advert promotion
28/11/2024	SSE	DD	78.00		83a High St electric
29/11/2024	NatWest	BACS	14.70		Bank charges
Total Payments			76,692.58		



11:42

## Current Bank A/c

Cash Received between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/11/2024	Fowlers Letting Ltd		83a Flat rent	800.60
01/11/2024	Horsham District Council		Move receipt	-28,163.58
01/11/2024	Horsham District Council		Street cleansing grant 24-25	28,163.58
22/11/2024	Sales Recpts Page 50		Sales Recpts Page 50	5,910.35
Total Receipts				<u>6,710.95</u>



# APPENDIX B

Date: 14/01/2025

Billingshurst Parish Council Current Year

Page 1

Time: 10:06

Current Bank A/c

## List of Payments made between 01/12/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2024	Sussex Land Services	SO	2,697.80		GM - November 2024
02/12/2024	Netcom IT Solutions	DD	224.32		Phones etc
02/12/2024	Netcom IT Solutions	DD	362.68		IT etc
02/12/2024	SSE	DD	171.92		Street furniture - Electric
02/12/2024	Horsham DC	DD	136.50		Bin emptying
05/12/2024	Annual Play Inspections	13571A	-954.00		CANCEL CHEQUE
11/12/2024	AMAZON	CARD	10.91		Sticker for EV
11/12/2024	AMAZON	CARD	8.15		Numbers for fishing pontoons
16/12/2024	Restream Inc.	CARD	15.41		Restreaming
16/12/2024	A272 Design	SO	618.00		Village TWEET advert
16/12/2024	Southern Water	DD	22.79		83a High St - water etc
17/12/2024	Horsham DC	DD	68.80		Bin emptying
17/12/2024	Horsham DC	DD	86.00		Bin emptying
17/12/2024	Horsham DC	DD	157.60		Bin emptying
18/12/2024	Billingshurst Comm. & Conf. Ce	013577	410.04		Garage rent
18/12/2024	Greg Burt	013578	65.54		Mileage + pkg Local Plan
18/12/2024	Surrey Hills Solicitors LLP	013579	2,940.60		Legal advice
18/12/2024	Annual Play Inspections Ltd.	013580	954.00		Play inspecs - replace cheque
18/12/2024	Colin Ellis	013581	34.98		Reimb. Blow torch
18/12/2024	G P Smith	013582	201.75		Fishing pontoons survey
18/12/2024	Sarah Linfield	013583	45.51		Ink cart reimb.
18/12/2024	West Sussex County Council	013584	19,295.91		Nov salaries
18/12/2024	Ballpoint Office Supplies Ltd	013585	145.87		Stationery
18/12/2024	<i>Emk Installations</i>	013586	1,080.00		Column testing ref Xmas lites
18/12/2024	SGW Safety & Security Ltd	013587	1,500.00		CCTV consultancy
18/12/2024	Leith Hill Plant Ltd	013588	2,304.00		Jubilee driveway repairs
18/12/2024	ICA Electrical Contractors Ltd	013589	360.00		Defib. fitting Advesane Hall
18/12/2024	GN Tree Surgery Specialists Lt	013590	1,163.87		Tree planting at BPC sites
18/12/2024	WorkNest Ltd	013591	1,543.80		HR advice
18/12/2024	Keith Atherfold	013592	45.00		Honours Board update
18/12/2024	West Sussex County Council	013593	19,295.91		Nov salaries
23/12/2024	EE & T Mobile	DD	31.44	Mobile phones	EE & T Mobile
23/12/2024	Mailchimp	CARD	12.57		Mailchimp
23/12/2024	CPRE	DD	36.00		Subscription
23/12/2024	ALE Bus Machines	DD	28.08		Copier charges
23/12/2024	Engie Gas Ltd	DD	183.84		83a High St - Gas
30/12/2024	Sussex Land Services	SO	2,697.80		GM - December 2024
30/12/2024	SSE	DD	87.00		83a High St - electric
30/12/2024	SSE	DD	147.20		Public loos - electric
30/12/2024	SSE	DD	166.40		Street furniture electric
31/12/2024	AMAZON	CARD	19.94		Bin bags
31/12/2024	Dunelm	CARD	1,407.95		The Depot - x2 sofas
31/12/2024	AMAZON	CARD	2,107.69		The Depot upgrade
31/12/2024	Progression Signage & Display	013523A	-102.00		Cancel cheque
31/12/2024	NatWest	BACS	13.30		Bank charges
31/12/2024	Netcom IT Solutions	DD	224.32		Phones etc
31/12/2024	Netcom IT Solutions	DD	381.18		IT support

Continued on Page 2



List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2024	Netcom IT Solutions	DD	2,966.88		IT support
31/12/2024	AMAZON	CARD	-200.00		Correct error
Total Payments			65,223.25		



13/01/2025

**Billingshurst Parish Council Current Year**

Page 1

15:44

**Current Bank A/c**

**Cash Received between 01/12/2024 and 31/12/2024**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/12/2024	Dauxwood Pre-School		Ground rent	96.25
12/12/2024	Fowlers Letting Ltd		83a Flat rent	713.61
18/12/2024	Sales Recpts Page 51		Sales Recpts Page 51	5,910.35
16/12/2024	Southern Electric	na	Wayleave rent	3.05
<b>Total Receipts</b>				<b>6,723.26</b>



