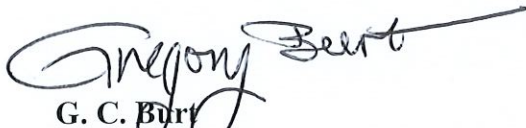




To All Councillors on the Finance & General Purposes Committee,

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 28 January 2026, 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. Bury
Clerk to the Council

20 January 2026

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 17 December 2025, 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 2025 - Appendix **A**.
 - b. December 2025 - Appendix **B**.
8. To note
 - a) Cashbook 1 bank reconciliation to 30 November 2025 - Appendix **C**.
 - b) Cashbook 3 bank reconciliation to 30 November 2025 - Appendix **D**.
 - c) Cashbook 1 bank reconciliation to 31 December 2025 - Appendix **E**.
 - d) Cashbook 3 bank reconciliation to 31 December 2025 - Appendix **F**.

9. To consider **2025-6** Interim Internal Audit report and agree draft responses – Appendix **G**.
10. To review updated Earmarked Reserves (EMR), Appendix **H**.
11. To review and ratify current Direct Debits and Standing Orders etc. - Appendix **I**.
12. To review the draft Corporate Risk Assessment, Appendix **J** and recommend to Council accordingly. (Significant changes since last year shown in red.)
13. To review the Council's Asset Register, Appendix **K**. (Significant changes since last year shown in red.)
14. To receive a verbal report from the Clerk on progress to comply with the new Assertion 10 Declaration on Annual Governance and Accountability Return (AGAR).
15. Date of Next Meeting – **Wednesday 25 February 2026**

Committee Members: PB, EB, CG, **PD**, CJ, JH, TL, MM

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: 23/12/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 12:20

Current Bank A/c

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Screwfix Direct Ltd	DD	17.98		Misc ironmongery
03/11/2025	Horsham DC	DD	168.96		Bin emptying
07/11/2025	BT	DD	61.76		Broadband @ The Depot
10/11/2025	Greg Burt	013721	158.52		Conf. mileage
10/11/2025	Billingshurst Comm. & Conf. Ce	013722	685.21		Room hire
10/11/2025	Sussex Land Services Ltd	013723	300.00		Tree works
10/11/2025	BSRA	013724	2,500.00		Firework sponsorship
10/11/2025	Heatsmart Ltd	013725	126.00		Gas boiler serv. The Depot
10/11/2025	Billingshurst W.I.	013726	533.00		Grant
10/11/2025	Owen Isherwood Ltd	013727	540.00		Adversane Hall sale promo
10/11/2025	Surrey Hills Solicitors LLP	013728	3,240.00		Legal advice
10/11/2025	WSALC Ltd	013729	120.00		Training
10/11/2025	Ballpoint Office Supplies Ltd	013730	105.98		Stationery
10/11/2025	Baskets in Bloom Ltd	013731	1,480.00		Autumn bedding change
10/11/2025	James Marchant	013732	13.35		HDC planning mtg mileage
10/11/2025	Trevor Cox	013733	600.00		Play area inspections - Oct
10/11/2025	West Sussex County Council	013734	25,166.01		Oct salaries
10/11/2025	Parkfield Retail Ltd	DD	16.58		Misc ironmongery
11/11/2025	CEX	CARD	337.95		2nd hand Meeting Owl 3
14/11/2025	Restream Inc.	CARD	14.92		Restream Inc.
14/11/2025	British Gas	CARD	55.91		Adversane Hall electric
17/11/2025	Rural Services Partnership Ltd	17112025	-344.84		Cancel lost cheque
17/11/2025	Horsham Sports Services	18112025	-692.20		Cancel cheque
17/11/2025	AMAZON	CARD	6.49		Wall planner
17/11/2025	A272 Design	SO	618.00		Village TWEET advert
17/11/2025	Southern Water	DD	60.00		Water etc. 83a High St
18/11/2025	Horsham DC	DD	35.50		Bin emptying
18/11/2025	Horsham DC	DD	148.40		Bin emptying
18/11/2025	Horsham DC	DD	177.50		Bin emptying
21/11/2025	Mail Chimp	CARD	12.03		Mail chimp
21/11/2025	Engie Gas Ltd	DD	119.74		83a High St Gas
24/11/2025	Horsham District Council	013735	43,446.00		N/Warden costs Apr-Sep 25
24/11/2025	Greg Burt	013736	13.79		Mileage to devo. meeting
24/11/2025	Cae'scapes	013737	600.00		Acivity Day skate jam
24/11/2025	Billingshurst Comm. & Conf. Ce	013739	1,555.00		Room hire
24/11/2025	EE & T Mobile	DD	33.42		Mobile phones
25/11/2025	ALE Bus Machines	DD	30.45		Copier charges
28/11/2025	NatWest	BACS	26.20		Bank charges
28/11/2025	SSE	DD	87.00		83a High St Electric
Total Payments			82,174.61		

