



To All Councillors,

You are summoned to a Meeting of Billingshurst Parish Council on **Wednesday 2 September 2026 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. They must give their name.

Gregory Burt
G.C. Burt
Clerk to the Council

26 August 2026

Please note that all supporting papers can be found on the Councils' website.

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
4. To consider applications (Appendix A) for co-option to fill x1 (one) vacancy following resignation of Craig Gale.

Adjournment for

5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
6. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

7. Approval of the Minutes of the Meeting held on 19 August 2026. (Previously sent)
8. Clerk's Report.
9. To receive the External Audit Report 2025-26 and refer any matters requiring attention to the F&GP Committee - Appendix B.
10. To consider recommendation from Working Practices Committee of 13 May 2026:
To add to Standing Orders that the Chairman of Council is not also a Chair of a Committee, formalising a current protocol. [Reason: it stops the Council being seen as a *one person show* and encourages other Cllrs to take on positions.] Min 26/26 of 13 May 2026 refers

11. To review appointments to Committees and outside bodies etc – Appendix C.
(Roles in need of volunteers highlighted.)
12. CCTV update – Appendix D.
13. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 2 June, 7 July and 4 August 2026.
 - b) F&GP 24 June 2026.(all previously circulated / on website.)
14. Neighbourhood Wardens - to receive Wardens' Reports for June and July previously circulated / on website.
15. **Date of Next Meeting – 4 November 2026**

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.

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

I've lived in Billingshurst for 8 years (and before that in Ifold from 2006). My two daughters, now 22 and 19, both went to The Weald. I'd like to become a Councillor because I care deeply about community, the environment, and maintaining Billingshurst as a great place to live. I live quietly and, if you know me, it's probably because you've seen me walking our old golden retriever, Dani, in the woods, Jubilee Fields, or along the High Street (where she knows exactly which shops will give her treats).

Both in my professional work and personal life I've developed skills which I would like to use to benefit the Council and the community:

1. **Analytical and organisational skills.** I'm a solicitor – though I no longer practise contentious work – and have strong analytical and administrative skills. I'm used to considering information carefully, identifying the important issues, asking the right questions and reaching practical, balanced conclusions.
2. **Working constructively and communicating effectively with different people.** In my current role with a London law firm, I specialise in workplace training, supporting people to build cultures where people are respected, valued and able to thrive and achieve their potential. I communicate effectively with people in meetings, in writing and in one-to-one conversations. I understand that people bring different backgrounds and perspectives - I get ideas across and support individual and collective growth.
3. **Listening, mediation and empathy.** I am a qualified mediator and was formerly a Samaritan for a number of years. I understand the importance of someone feeling heard and I listen carefully, particularly when people feel strongly about an issue, understanding different points of view and helping people find a constructive way forward. I think these skills would be particularly valuable when listening to residents and dealing with issues on which members of the community have differing views.

I would welcome the opportunity to contribute these skills, along with my knowledge of and affection for Billingshurst, to the work of the Parish Council and to play a practical part in looking after the community in which I live.

Much of the detailed work of the Council is exercised through its various Committees. Every councillor must be on a minimum of 2 committees [except Complaints Committee] and any dispensation to be agreed with the Council Chairman. Details of all committees can be found on the Council's website.)

Updated 13 November 2025

A copy of this page will be circulated with the Council agenda to all Councillors.

ALISON BEST

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

I have lived in Billingshurst for 5 years. I joined BPC through the co-option process and served as a Councillor for 3.5 years, during which time I was a member of the P&E, F&GP, Property and the Working Practices Sub-committees. I also participated on working parties and external bodies, namely Traffic Calming and the BSRA.

In November 2025 I resigned my position because of the need to deal with some personal issues and therefore felt at the time I could not dedicate the time required to be an effective councillor.

I believe I gained a reasonable understanding of the inner workings of the Council but more importantly the need to set aside personal views on issues that may arise and remember to put forward a balanced and hopefully insightful view of what's best for the community as a whole.

I am happy to serve on as many sub-committees as required and will initially put my name forward for Property, F&GP and Working Practices. Should there be gaps in any 'outside bodies' then again I would be help where required.