Date: 13/01/2025

Billingshurst Parish Council Current Year

Page 1

Time: 11:33

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	30/11/2024		520,305.98
Business Reserve Account	30/11/2024		0.00
Treasury Reserve Deposit	30/11/2024		140,062.33
Unity Bank	30/11/2024		494.21
			<u>660,862.52</u>
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
06/08/2024 013523	Progression Signage & Display	102.00	
07/10/2024 013560	Loxwood & Kirdford YFC	100.00	
11/10/2024 13564	Mulberry Local Authority Servi	1,092.60	
12/11/2024 13566	Shredder Waste Paper	59.40	
12/11/2024 13570	Stuart Sexton	27.00	
12/11/2024 13571	Annual Play Inspections Ltd.	954.00	
12/11/2024 13572	Philip Day	8.10	
12/11/2024 13575	Kent Surrey Sussex Air Ambulan	500.00	
			<u>2,843.10</u>
			658,019.42
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			<u>0.00</u>
			658,019.42
		<b>Balance per Cash Book is :-</b>	<b>658,019.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Date: 16/12/2024

Billingshurst Parish Council Current Year

Page 1

Time: 12:00

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024		191,549.65
			<u>191,549.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			191,549.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			191,549.65
		Balance per Cash Book is :-	191,549.65
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/12/2024		510,158.05
Business Reserve Account	31/12/2024		0.00
Treasury Reserve Deposit	31/12/2024		140,062.33
Unity Bank	31/12/2024		494.21
			<u>650,714.59</u>

Unpresented Payments (Minus)	Amount
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07/10/2024	013560	Loxwood & Kirdford YFC	100.00
11/10/2024	13564	Mulberry Local Authority Servi	1,092.60
12/11/2024	13570	Stuart Sexton	27.00
18/12/2024	013577	Billingshurst Comm. & Conf. Ce	410.04
18/12/2024	013579	Surrey Hills Solicitors LLP	2,940.60
18/12/2024	013580	Annual Play Inspections Ltd.	954.00
18/12/2024	013581	Colin Ellis	34.98
18/12/2024	013583	Sarah Linfield	45.51
18/12/2024	013584	West Sussex County Council	19,295.91
18/12/2024	013585	Ballpoint Office Supplies Ltd	145.87
18/12/2024	013586	Emk Installations Ltd.	1,080.00
18/12/2024	013587	SGW Safety & Security Ltd	1,500.00
18/12/2024	013588	Leith Hill Plant Ltd	2,304.00
18/12/2024	013589	ICA Electrical Contractors Ltd	360.00
18/12/2024	013591	WorkNest Ltd	1,543.80
18/12/2024	013592	Keith Atherfold	45.00
18/12/2024	013593	West Sussex County Council	19,295.91
31/12/2024	CARD	AMAZON	19.94
			<u>51,195.16</u>
			599,519.43

Unpresented Receipts (Plus)
-----------------------------

0.00

0.00

599,519.43

Balance per Cash Book is :-

599,519.43

Difference is :-

0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



# APPENDIX F

Date: 10/01/2025

Billingshurst Parish Council Current Year

Page 1

Time: 11:49

Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		191,776.36
			<u>191,776.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			191,776.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			191,776.36
		Balance per Cash Book is :-	191,776.36
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Greg Burt  
Clerk to Billingshurst Parish Council

16 January 2025

Dear Greg

**Billingshurst Parish Council**

**Interim Internal Audit 24-25**

Following the interim audit completed on 15 January, I attach my report for consideration by the Council. This was the first of two audits I intend to carry out to support my opinion on the 24-25 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 23-24 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 9 months of financial year
- Testing of income – first 9 months of financial year
- Risk management and insurance
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that overall Council has successfully maintained a satisfactory system of financial control. There is one exception:

External Audit reported that an error was made in recording the date of the meeting at which the AGAR was approved on the 23-24 AGAR form. As a consequence the Council should consider marking box 4 of the Annual Governance Statement as "NO" in 24-25.

Recommendations for improvement are set out at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. 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.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



### **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 23-24 audited accounts was £598,365. This has been agreed to the period 0 balance sheet on the RBS Omega Accounting system.

I have confirmed that the Council's VAT returns are up to date, with the most recent claim, for the quarter to 30 September 2024 submitted to HMRC in October. This has been agreed to VAT figures produced by the RBS accounting system. VAT owed has been repaid to HMRC – this has been checked to the bank account.

### **B. Financial Regulations & Payments**

#### **Interim Audit**

Financial Regulations have not been updated following the issue of the new template by NALC last May. This should be actioned before the annual meeting in May 25 as Financial Regulations are now out of date.

The Council is still using cheques to pay suppliers, and the move to electronic banking has not progressed since my last audit, although this is now in place at the Centre. I would like to see progress towards phasing out cheques by the time of my next audit.

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 transactions from the cashbook for the first 9 months of the financial year. I was able to confirm for all transactions that:

- Cashbook entry could be agreed back to invoice
- Payment approval in place, in line with financial regulations – 2 councillor sign off in each invoice
- VAT accounting correct
- Expenditure appropriate for the Council
- Payment approval correctly set out within minutes
- Councillor signatures viewed on cheque stubs

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



I checked one standing order to the schedule of Direct Debit and Standing Order payments approved at the Finance Committee in January 2024.