12:21

Current Bank A/c

Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/11/2025	Fowlers Letting Ltd		83a Flat rent	739.20
17/11/2025	Sales Recpts Page 78		Sales Recpts Page 78	343.99
19/11/2025	Sales Recpts Page 79		Sales Recpts Page 79	6,589.06
20/11/2025	Sales Recpts Page 80		Sales Recpts Page 80	343.98
24/11/2025	Sales Recpts Page 81		Sales Recpts Page 81	30,550.00
Total Receipts				<u>38,566.23</u>

APPENDIX B

Date: 14/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:27

Current Bank A/c

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Arthur J Gallagher Insurance B	013738	20,431.42		Insurance premium 2025-26
01/12/2025	Sussex Land Services	SO	2,697.80		GM - Nov
01/12/2025	Netcom IT Solutions	DD	2,626.19		IT support
01/12/2025	Horsham DC	DD	168.96		Bin emptying
01/12/2025	Screwfix Direct Ltd	DD	53.97		Misc ironmongery
08/12/2025	BT	DD	61.76		The Depot broadband
10/12/2025	Land Registry	CARD	14.00		LR search
10/12/2025	Parkfield Retail Ltd	DD	9.35		Misc ironmongery
11/12/2025	Post Office	CARD	672.75		Stamps
15/12/2025	A272 Design	SO	618.00		Village TWEET advert
15/12/2025	Restream Inc.	CARD	14.63		Restream Inc.
15/12/2025	SoutherN Water	DD	60.00		Water etc 83a
17/12/2025	Healthmatic Ltd	013741	62.96		Public loo locks
17/12/2025	Keen Consultants	013742	4,740.00		Annual tree survey
17/12/2025	Caloo Ltd	013743	1,996.20		Playground spare parts
17/12/2025	ICA Electrical Contractors Ltd	013744	768.00		Xmas lights socket
17/12/2025	Sussex Land Services Ltd	013745	90.00		LSRRG fence repair
17/12/2025	Sutcliffe Play Ltd	013746	894.22		Playground spare parts
17/12/2025	Glasdon UK Ltd	013747	6,643.47		Adversane bollards
17/12/2025	Greg Burt	013748	100.00		Reim cleaning of loos
17/12/2025	Billingshurst Comm. & Conf. Ce	013749	361.46		Room hire
17/12/2025	Surrey Hills Solicitors LLP	013750	2,068.00		Legal advice
17/12/2025	Trevor Cox	013751	600.00		Play area inspections
17/12/2025	Enerveo	013740	3,505.46		New Xmas lights sockets etc.
17/12/2025	Bin emptying	DD	53.25		Bin emptying
17/12/2025	Horsham DC	DD	142.00		Bin emptying
17/12/2025	Horsham DC	DD	163.30		Bin emptying
19/12/2025	British Gas	DD	21.69		Electric Adversane Hall
22/12/2025	ALE Bus Machines	DD	51.86		Copier charges
22/12/2025	Mailchimp	CARD	11.74		Mailchimp
22/12/2025	Engie Gas Ltd	DD	175.38		83a High St gas
23/12/2025	EE & T Mobile	DD	37.93		Mobile phones etc,
23/12/2025	CPRE	DD	36.00		Membership
29/12/2025	SSE	DD	156.03		Electric public toilets
29/12/2025	SSE	DD	87.00		83a High St electric
29/12/2025	Netcom IT Solutions	DD	4,808.52		IT support
30/12/2025	Sussex Land Services	SO	2,697.80		GM - Dec
31/12/2025	NatWest	BACS	20.75		Bank charges
Total Payments			57,721.85		