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STEVE THOMAS

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

- I care about my community
I have been part of this community for 50 years, so I have a real connection to the area and the people who live here.
- I enjoy working with people
My background is in customer service, so I'm used to listening to people, understanding their concerns & helping where I can. I think being approachable & willing to listen is important when representing local residents.
- I want to make a difference
After 50 years of being part of the community, I feel I have something to offer. I'd like to use my experience & knowledge of the area to get involved, listen & help with issues that matter to locals.

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SUZY MACSORLEY



Our ref: 979/2103938

21 August 2026

Mr G C Burt
Billingshurst Parish Council
Billingshurst Centre
Roman Way
Billingshurst
West Sussex
RH14 9QW

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ
T 01733 397300

mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points:

- Upon review, general reserves appear to be held at a low level. The council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.34 of the SAPPP Practitioners' Guide 2025, best practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.
- Whilst there is no statutory requirement for the Council to review or re-adopt its Code of Conduct, the Council should ensure that the model code is considered on at least an annual basis to identify any updates or amendments that may have been issued. To provide a clear audit trail and evidence of governance oversight, it would be better practice for such consideration to be formally recorded in the Council's minutes.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.



Yours sincerely

A handwritten signature in black ink that reads 'Moore' in a cursive script.

Moore

Encs.

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Billingshurst Parish Council**

1 Respective responsibilities of the auditor and the authority

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 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

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:

Please note that on the reconciliation between boxes 7 and 8 provided to us on the initial submission, box 7 did not agree to the figure per the AGAR. A revised reconciliation has been submitted which includes an increased accruals balance compared to the original reconciliation. This reconciliation agrees to box 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2.

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances of box 3, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2025/26

We 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 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'MOORE', written over a horizontal line.

Date

20/08/2026

APPENDIX C

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2026-27	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	DW, FA, AR, KR, DH, JH, MM
Property	PD, PB, SD, EB, CJ, DW, DH, JM
Finance & General Purposes	PD, CJ, PB, EB, JH, TL, MM
Working Practices	MM, JM, DW, KR, AR, CJ, SD, PB
Billingshurst Centre	CJ, PD, PB, SD, EB, JH, TL, MM
Complaints (5 members Max)	PB, SD, TL
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	In abeyance
Internal Audit	PD
Traffic Calming	PB, JM, TL
Sustainable Energy Efficiency	PD, CJ
Mission & Vision	PD, CJ, PB

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
B'hurst Sports & Recn. Assn. (BSRA) x2	SD, (To ensure that two can always attend) + Assistant Clerk
CPRE	DH
Friends of Station Road Gardens x1	CJ
HALC (H'ham Assn Local Councils) x2	SD
N'hood Warden Steering Group x2	SD, KR
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	SD
Better Billingshurst Fund (BIF) x3 + officer.	DW, CJ. (PD = RESERVE)
Trustee of Dauxwood Pre-School x1	PB
West Sussex Association Local Councils (WSALC) AGM x2	SD
Community Partnership x1	KR
Youth liasion - all matters	

Updated 04/08/2026

APPENDIX D

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 2 SEPTEMBER 2026

CCTV UPDATE

REPORT BY CLERK

FOR INFORMATION

Since the last update to Council in May, there has been little physical progress on the ground.

Installation ground to a halt when the main contractor could not source an electrical sub-contractor who has the necessary accreditation for undertaking electrical installation on the highway, known as the Highway Electrical Registration Scheme (HERS).
[We have to use a HERS contractor to install our Christmas lighting.]

Not all highway authorities insist on this but WSCC / *enerveo* do require it and as many of our cameras will be on *enerveo*'s columns we are obliged to comply with their requirements.

I have since asked *enerveo* to quote to supply electrical connections (plus columns where needed) at all sites, and this is awaited.

It may not be possible to install a camera in the car park at Jubilee Fields, as the lighting columns are switched from the pavilion, meaning there is no 24/7 supply to columns. We had the same situation at the entrance to Jubilee by the HWRC. This was resolved by installing a dedicated supply to the HWRC's column we needed use, at our cost.

We now have made contact with a contractor to lay the cable from the pavilion to the skatepark and a quote is awaited.

The Council is invited to note this report