I confirmed that the contract for the renewal of the skate park was advertised on the Contracts Finder website, as required by financial regulations.

### **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 Clerk has confirmed that the risk assessment will be reviewed at the January F&GP with formal approval due at Full Council in March. I will review the risk assessment at my next audit. I have suggested that the Council may wish to complete a cyber risk assessment as part of risk processes going forward, with the assistance of the IT provider.

I checked the Council's insurance policy. The policy with Hiscox Insurance was in date at the time of my audit, with cover in place until the policy is cancelled, start date of 15.11.24

Asset cover appears consistent with the asset register. 9 buildings are insured, with an insurance value of £5.4m. The Billingshurst Centre is insured at a value of £3,528,000

Asset insurance is set out below:

Item description	Excess	Amount Insured
Total Buildings	£250	£5,485,656
Gates and fences	£250	£12,912
Fixed outside equipment	£250	£14,597
Street furniture	£250	£151,030
War memorials	£250	£54,699
Playground equipment	£250	£470,694
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	£10,800

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 recommend that the Council obtains annual confirmation from the ICT contractor that a test restore of backed up data has been successfully completed.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

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6 Uplands Road, Farnham GU9 8BP



**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 has completed budget and precept setting for the 25-26 financial year, approved at Full Council in January 2025. (Minute 8/25). A precept of £533,816 was approved. All precepting authority deadlines were met.

Budget monitoring reports continue to be presented to meetings of the Finance and General Purposes Committee, this is completed quarterly. I reviewed the period to end of October report, this was presented to F&GP on 18 December. I checked one significant overspend (general repairs – overspend of £50K). This is being funded from the general reserve, but this information is not clear from the Finance Report. I recommend a short narrative report is appended to each quarterly finance report, setting out details of any significant variances, and how these will be funded.

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

### **Interim Audit**

I tested a sample of income transactions. I was able to agree credits on the cashbook back to third party documentation, such as remittance notices from district council (CIL income) or recharge calculations for staff costs for Billingshurst Centre. I will test precept at year end.

I reviewed the sales ledger as at 15 January 2025. There are a number of debts on this ledger that are more than 60 days old, the value of these debts is £47K. These need to be examined to ensure they are genuine debtors, and pursued if this is the case. However, these transactions may be duplicate accounting entries, in which case the accounts should be amended, as these transactions will have an impact on the accuracy of the management accounts. I also recommend that the sales ledger should be reviewed quarterly as part of routine finance reporting.

The Council receives income from the local shopping centre for litter collection. There is no contract in place for this work, this arrangement should be formalised.

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

Year end test

☎ 07958 990310

✉ [mike@aprilsdies.co.uk](mailto:mike@aprilsdies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



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

Year end test

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

Year end test

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

### **Interim Audit**

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 24 bank reconciliation was tested in detail. I confirmed the following.

- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- 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 signed off by the reviewing councillor.

The Council has an investment policy. This was reviewed at F&GP Committee in July 2023 (minute 78/23). There is scope for the Council to review where cash balances are currently held. At the time of my audit there was £590K in the current account, no interest is earned on this money.

**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**

Year end test

☎ 07958 990310

✉ [mlke@aprilskies.co.uk](mailto:mlke@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



**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 – published to end 23-24
- Payments over £500 – published to end of December 2024

**M – Inspection Periods**

Inspection periods for 23-24 accounts were set as follows

Inspection - Key date	23-4 Actual
Accounts approved at Full Council	18 June - Full Council
Date Inspection Notice Issued and how published	26 June – website and notice boards
Inspection period begins	27 June
Inspection period ends	7 August
Correct length	Yes

All regulatory requirements were met in this regard.

**N – Compliance with Publishing Requirements 23-24 Accounts**

The Statement of Accounts, Annual Governance Statement and the external audit certificate are published on the Finance page on the website. The external audit certificate was clear, so there are no matters to take into consideration in the 23-24 accounts. The Conclusion of Audit certificate has been published on the website, with an announcement date of 7 November. This is after the date of the audit certificate ( 27 August), and after the deadline ( 30 September). The external audit certificate was reported to the meeting of Full Council in November (minute 103/24). The Council has not published the conclusion of audit certificate before the statutory deadline, and I cannot therefore sign off that the Council has complied with the requirements of this control objective.

External audit raised the following point in their certificate:

On review of the minutes where the approval of both Section 1 and Section 2 was made, it was noted that the meeting took place on the 18th June 2024 and not the 11th June 2024 as was recorded on the AGAR. Therefore, whilst the form was approved before the public rights period was announced and commenced, the form has been completed incorrectly. We would anticipate this being taken into account when the 2024-25 Annual Governance Statement is prepared.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



# April Skies

## Accounting

The Council should mark box 4 on the Annual Governance Statement as NO to avoid further comment from external audit .

**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 23-24 accounts and annual return were submitted in advance of the statutory deadline of 31 January. An independent examination has been completed as required for a charity of this size.