14:27

Current Bank A/c

Cash Received between 01/12/2025 and 31/12/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/12/2025	Dauxwood Pre-School		Ground rent	96.25
10/12/2025	Fowlers Letting Ltd		Flat rent 83a High St	949.20
19/12/2025	Sales Recpts Page 82		Sales Recpts Page 82	8,016.70
02/12/2025	Sales Recpts Page 83		Sales Recpts Page 83	2,400.00
05/12/2025	Sales Recpts Page 84		Sales Recpts Page 84	766.50
18/12/2025	Southern Electric		Wayleave	3.05
Total Receipts				<u>12,231.70</u>

Date: 05/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 12:58

Bank Reconciliation Statement as at 30/11/2025
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	28/11/2025		319,694.65 ✓
Treasury Reserve Deposit	28/11/2025		280,124.66 ✓
Unity Bank	28/11/2025		440.81
			<u>600,260.12</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
24/07/2025 013671 Vision ICT Ltd	567.60
10/11/2025 013724 BSRA	2,500.00
10/11/2025 013726 Billingshurst W.I.	533.00
10/11/2025 013729 WSALC Ltd	120.00
24/11/2025 013735 Horsham District Council	43,446.00
24/11/2025 013737 Cae'scapes	600.00
24/11/2025 013739 Billingshurst Comm. & Conf. Ce	1,555.00
	<u>49,321.60</u>
	550,938.52

<u>Unpresented Receipts (Plus)</u>	<u>Amount</u>
	0.00
	<u>0.00</u>
	550,938.52
Balance per Cash Book is :-	550,938.52
Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date: 08/12/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 12:09

Bank Reconciliation Statement as at 30/11/2025 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	30/11/2025		193,759.33
			193,759.33
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			193,759.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			193,759.33
		Balance per Cash Book is :-	193,759.33
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

Date: 14/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:18

Bank Reconciliation Statement as at 31/12/2025 for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2025		235,719.64
Treasury Reserve Deposit	31/12/2025		280,124.66
Unity Bank	31/12/2025		440.81
			<u>516,285.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
24/07/2025 013671	Vision ICT Ltd	567.60	
17/12/2025 47400	Keen Consultants	4,740.00	
17/12/2025 013744	ICA Electrical Contractors Ltd	768.00	
17/12/2025 013746	Sutcliffe Play Ltd	894.22	
17/12/2025 013749	Billingshurst Comm. & Conf. Ce	361.46	
17/12/2025 013740	Enerveo	3,505.46	
			<u>10,836.74</u>
			505,448.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,448.37
		Balance per Cash Book is :-	505,448.37
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX F

Date: 12/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:53

Bank Reconciliation Statement as at 31/12/2025 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	31/12/2025		193,925.75
			<u>193,925.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,925.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,925.75
		Balance per Cash Book is :-	193,925.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Greg Burt
Clerk to Billingshurst Parish Council

9 January 2026

Dear Greg

Billingshurst Parish Council

First Interim Internal Audit 25-26

Following the interim audit completed on 9 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 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Review of accounting and VAT processes
- Testing of income and expenditure first 9 months of financial year
- Risk management and insurance
- Budget monitoring reports
- Salaries and wages
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has maintained a satisfactory system of financial control, and I have identified no matters to date that would result in a negative opinion on the year-end internal audit report. At Appendix A I list recommendations arising.

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.

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✉ 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 Omega, an industry specific accounting package. 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 24-25 audited accounts was £594,045. This has been agreed to the period 0 balance sheet on the 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 2025 submitted to HMRC on 15 October. This has been agreed to VAT figures produced from the accounting system. VAT owed has been repaid by HMRC – this has been checked to the bank account.

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

Interim Audit

Financial Regulations were last reviewed at the Full Council meeting in May 2025– minute 40/25. This included updates issued by NALC. Standing Orders were readopted at the same meeting - minute 25/35.

The Council is still using cheques to pay suppliers, signatories have been updated, there is now a panel of 7-8 signatories set up to authorise payments. The Council is due to move to online payments in the near future.