I enclose my invoice for your consideration . I will be in touch in February to make arrangements for the year end audit, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP



# April Skies

## Accounting

### Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response – Final Audit
Financial Regulations have not been updated following the issue of the new template by NALC last May.	This should be actioned before the annual meeting in May 25 as Financial Regulations are now out of date.	<b>IN HAND</b>
The Council is still using cheques to pay suppliers, and the move to electronic banking has not progressed since my last audit, although this is now in place at the Centre.	I would like to see progress towards phasing out cheques by the time of my next audit.	<b>PROGRESSING, BUT HINDERED BY CLLR CHANGES.</b>
Test restore – data back up	I recommend that the Council obtains annual confirmation from the ICT contractor that a test restore of backed up data has been successfully been completed.	<b>IN HAND</b>
Budget monitoring reports	I recommend a short narrative report is appended to each quarterly finance report, setting out details of any significant variances, and how these will be funded.	<b>TO BE ACTIONED.</b>
I reviewed the sales ledger as at 15 January 2025. There are a number of debts on this ledger that are more than 60 days old, the value of these debts is £47K.	These need to be examined to ensure they are genuine debtors, and pursued if this is the case. However, these transactions may be duplicate accounting entries, in which case the accounts should be amended, as these transactions will have an impact on the accuracy of the management accounts	<b>TO BE ACTIONED</b>
Sales ledger	I also recommend that the sales ledger should be reviewed quarterly as part of routine finance reporting	<b>TO BE ACTIONED</b>

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# April Skies

## Accounting

The Council receives income from the local shopping centre for litter collection.	There is no contract in place for this work, this arrangement should be formalised.	<b>TO BE ACTIONED</b>
There is scope for the Council to review where cash balances are currently held.	At the time of my audit there was £590K in the current account, no interest is earned on this money.	<b>TWO AMOUNTS HAVE BEEN PUT ON HIGH INTEREST DEPOSIT, ONE FOR 3 MONTHS AND ANOTHER FOR 6.</b>
The Conclusion of Audit certificate has been published on the website, with an announcement date of 7 November	The Council has not published the conclusion of audit certificate before the statutory deadline	<b>NOTED</b>

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# GRANTS POLICY

## 1. Scope of Funding

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of Billingshurst, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”.

Funding support will be considered to voluntary and community sector organisations that are:

- based in or around Billingshurst and delivering activities or services to the people of Billingshurst
- based outside of Billingshurst but are providing activities or services not otherwise available to the people of Billingshurst

## 2. Policy

Billingshurst Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- Promoting the Parish of Billingshurst in a positive way

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” ie local groups where fund-raising is sent to a central HQ for redistribution
- Political parties





- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not normally be made; Councillors are keen to support projects that will be sustainable going forward. A fresh application will be required each year. Grants will not normally be made retrospectively.

### **3. Availability of Funds**

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will support direct financial support in the form of grants to eligible bodies. It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

### **4. Application procedure**

Organisations requesting financial assistance will be invited to submit a letter of application, completed application form and most recent certified accounts, to the Parish Council for consideration, and organisations will be required to explain the reasons for the grant with clear aims and objectives.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

If the grant is for the purpose of purchasing equipment or towards a building project for example, then if the total cost of the project:

- i. is greater than £3,000, then the applicant must provide at least 3 quotes.
- ii. is less than £3,000, but greater than £500, then the applicant should endeavour to provide 2 quotes, if not, please advise why this has not been possible.





**5. Giving of a Grant**

If the application for a grant is successful the Council would welcome a report showing how the money was spent.

Should a grant be awarded but not then used for the purpose intended, it must be returned to the Council.

Where a grant is given for the purchase of a capital item or works, payment is made upon receipt of a copy of a paid invoice for at least the amount requested.

**6. Helping with grants**

The Council is willing to signpost organisations to various funding sources, but cannot assist with, complete or submit applications for funds on behalf of any third party.

*Adopted 29 March 2017*

*Revised 17 March 2021*

*Revised 16 March 2022*





## **APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS**

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	Yes/No
5.	Amount of grant requested	£
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost? (See 4i & ii of T&Cs)	£
8.	When will the money be spent?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.





Signed ..... Date .....

Name (In capitals) .....



**Billingshurst Parish Clerk**

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**From:** TfSE <TF.SE@eastsussex.gov.uk>  
**Sent:** 14 January 2025 13:18  
**To:** TfSE  
**Subject:** Transport for the South East Draft Transport Strategy Consultation - Have Your Say

Dear Parish Council,

As you may have seen from our latest newsletter, last month we published a [Draft Transport Strategy](#) which highlights our vision for transport in the region over the coming years.

We are currently hosting a [public consultation](#) on the strategy and asking members of the public, transport users, businesses and interested groups for their views on our proposals. This will remain open until March 7<sup>th</sup> 2025.

We would love to hear your organisational response to this consultation, but also your help to promote the consultation and encourage as many responses as possible from your area.

To make this as easy as possible, we have created a Media Pack and Social Media Assets, which is available on request, and includes copy for newsletters and website news stories. You are also welcome to share our existing social media content on [X](#) and [Facebook](#) which we will post while the consultation is live.

We greatly appreciate your support in doing this.

If you have any further questions, please let me know.

Kind regards,

**Jaimie McSorley**  
**Engagement Manager**

07702 632455  
[transportforthesoutheast.org.uk](https://transportforthesoutheast.org.uk)



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**Billingshurst Parish Clerk**

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**From:** Chris Stark <chris.stark@westsussex.gov.uk> on behalf of Road Safety  
<roadsafety@westsussex.gov.uk>  
**Sent:** 19 December 2024 11:56  
**Subject:** West Sussex Road Safety Strategy Public Consultation

I am writing to advise you that West Sussex County Council is currently consulting on a new West Sussex Road Safety Strategy. We are seeking responses from road users and community groups across West Sussex. I invite you to participate and to share with your members / networks to do so also.

You can have your say via this link: [West Sussex Road Safety Strategy 2025-2036 | Your Voice West Sussex](#).

If you require any of the information for this project in an alternative format, please contact 01243 642105 or via email at [roadsafety@westsussex.gov.uk](mailto:roadsafety@westsussex.gov.uk) and we will do our best to assist you.

The consultation is due to close at 1155pm on Sunday 2<sup>nd</sup> February 2025.

Best wishes for the festive season.

Regards

**Chris Stark BA (Hons), CMgr FCMI, FIHE**  
Road Safety Group Manager  
Transport and Network Operations  
Highways, Transport and Planning  
Place Services  
West Sussex County Council

Follow us on Facebook @ [West Sussex Road Safety](#)

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Risk Assessment  
January 2025

APPENDIX A

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 2022.	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.	Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing	January annually	PAT Testing Certificates
				Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC	Maintain written record of checks. BPC staff check public conveniences daily. BSRA check Jubilee Fields Sports Pavilion, Adversane Hall, Trustees check Adversane Hall, Centre Manager to check BCCC quarterly		Risk Assessment records held by responsible authority.
				Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference.	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  
January 2025

	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. <b>BCCC new boiler Nov 2024.</b>	Annually	Gas Safety Inspection File - only BCCC on gas
	Defibrillators	Regular visual checks are undertaken by Community First Responders to make sure that the equipment is maintained in good working order, any instructions for use remain in place, and any damage is repaired promptly, or the equipment removed until fixed.	Monthly	



Risk Assessment  
January 2025

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	<p>Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Litter Wardens.</p> <p>Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet.</p> <p>Weekly detailed inspection of play areas by Litter Wardens. Written reports supplied to the Office and record maintained.</p> <p>Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained.</p> <p>New play equipment.</p> <p>Annual / as appropriate inspection of trees by arboriculturalist.</p>		June annually	Open Spaces Inspection records
1.6 Assets	Churchyards	H	<p>Weekly inspection of churchyard by Parochial Church Council Inspector.</p> <p>Monthly basic visual inspection by the Litter Wardens as a consequence of the Council accepting liability for maintenance of the closed churchyard</p> <p>Above includes push test.</p>	<p>All new kit ROSPA inspected and Risk Assessed.</p> <p>Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.</p> <p>If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.</p>		<p>Tree Survey records</p> <p>Churchyard Inspection Records</p> <p>Inspection recorded on check sheet</p> <p>Hand test recorded on check sheet</p>



Risk Assessment  
January 2025

				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			
		Allotments		Work in accordance with the Management Agreement agreed between BPC and the Allotments Society	Obtain copy of test certificate Annual review of the Allotments Risk Assessment	Annually January annually	Allotments Records
1.8			L				



Risk Assessment  
January 2025

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 balanced regularly. Max amount reduced to £100 as recommended by Internal Auditor. Receipts put through main cashbook in order to process 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. Internal Auditor is appointed annually.			
2.3	Finance	Internal Audit	M	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 2025

				Internal Auditor reports sent to External Auditor with Annual Return.				
2.4	Finance	Budgetary Controls	M	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 2025

				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 on <b>accounting package</b> . 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 charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months. Ensure charity accounts are subject to an independent examination annually.			Council to monitor Centre accounts quarterly to assess any likely deficit in income, and potential request to the Council for funds to support the BCCC.  Council is required to approve the Statement of Accounts.		



Risk Assessment  
January 2025

2.11	Finance	Risk of consequential loss of income	M	<p>Ensure the Charity Commission annual return is submitted by 31 January annually.</p> <p>Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding &amp; renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.</p> <p>All deeds and original leases are held are kept in the firesafe at the Parish Office.</p>	Council submits annual return to Charity Commission.	January annually	Insurance schedule
2.12	Finance	Fidelity Guarantee	M	<p>Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.</p>	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 2025

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, where approp.	Annual check	January annually	Hirers Liability Certificates Records



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 <b>Worknest</b> also now advise.	Register of Common Land and Village Greens	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 reviewed Autumn 2019.	Annually	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.		May annually May annually May annually	



Risk Assessment  
January 2025

4.5	Employer Liability	Personal Accident	M	Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.	Review age of Councillors annually. Seek insurance cover for Councillors over the age of 85	As long as the Council are happy that they are competent and able to complete the expected tasks, there is no minimum or maximum age of volunteers permitted within the insurance, with the only age restriction applying only under the Personal Accident section as this only provides cover for individuals between the ages of 16 and 90 years old.
				The Council's insurers do not provide loss of income for personal accident for Councillors over the age of 85.		
				Ensure Litter Wardens wear appropriate PPE and high visibility clothing at all times.	Review Litter Warden PPE and high visibility clothing annually and replace any worn or defective clothing.	
				Maintain supply of safety gloves and equipment.	Review Litter Warden protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	
				Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.	
				Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too.	
4.6	Contractors Liability	Personal Accident	M	Ask for method statement of work and risk assessment		
				Ask for details of professional registration.		