I selected a sample of 10 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 on each invoice
- VAT accounting correct
- Expenditure appropriate for the Council
- Payment approval correctly set out within minutes
- Councillor signatures viewed on cheque stubs

I checked one standing order to the schedule of Direct Debit and Standing Order payments approved at the Finance Committee in February 2025.

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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 will check the Council's insurance policy at my year end audit.

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. Breakthrough Consultants have carried out a review of data security at BPC in light of the introduction of assertion 10, some amendments to policies and procedures have now been implemented. The Council should note the completion of the review and actions taken to meet the requirements of assertion 10 at the next available meeting of Full Council.

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 26-27 financial year, approved at Full Council in January 2026. (Minute 8/25). A precept of £560,338 was approved. All precepting authority deadlines were met. I will check minutes at my year end audit.

Budget monitoring reports continue to be presented to meetings of the Finance and General Purposes Committee, this is completed quarterly. I reviewed the quarter 2 budget monitoring report which was presented to F&GP in October 2025 – minute 114/25.

I review reserves at my year end audit.

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 or recharge calculations for staff costs for Billingshurst Centre. Credits were checked to the bank statement, or to the aged debts listing. I will test precept at year end.

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I reviewed the sales ledger as at 6 January 2026. The debtor balance was £46K at this time, and whilst the sales ledger appeared in reasonable order, there is a debt of £6k shown as outstanding from BCCC, dated 30.6.25. This should be reviewed to assess whether this is a genuine debt, or an accounting anomaly.

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

Year end test

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

Interim Audit

Payroll is processed by West Sussex County Council. I tested the payroll for December 2025 for two officers. I agreed the payment from the cashbook back to summary payroll report and invoice issued by WSCC. Gross pay for these two officers was checked to annual pay award letters.

I am satisfied that staff tested are being paid Council approved rates of pay.

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

I will test at my year end audit.

I note that the Council has paid for CCTV equipment, this is held by the supplier as the Council does not yet have the necessary permissions in place to allow the cameras to be installed. I would prefer this equipment to be stored on Council premises, now that it has been paid for, the assets are not currently secured BPC assets.

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 November 25 bank reconciliation was tested in detail. I confirmed the following.

- All balances on the bank reconciliation were agreed back to bank statements / cashbooks

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This reconciliation is due to be signed off at a Council meeting in January. I have also confirmed by review of bank statements and bank reconciliation reports that councillor review of bank reconciliations was completed for October 2025. Bank reconciliations were reported to a meeting of the Policy and Finance Committee, and this review was minuted.

The Council has an investment policy. This was reviewed at F&GP Committee in July 2023 (minute 78/23). This policy is due for review, and should be considered annually by FIGP Committee.

4. REVIEW

- 4.1 This policy will be reviewed by the Finance & General Purposes on an annual basis. Any variation to the policy will be submitted to the council for approval.

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

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

- Year end test

M – Inspection Periods

Inspection periods for 24-25 accounts were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	7 May - Full Council
Date Inspection Notice Issued and how published	2 June – website and notice boards
Inspection period begins	3 June
Inspection period ends	14 July
Correct length	Yes

All regulatory requirements were met in this regard.

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N – Compliance with Publishing Requirements 24-25 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 26 August. This is after the date of the audit certificate (21 August), and before the statutory deadline (30 September). The external audit certificate was reported to the meeting of Full Council in September (minute 69/25).

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 24 – 25 accounts and annual return have not yet been submitted to the Charity Commission, this needs to be actioned by the statutory deadline of 31 January. An independent examination will be completed as required for a charity of this size. The Clerk confirmed that all necessary work has been completed and reporting deadlines will be met.

I would like to thank you for your assistance with the audit. I will be in touch to arrange the year end audit next month, 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

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

April Skies

Accounting

Appendix A

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response – Final Audit
I reviewed the sales ledger as at 6 January 2026. The debtor balance was £46K at this time, and whilst the sales ledger appeared in reasonable order, there is a debt of £6k shown as outstanding from BCCC, dated 30.6.25.	This should be reviewed to assess whether this is a genuine debt, or an accounting anomaly.	TO BE INVESTIGATED.
I note that the Council has paid for CCTV equipment, this is held by the supplier as the Council does not yet have the necessary permissions in place to allow the cameras to be installed.	I would prefer this equipment to be stored on Council premises, now that it has been paid for, the assets are not currently secured BPC assets.	THIS IS TO BE MOVED TO BPC STORAGE & HAS BEEN ADDED TO TO ASSET REGISTER.
The Council has an investment policy. This was reviewed at F&GP Committee in July 2023 (minute 78/23).	This policy is due for review, and should be considered annually by FIGP Committee.	TO BE ACTIONED,

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Bus Shelters	3,025.00	15,000.00	18,025.00
327 EMR EV replacement fund	1,500.00		1,500.00
328 EMR Five Oaks Traffic Calming	6,176.17		6,176.17
332 EMR JF Commuted Sum	1,507.00		1,507.00
336 EMR Neighbourhood Plan	1,618.95		1,618.95
345 EMR Station Road Gardens	500.00		500.00
354 EMR UKCOG / Env Imps	947.73		947.73
358 EMR CIL Levy	15,622.72	-5,363.07	10,259.65
361 EMR MF Allotment Fence s106	-13,598.20	13,598.20	0.00
364 EMR Comm'd sum/Kingslea Farm	394,744.51	-224,703.73	170,040.78
365 EMR Boxing Sessions	3,201.00	-3,201.00	0.00
368 EMR CCTV Project	0.00	65,000.00	65,000.00
369 EMR Misc Repairs	0.00	100,000.00	100,000.00
	415,244.88	-39,669.60	375,575.28

Billingshurst Parish Council				
Regular Standing Orders & Direct Debits				
Payee	Description	Gross Amount	Regularity	
A.L.E.	Photocopier usage	51.86	Monthly	DD
A272 Design	Village TWEET advert	618.00	Monthly	SO
Business Stream	Public Toilets water etc.	236.36	1/4ly	DD
EE	Mobile phones	37.93	Monthly	DD
HDC	Green waste bin @ SRG	59.00	Yearly	DD
HDC	Litter / Dog waste bin emptying	168.96	Monthly	DD
HDC	Litter / Dog waste bin emptying	53.25		DD
HDC	Litter / Dog waste bin emptying	142.00	Monthly	DD
HDC	Litter / Dog waste bin emptying	163.3	Monthly	DD
HMRC	To pay any VAT owing or receive any VAT owed		1/4ly	DD
Info Commissioner	Annual Registration	35.00	Yearly	DD
JPiMedia	County Times sub.	62.40	Twice per year	DD
Mailchimp	Enables user to sign up for updates via e-mail / council run surveys.	11.74	Monthly	CARD
NETcom	Phone Charges	224.55	Monthly	DD
NETcom	IT support	387.42	Monthly	DD
Parkfield Retail	Austens purchases	9.35	Monthly	DD
PWLB	BCCC Extn. loan servicing	10128.52	Twice per year	DD
PWLB	83a loan servicing	10831.25	Twice per year	DD
Restream Inc	Streaming of meetings.	14.63	Monthly	CARD
Screwfix	Purchases	53.97	Monthly	CARD
Siemens	Copier Hire	162.12	1/4ly	DD
SSE	Public Toilets electricity	156.03	Monthly	DD
SSE	Street Furniture electricity	276.50	Monthly	DD
Sussex Land	Grounds maint.	2697.80	Monthly	SO

Annual Memberships		
CPRE	36.00	DD
HALC	15.00	CHEQUE
RAC	311.24	DD
WSALC/NALC	2127.00	CHEQUE
ZOOM	143.88	CARD

83a utilities - to be reimbursed as appropriate				
BT	Broadband	61.76	Monthly	DD
Engie	Gas	175.38	Monthly	DD
OVO	Electricity	87.00	Monthly	DD
Southern Water	Water	22.79	Monthly	DD

Adversane Hall utilities				
British Gas	Electricity	21.69	Monthly	DD
??	Water	?	?	?

Updated 16/01/2026

Note. Figures are most recent payments.