Request copy of public liability insurance			
Request copy of Health and Safety Policy			

**Note. Volunteers considered Employees for Insurance purposes.**



Risk Assessment  
January 2025

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.			
5.2	Legal Liability	Transparency	L	Draft Minutes made available to press and public via the web site <del>and noticeboards</del> <b>Parish Council noticeboards.</b> Comply with the Local Government Transparency Code 2014	Annual review of Council <del>and noticeboards</del> and website  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	January annually  Ongoing	Staff structure chart Staff pay multiple Local Authority Land Donations
5.3	Legal Liability	Transparency	L	Comply with the Local Government Bodies Regulations 2014		Ongoing	Reporting at Meetings Policy



Risk Assessment  
January 2025

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.		
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Risk Assessment  
January 2025

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 2025

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 both with a copy of the protocol. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol
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Risk Assessment  
January 2025

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 2025

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



Risk Assessment  
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				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	Annual review of processes and procedures. 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	
				Use 2FA for Office 365. Also have SaaS Backup protection so three times a day on these 5 users on 365 email and data are backed up away from Microsoft's Data Centre.			



Risk Assessment  
January 2025

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.		



## APPENDIX L

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.



Fixed Asset Register  
As at 20/01/25  
Offices' Contents

	Asset Value	Insurance Valuation	Renewal	Date of Valuation
<b>Parish Office Contents</b>				
PC's x 4				
Printer:HP Officejet Pro 9010e				
Laminator Fusion 3100L				
Laminator Fusion 3000L				
<b>Dell Latitude laptop 55500</b>	<b>1,068.00</b>			<b>Oct-24</b>
Dell Latitude laptop 5500				
Ricoh IMC3000 Photocopier				
Filing cabinets x 3 half height				
Filing cabinets x 7 full height				
Firesafe				
Fridge				
Henry Hoover				
<b>7</b> workstations				
Shredder GBC2122				
Boardroom table				
4 bookcases				
Entryphone				
Lockable Storage Units x 2				
Table top display boards				
Table top display boards				
<b>x2 Coat stand</b>				
	<b>£27,055.00</b>	<b>£32,096.00</b>		



Fixed Asset Register  
As at 20/01/25  
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
<b>GC03</b>	<b>Read-Sweeper</b>	<b>£12,500</b>	<b>£17,560</b>		<b>2018</b>		<b>Was on a separate Motor Policy; new part of main policy. Replacement value given Feb-2018</b>
GC04	Litter Barrows x 2	£1,273	£1,483.86		December 2009		
GC05	Grandfather clock	£1,300	£1,300.00				Valuation undertaken Oct 2016
	<b>Electric Vehicle</b>	<b>£ 16,500</b>	<b>£ 16,500</b>		<b>Feb-23</b>		<b>Separate Motor Policy</b>
	Total	<b>£19,104</b>	<b>£25,043</b>				



**Fixed Asset Register as at 20/01/25**  
**Street Furniture**

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	<b>Bus Shelters:</b>							
	Adversane Common	£3,012.75	£3,511.70		2009	Bank/firesafe		Lease from the brewery for the land dated 21.1.1957
	Billingshurst High Street	£3,012.75	£3,511.70					Brick bus shelter opposite Six Bells
	Natts Lane	£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					
	<b>Dog Bins:</b>		£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	£2,227.89	£2,596.86					
			£0.00					
	<b>Noticeboards:</b>		£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			
	<b>Billingshurst Centre</b>	<b>£801.00</b>	<b>£801.00</b>		<b>2024</b>			
		£4,816.49	£5,614.16					
			0					
	<b>Litter Bins:</b>		£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					
	<b>Benches: (Not part of play areas)</b>		£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	£392.34	£457.55					



**Fixed Asset Register as at 20/01/25**  
**Street Furniture**

Alicks Hill x 2	£1,485.26	£1,731.24		2009			
Cleavelands Gardens x2 benches	£0.00	£0.00					
Cleavelands Gardens x1 perch seat	£602.00	£602.00				Installed Oct 2021	
Carpenters (fronting Station Road)	£0.00	£0.00					
Library x 1	£500.00	£500.00					
Silver Lane / East St.	£720.09	£720.09		2020		Presented by Wednesday Group	
		£0.00					
<b>Various High Street</b>		£0.00					
<b>CCTV Duetting</b>	<del>£4,235.36</del>	<del>£4,936.60</del>				<b>High Street Enhancements</b>	
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			
<b>Electronic Sign</b>	<del>£4,821.79</del>	<del>£5,620.34</del>				<b>Polycomp</b>	
Queens Diamond Jubilee Flagpole	£686.00	£799.61	£823.60	2012		Harrisons Flagpoles	
						Grants obtained by BCP; ownership & responsibility passed to BPC Oct 2017	
Finger Posts x5	£5,979.00	£5,979.00				Jul-18	
Hanging Basket brackets	263	263		2018		Jul-18	
Hanging Baskets	177.35	177.35		2018		Aug-18	
Trough o/s Barclays	£251.60	£251.60				Installed summer 2022	
Beacon on Adversane Gn	£3,500.00	£3,500.00				Installed summer 2022	
Bollards on Adversane Green	£9,789.37	£9,789.37					
<b>Fences and Gates</b>							
Station Road Gardens Park style railings	£8,593.29	£10,016.43		2009		Burroughs Fencing	
Gates to rear of Centre car park	560.00	560.00		01/01/2018			
<b>Other</b>							
Water tank	£800.00	£874.18		June 2013			
BBQ Stand	£2,380.00	£2,524.94		April 2014			