APPENDIX J

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 2026

		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 Worknest do BCCC.	January annually	
		Fire Extinguisher Training and annual checks	Training on Fire extinguishers to be carried out annually. Fire equipment checked at least annually. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Centre Supervisor does BCCC		Risk Assessment records held by responsible authority.
		Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. BCCC has three yearly inspection.	All done in 2022	Electrical Safety Inspection File
		Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by an approved engineer. BCCC new boiler Nov 2024.	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 2026

1.4 Assets	Property Held on Charitable Trust	H	BCCCC is held on charitable trust and managed by the Parish Council.	The Council should request a copy of the BCCC (including car park) Risk Assessment annually, confirmation of the quarterly inspection records and a copy of the Fire Risk Assessment and Fire Safety Policy.	January annually	Billingshurst Centre Risk Assessment File
1.5 Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by EOs. Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet. Weekly detailed inspection of play areas by Contractor . Written reports supplied to the Office and record maintained. Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained. New play equipment. Annual / as appropriate inspection of trees by arboriculturalist.			Open Spaces Inspection records
						Open Spaces Inspection records
					June annually	Open Spaces Inspection records
				All new kit ROSPA inspected and Risk Assessed.		
						Tree Survey records
1.6 Assets	Churchyards	H	Weekly inspection of churchyard by Parochial Church Council Inspector. Monthly basic visual inspection by the EOs as a consequence of the Council accepting liability for maintenance of the closed churchyard Above includes push test.	Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.		Churchyard Inspection Records
						Inspection recorded on check sheet
				If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.		Hand test recorded on check sheet

Risk Assessment
January 2026

				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	Annually		
		Allotments		Work in accordance with the Management Agreement agreed between BPC and the Allotments Society	January annually	Allotments Records	
1.8			L				

Risk Assessment
January 2026

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.			
2.3	Finance	Internal Audit	M	Internal Auditor is appointed annually. Internal Auditor reviewed every three years in accordance with Financial Regulations. Two internal audits conducted annually: October (interim) and April (year-end) Independent Inspection of BCCC annually to support Council signing trust funds handled satisfactorily on external audit annual return. Internal Auditor report circulated to all Councillors and advice considered by the full Council. Appropriate action taken as considered necessary by Committee.			
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			

Risk Assessment
January 2026

				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 2026

				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 accounting package. 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 2026

				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission.	January annually	
2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records. All deeds and original leases are held are kept in the firesafe at the Parish Office.			Insurance schedule
2.12	Finance	Fidelity Guarantee	M	Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.	Review Fidelity guarantee annually when insurance cover reviewed in January.	January annually	Insurance schedule
2.13	Finance	Procurement	L	Comply with the Public Contracts Regulations 2015	Update Financial Regulations and Standing Orders when NALC issue new model	Ongoing	Financial Regulations

Risk Assessment
January 2026

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 Worknest also now advise. Staff Handbook under constant review. On website, along with all other policy documents. Staff advised accordingly.	Register of Common Land and Village Greens	Quarterly Annually	
4.1	Employer Liability	Staff Handbook	L	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	Staff Handbook
4.2	Employer Liability	Staff Appraisal	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
4.3	Employer Liability	Staff Training	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	
4.4	Employer Liability	Comply with Inland Revenue requirements	M				

Risk Assessment
January 2026

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.
			Ensure EOs wear appropriate PPE and high visibility clothing at all times.	Review EOs PPE and high visibility clothing annually and replace any worn or defective clothing.	January annually
			Maintain supply of safety gloves and equipment.	Review EO protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	January annually
			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.	January annually Training Records
			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.	COSHH Assessment records
			Ask for method statement of work and risk assessment		
4.6 Contractors Liability	Personal Accident	M	Ask for details of professional registration.		

Risk Assessment
January 2026

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

Note. Volunteers considered Employees for Insurance purposes.

Risk Assessment
January 2026

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and most Committees meet bi/monthly. All meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Draft Minutes made available to press and public via the website. Comply with the Local Government Transparency Code 2014	Annual review of Council website.	January annually	
5.2	Legal Liability	Transparency	L		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	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	Adoption of Reporting at Meetings Policy	Ongoing	Reporting at Meetings Policy
5.4	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			

Risk Assessment
January 2026

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 2026

6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Parish office.	Supply all new members and staff with a copy of the protocol. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol
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Risk Assessment
January 2026

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 2026

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
7	Form and Function	Procedures	M	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders. Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations. This Risk Assessment is reviewed annually in January by the F&GP Cttee, then presented to full Council for approval. The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&GP Cttee for approval.	NALC model Standing Orders adopted 2020. Reviewed 2025	Annually Annually January annually January annually	Standing Orders Financial Regulations Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.			
7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in Parish Office fire safe. Copy of computer server (and all documents) is saved in a Cloud system. All documents on computer Prune Parish Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive. All in accordance with NALC's recommended document retention policy and the GDPR.			January annually

Risk Assessment
January 2026

				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.			
				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.	New anti-virus software spring 2020	Annually Dec/Jan	

Risk Assessment
January 2026

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 K

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 20/01/26
Offices' Contents

	Asset Value	Insurance Valuation	Renewal	Date of Valuation
Parish Office Contents				
PC's x 4				
Printer:HP Officejet Pro 9010e				
Laminator Fusion 3100L				
Laminator Fusion 3000L				
Dell Latitude laptop 5550	1,068.00			Oct-24
Dell Latitude laptop 5500				
Ricoh IMC3000 Photocopier				
Filing cabinets x 3 half height				
Filing cabinets x 7 full height				
Firesafe				
Fridge				
Henry Hoover				
7 workstations				
Shredder GBC2122				
Boardroom table				
4 bookcases				
Entryphone				
Lockable Storage Units x 2				
Table top display boards				
Table top display boards				
x2 Coat stand				
	£27,055.00	£32,096.00		

Fixed Asset Register
As at 20/01/26
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
GC04	Litter Barrows x 2	£1,273	£1,483.86		December 2009		
GC05	Grandfather clock	£1,300	£1,300.00				Valuation undertaken Oct 2016
	Electric Vehicle	£ 16,500	£ 16,500		Feb-23		Separate Motor Policy
	Total	£23,104	£23,983				

Fixed Asset Register as at 20/01/26
Street Furniture

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Bus Shelters:							
	Adversane Common	£3,012.75	£3,511.70		2009	Bank/firesafe		Lease from the brewery for the land dated 21.1.1957
	Billingshurst High Street	£3,012.75	£3,511.70					Brick bus shelter opposite Six Bells
	Natts Lane	£2,780.62	£3,241.12		2009			Arun Cantilever two bay bus shelter from Queensbury
	Forge Way 3 bay	£3,750.00	£4,371.04		2011			Shellutions
	Forge Way 2 bay	£3,750.00	£4,371.04		2011			Shellutions
	Station Road	£3,300.00	£3,846.52		2011			Shellutions
	Five Oaks	£2,580.00	£3,007.28					Shellutions
	High St.: x2 south of Hilland Roundabout	£1.00						Adopted April 2025
	High St.: O/s Village Hall	£1.00						Adopted April 2025
	East St. x2	£1.00						Adopted April 2025
	Dog Bins:							
	Cleavelands x 1		£0.00					
	Lower Station Road x 2		£0.00		2009			
	Manor Fields x 1		£0.00		2009			
	Jubilee Fields x 3		£0.00		2009			
	SRG x 1		£0.00					
		£2,227.89	£2,596.86					
			£0.00					
	Noticeboards:							
	Jengers Mead		£0.00					
	Billingshurst Village Green		£0.00		2010			Made by W. R. Braun & Son
	Five Oaks		£0.00		2006			
	Adversane		£0.00		2006			
	Library Car Park	£800.00	£800.00		2018			
	Billingshurst Centre	£0.00	£0.00		2024			
		£4,816.49	£5,614.16					
			0					
	Litter Bins:							
	Billingshurst Village Green	£721.00	£840.41		2009			
	Manchester Litter Bins x 6	£6,107.60	£7,119.09		2009			High Street Enhancements
			£0.00					
	Benches: (Not part of play areas)							
	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