**Fixed Asset Register as at 20/01/25**  
**Street Furniture**

	Defibrillators x 2	£0.00	£3,925.33		Dec 2013		Billingshurst Centre, Jubilee Fields pavilion
	Defibrillators x 2	£0.00	£4,000.00		May 2016		Adversane bus shelter, Five Oaks at Watsons car sales
	<b>Defibrillator @ Adversane Hall</b>	<b>£750.00</b>	<b>£750.00</b>		<b>Autumn</b>		
	Mowers & Machinery	£0	£515				SRG shed contents
	Speed Indicator Device (SID) @ Five Oaks	3,195.00	3,195.00				Installed Jan 2019
	Five Oaks Gateway features	4,302	4,302				Spring 2018
	Bowser for watering planters	£559	£559				
	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
	<b>Total</b>	<b>£130,880.20</b>	<b>£196,902.58</b>				



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**Fixed Asset Register as at 20/01/25**  
**Playing Fields Equipment**

Climbing Net									March 2014	Monster Play Systems Ltd		
Climbing Frame									March 2014	Monster Play Systems Ltd		
Swing		£32,857.25	£34,858.26						March 2014	Monster Play Systems Ltd		Minus install costs of £3,204
Wall		£1.03	£1.20									
Safety surfacing		£4,004.00	£4,004.00							Installed 2021		
<b>Cherry Tree Close Playing Field</b>												
Play equipment consisting of:												
Orchard swing with 2 pod seats									January 2015	Sutcliffe Play		
Inclusive dish roundabout		£1,848.00	£1,903.44						January 2015	Sutcliffe Play		
Orchard baby mammoth		£1,332.00	£1,371.96						January 2015	Sutcliffe Play		
Ropewalk tangle		£7,064.00	£7,275.92						January 2015	Sutcliffe Play		
Orchard 2.4m nest swing		£2,870.00	£2,956.10						January 2015	Sutcliffe Play		
Orchard		£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									
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		
<b>Manor Fields Playing Field</b>												
Play equipment consisting of:												
Swing with 2 x slash proof seats		£10,205.21	£11,895.32						October 2002			
Multi-unit		£20,000.00	£20,000.00						Replaced 2018			
Safety Surfacing									October 2002	Miracle / Sovereign		
									Replaced Autumn 2017	Surfacing Replaced Autumn 2017 - Supplied by Matta Products		
Perch seat		380	380						2019			
<b>Cranham Avenue Play Area</b>												
Play equipment consisting of:												
Swings		£10,300.00	£12,005.80						December 09			
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 20/01/25**  
**TOTAL**

	<b>Asset Values</b>	<b>Insurance Values</b>
Land & Buildings	£1,305,257.45	£1,555,300.97
Office contents	£27,055.00	£32,096.00
General contents	£19,104.42	£25,042.90
Street Furniture	£130,880.20	£196,902.58
Playground Equip	£434,238.40	£462,342.94
	<b>£1,916,535.47</b>	<b>£2,271,685.39</b>

**Note**  
Red text indicates change since previous year



Tuesday 2<sup>nd</sup>  
(+1)

Dear Mr Burt,

Thank you for listening to me on Thursday,  
and for all your helpful advice. ①

I enclose my letter to Mark Baynham -  
he has agreed to meet with me on Monday  
9th December to listen, probably not agree - +

② our publicity poster hopefully to make more  
people in the Village to be aware of little  
Daux' existence (lots don't) and the Bramber ③  
Brooks venture as a hopeful precedent for  
HDC. Unfortunately there don't seem to be any

more Council meetings till January for me to stand  
up & address the Councillors, so it would be great  
if you could float this idea to them in the  
meantime in the little time left.

I understand Billingham will be debated  
in the 3rd session in January - the time when  
all the miserable post-Christmas gloom is  
supposed to be at its deepest! Worst all year.  
(Maybe the 510 houses for the Novartis site is  
a promising devt, but HDC are likely to resist  
the County telling them to use their own backyard;  
Many thanks again - Catherine Hildyard



11 DELL LANE BILLINGSHURST RH14 9QE

c\_hildyard@yahoo.co.uk

19<sup>th</sup> November 2024

Dear Councillor for Billingshurst and Deputy Leader for HDC Baynham,

As such, you have certainly joined the Council at a very important time for Billingshurst, and I can clearly see your difficult dilemma. But where should your first loyalties truly lie? Is it for your home Village, which dramatically bucked the trend when it elected you and your colleagues as its Liberal representatives for the first time in Billingshurst's history? For it is we, the Village, who have put you all where you are today, and we now look to you to be the ones to redress our burning local concerns.

We chose you for your election promises, all three of you deploring in similar terms the terrible abuses of over-development that have been perpetrated on the Village year upon year with accelerating speed. You were going to look after us. Billingshurst had had enough. Then there were the assurances about the cherished Green Spaces you were also going to give your protection. So by what strange reasoning has it come about that these promises for the Community would be met by the building of 650 new houses on our last publicly accessible area of natural green countryside at Little Daux Farm?

And this would happen in the face of continuous vehement local opposition. You were able to be not present for the first General Council Meeting on 21<sup>st</sup> November 2021 but the choice for the West Site was then already stated loud and clear, most particularly by our own Parish Council, and the many heads of Billingshurst Sports and Community groups and all the local residents who specially came along. This time round, 7<sup>th</sup> February 2024, you were there, and you could hear how opposition to the East had become even more entrenched. Our own County Councillor Amanda Jupp wound up by telling the HDC:

“Listen to the residents and let them tell you what they want” – so is it



unreasonable to understand that she was telling you to act upon what you heard from the popular voice of Billingshurst that evening? Did you all in fact listen?

Unlike your fellow Councillors, you may not be on the committees for “Nature Recovery and Green Spaces” or for “Communities and Wellbeing.” And you may, as Cabinet Member for Finance and Resources, and Deputy Leader as well, have felt that it was your duty to the District Council to continue like your predecessors to collect all the Village revenues generated as monies from its hordes of insatiable developers and feed them straight into the general Horsham pot. With its total spend and annual surplus of £224,000 and rising, how much of that has actually found its way back to Billingshurst? To date, we seem to have been allocated a paltry 1m+1.5m if the East goes ahead, while the sum of 10.5m was earmarked to enhance the theatre-going experience of Horsham Capitol audiences (recently somewhat scaled back in the face of the staggering 25% uplift next demanded) .

It might have seemed disingenuous of you to champion the needs of your own home ward, but if you and your colleagues in “Nature Recovery and Green Spaces” don’t speak up for us, then who will? Money isn’t everything, after all. There is life-style too. I do not buy into the argument that by sacrificing the Fields, we are somehow going to protect some future green areas

yet to be specified. The A29 frontier has already been breached. Fingers in the dyke?

*I should have added here that you don't have to fill the spaces with houses to secure the Eastern boundary. A Nature park would do just that.*

Horsham with its rightly praised re-wilding schemes etc. is already blest with its own lovely Park, with Warnham Nature Reserve just up the road. But everyone agrees that Billingshurst itself is still woefully short of its own Natural Green Space where we can really walk and unwind. Even Councillor Milne conceded that a Country Park (as offered by the West devt) would be a desirable asset for the densely over-developed Village, but said that the money



would not be forthcoming except for a spend on the Jubilee Fields Sports Grounds (not realistically accessible for car-less would-be walkers like me unless by the distant road bridge over the A29 and then across all the pitches.

So here is a suggestion. Have you ever re-considered taking the West option and thereby increasing the number of houses built by half as much again, while buying out Dermot O'Brien and delivering back to the Community their well-used and well-loved Little Daux Fields? This is where people have come for many decades to find the natural world and its wildlife (some seriously endangered), so unspoiled, and incidentally so high in carbon capture. Don't you know Bellway's notorious reputation for sharp practices? I have heard that it is their policy to factor into their costings all the fines that they plan to incur as they proceed to decimate any protected trees that stand in their way. (As you know, each mature unpollarded oak tree is the host to 1,000s of mutually dependent beneficial eco-systems). I have also heard that they wait for public holidays to carry out their controversial operations when no officials would be available to halt proceedings. They are currently funding their own wildlife survey and they admitted as much when I spoke to them. Yet you are hoping to be able to call them to account – and with what powers? They have already proved so vague on infrastructure promises and unco-operative with those who would work with them. Unlike Highwood, who have such a different approach, and so much more genuinely to offer for the benefit of the Village. (Though we all know that as long as Billingshurst remains on the main line to London, 'affordable' houses like those at Bellway's next-door Amblehurst Green, coming in at current prices of around 400K, will always remain beyond the reach of locals earning local wages).

I came from Lewes in East Sussex ten years ago. In 1987 the Community persuaded Lewes DC to take over the disused Railway Land and administer it



as a popular Nature Reserve, now famous for its many green innovations (even the wild-flower sowing dogs in the local paper). Your Council is proud to have chosen Bramber Brooks as the latest Community acquisition, so you have precedents, though nothing near the Village itself.

You have had the privilege of growing up with the Fields on your doorstep. And with the abundance of nature on hand wherever you wished to turn. It must have been idyllic. Will you now deny this experience to all the healthy walkers and nature-lovers and the many, many troubled souls I have met with as I myself walk those well-trodden paths? Now more than ever, there is such a need in our Society for the mental well-being that walking close to the natural world can bring. Indeed, "Our District" bears this out so tellingly in its every issue. They may technically be defined as 'green spaces,' but I am afraid our allotments and cemeteries and playgrounds and the formalities of Station Road Gardens cannot really deliver what our over-crowded Villagers now desperately need to let them get away and breathe in natural surroundings.

I have not touched here upon the rushed nature of the Local Plan, its strange cobbling together of years-old old and new data with an appendix, and a consultation period that most people were left in the dark about. Or the wildly hopeful per capita water consumption figures, when neutrality is such an issue here that it cannot be fudged with the developers' specious water credits.

Maybe after all your deepest loyalty should be to the Liberal Party itself and the spirit in which you have created your own Liberal Manifesto 2024 with its Green Spaces, Health and Mental Well-being principles "to ensure everyone has access to a healthy natural environment regardless of where they live."

That is what we voted for, and still hope to see coming to fruition as you take our Village in a new enlightened direction. Please don't let us down.

Yours sincerely,

M. C. P. Hildyard (Catherine)  
M.C.P. HILDYARD