Fixed Asset Register as at 20/01/26
Street Furniture

High Street Circular Bench	£2,143.02	£2,497.93				High Street Enhancements
Adversane Green Bench x 1	£954.81	£1,112.94		2009		Neptune Outdoor Furniture Ltd
Mill Way x1	£392.54	£457.55				
Alicks Hill x 2	£1,485.26	£1,731.24		2009		
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				
Various High Street		£0.00				
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				
Street lights x 31	£1.03	£1.20				Was £38,275, but now covered by WSCC PFI.
Centurions x 6	£18,217.77	£21,234.85				Inventory reviewed 2025.
Finial and post for Centurions	£2,826.24	£3,294.30				Sign of the Times
Centenary Post	£3,116.92	£3,633.12				Sign of the Times
Centenary Plaque	£1,060.90	£1,236.60		2009		
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		2018		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				
Fences and Gates						
Station Road Gardens Park style railings	£8,593.29	£10,016.43		2009		Burroughs Fencing
Gates to rear of Centre car park	560.00	560.00		01/01/2018		
Other						
Water tank	£800.00	£874.18		June 2013		
BBQ Stand	£2,380.00	£2,524.94		April 2014		

Fixed Asset Register as at 20/01/26
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
	Defibrillator @ Adversane Hall	£750.00	£750.00		Autumn		
	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				Jun-20
	War Memorial	£0.00	£42,436.00		June 2013		.
	Silent Soldier Silhouettes x3	600.00	600.00		2019		
	Flood Monitor		1,660.00		01/01/2016		Funded by Op Watershed grant
	CCTV equipment public realm	65,000.00	65,000.00				Purchased Summer 2025
	Total	£121,625.05	£187,804.64				

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Fixed Asset Register as at 20/01/26
Playing Fields Equipment

Climbing Net									March 2014	Monster Play Systems Ltd			
Climbing Frame									March 2014	Monster Play Systems Ltd			
Swing									March 2014	Monster Play Systems Ltd			Minus install costs of £3,204
Wall													
Safety surfacing										Installed 2021			
Cherry Tree Close Playing Field													
Play equipment consisting of:													
Orchard swing with 2 pod seats									January 2015	Sutcliffe Play			
Inclusive dish roundabout									January 2015	Sutcliffe Play			
Orchard baby mammoth									January 2015	Sutcliffe Play			
Ropewalk tangle									January 2015	Sutcliffe Play			
Orchard 2.4m nest swing									January 2015	Sutcliffe Play			
5-A-Side Football Goal									January 2015	Sutcliffe Play			
Bench									January 2015	Sutcliffe Play			
Bin										Renewed 2025			
Groundworks									January 2015	Sutcliffe Play			
Surfacing									January 2015	Sutcliffe Play			
Ancillaries - sign									January 2015	Sutcliffe Play			
Manor Fields Playing Field													
Play equipment consisting of:													
Swing with 2 x slash proof seats													
Multi-unit									October 2002				
Safety Surfacing									Replaced 2018				
									October 2002	Miracle / Sovereign			
									Replaced Autumn 2017	Surfacing Replaced Autumn 2017 - Supplied by Matta Products			
Perch seat									2019				
Cranham Avenue Play Area													
Play equipment consisting of:									December 09				
Swings													
Climbing tower													
Rocking animal													
Safety Surfacing													
Benches x 1													
Bin									December 09				
Fencing									December 09				
									December 09				

[illegible]

Fixed Asset Register
As at 20/01/26
TOTAL

	Asset Values	Insurance Values
Land & Buildings	£1,301,338.49	£1,542,570.17
Office contents	£27,055.00	£32,096.00
General contents	£23,104.42	£23,982.90
Street Furniture	£121,625.05	£187,804.64
Playground Equip	£433,896.40	£461,981.11
	£1,907,019.36	£2,248,434.83

Note
Red text indicates change since previous year

Fixed Asset Register as at 20/01/26Billingshurst CCC

Asset No.	Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Billingshurst Centre	£0.00	£2,997,042.50		June 2013	Firesafe	WSX16174	Held on charitable trust dated 14.3.1991
	Billingshurst Centre Car Park	0.00	1.00					
	Billingshurst Centre Office Contents	£0.00	£3,404.00					
	Billingshurst Centre Contents	£0.00	£112,407.00					
	Billingshurst Centre Stage Lighting/Audio	£0.00	£42,146.57					
	CCTV	£0.00	£2,168.00					
	Garden to north of Village Centre	1.00	1.00					Subject of Adverse Possession 2017
	New Litter Wardens Garage	£1.00	80,000.00					Completed Spring 2022
			£3,157,170.07					

NOTE

We had all our buildings revalued for insurance purposes, in Jan 2023. Whist 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.