



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 30 September 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.

Greg Burt

G. C. Burt
Clerk to the Council

24 September 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 29 July 2026, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for
July 2026 - Appendix A.
August 2026 – Appendix **B - TO FOLLOW IF AVAILABLE.**
8. To note Cashbook 1 bank reconciliation to
30 July 2026 - Appendix C.
30 August 2026 - Appendix **D - TO FOLLOW IF AVAILABLE.**
9. To note Cashbook 3 bank reconciliation to
31 June 2026 - Appendix E.
30 July 2026 - Appendix F.
30 August 2026 - Appendix G.

10. To note debtors – Appendix **H**.
11. To consider any matters raised in External Audit Report 2025-26 – Appendix **I**.
12. To confirm sponsorship of firework display at Jubilee Fields, as per budget allocation of £2,500.
13. *The Depot* 83a High Street update - Appendix **J**.
14. Highways – to consider WSCC proposal for new EV charging points in Forge Way - Appendix **K**.
15. Date of Next Meeting – **Wednesday 28 October 2026. [Note: NO MEETING IN NOVEMBER.]**

Committee Members: **PD, CJ, AB, EB, PB, 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: 09-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 3:03 PM

Current Bank A/c

List of Payments made between 01-07-2026 and 31-07-2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01-07-2026	SSE	DD	331.53		Public Toliets elec
01-07-2026	Horsham DC	DD	168.96		Bin emptying
01-07-2026	Scottish Water	DD	18.15		Water etc The Depot
08-07-2026	Land Registry	CARD	14.00		Council land searches
08-07-2026	BT	DD	66.89		Broadband The Depot
08-07-2026	Scottish Water	DD	293.41		Public loos water etc
09-07-2026	Land Registry	CARD	14.00		Property searches
10-07-2026	Parkfield Retail Ltd	DD	30.73	Misc ironmongery	Parkfield Retail Ltd
13-07-2026	BGL	DD	13.04		Adv Hall electric
14-07-2026	Restream Inc.	CARD	14.58		Restreaming
15-07-2026	A272 Design	SO	618.00		Village TWEET advert
16-07-2026	AMAZON	CARD	45.88		Baffle boards for The Depot
16-07-2026	AMAZON	CARD	7.95		Misc. ironmongery
16-07-2026	Horsham DC	DD	108.20		Bin emptying
16-07-2026	Horsham DC	DD	144.00		Bin emptying
16-07-2026	Horsham DC	DD	252.00		Bin emptying
20-07-2026	Siemens Fin Serv	DD	194.54		Copier hire
21-07-2026	Intuit	CARD	11.69		Mailchimp
22-07-2026	SSE	DD	153.94		Street furniture electric
23-07-2026	Engie Gas Ltd	DD	44.01		83a High St gas
23-07-2026	ALE Bus Machines	DD	38.97		Copier use
23-07-2026	EE & T Mobile	DD	44.04		Mobile phones etc
28-07-2026	Scottish Water	DD	17.57		Water etc The Depot
28-07-2026	OVO	DD	87.00		83a High St electric
29-07-2026	Billingshurst Comm. & Conf. Ce	013866	1,376.84		Office utilities Q2
29-07-2026	Trevor Cox	013867	1,200.00		Play area inspections
29-07-2026	Surrey Hills Solicitors LLP	013868	684.00		Legal advice
29-07-2026	Greg Burt	013869	1,045.54		EPC 83a High St flat
29-07-2026	KEDEK Ltd	013870	114.00		New bin for skatepark
29-07-2026	Playsafe Playgrounds Ltd	013871	1,948.80		Remove trim trail stn
29-07-2026	Healthmatic Ltd	013872	1,352.64		Pub Loos annual servicing
29-07-2026	West Sussex County Council	013873	26,767.85		June salaries
29-07-2026	GN Tree Surgery Specialists Lt	013874	240.00		Tree surgery
29-07-2026	Baskets in Bloom Ltd	013875	58.80		Plant food
30-07-2026	Sussex Land Services	SO	2,679.80		GM - July
31-07-2026	NatWest	BACS	31.85		Bank charges
31-07-2026	Sussex Land Services	SO	18.00		Underpayment on SO for GM/July
Total Payments			40,251.20		

3:07 PM

Current Bank A/c

Cash Received between 01-07-2026 and 31-07-2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
09-07-2026	Fowlers Letting Ltd		83a High St flat rental	949.20
02-07-2026	Sales Recpts Page 105		Sales Recpts Page 105	172.00
02-07-2026	Sales Recpts Page 106		Sales Recpts Page 106	654.00
02-07-2026	Sales Recpts Page 107		Sales Recpts Page 107	172.00
06-07-2026	Sales Recpts Page 108		Sales Recpts Page 108	5,516.48
06-07-2026	Sales Recpts Page 109		Sales Recpts Page 109	6,652.46
08-07-2026	Sales Recpts Page 110		Sales Recpts Page 110	172.00
23-07-2026	Sales Recpts Page 111		Sales Recpts Page 111	6,652.46
09-07-2026	Southern Electric		SS land rent	40.00
Total Receipts				20,980.60

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
A272	A272 Design	01-07-2026	BPC141	172.00	0.00	172.00	0.00	02-07-2026	1
Receipt Total				0.00		172.00			
ALLOTMENT	Billingshurst Allotment Society	27-05-2026	BPC138	654.00	0.00	654.00	0.00	02-07-2026	1
Receipt Total				0.00		654.00			
KINGS	Kings Head	01-07-2026	BPC140	172.00	0.00	172.00	0.00	02-07-2026	1
Receipt Total				0.00		172.00			
BCCC	Billingshurst Centre	03-03-2026	BPC129	5,516.48	0.00	5,516.48	0.00	06-07-2026	1
Receipt Total				0.00		5,516.48			
BCCC	Billingshurst Centre	31-03-2026	BPC132	6,652.46	0.00	6,652.46	0.00	06-07-2026	1
Receipt Total				0.00		6,652.46			
PET	Pet Pooch Boutique	01-07-2026	BPC142	172.00	0.00	172.00	0.00	08-07-2026	1
Receipt Total				0.00		172.00			
BCCC	Billingshurst Centre	01-07-2026	BPC143	6,652.46	0.00	6,652.46	0.00	23-07-2026	1
Receipt Total				0.00		6,652.46			
Total Receipts Entered for Month 4					0.00	19,991.40			

Date: 09-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 14:59

Bank Reconciliation Statement as at 31-07-2026
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31-07-2026		257,330.61
Treasury Reserve Deposit	31-07-2026		140,062.33
Unity Bank	31-07-2026		422.81
			<u>397,815.75</u>

Unpresented Payments (Minus)Amount

29-07-2026	013866	Billingshurst Comm. & Conf. Ce	1,376.84
29-07-2026	013867	Trevor Cox	1,200.00
29-07-2026	013868	Surrey Hills Solicitors LLP	684.00
29-07-2026	013869	Greg Burt	1,045.54
29-07-2026	013870	KEDEK Ltd	114.00
29-07-2026	013871	Playsafe Playgrounds Ltd	1,948.80
29-07-2026	013872	Healthmatic Ltd	1,352.64
29-07-2026	013873	West Sussex County Council	26,767.85
29-07-2026	013874	GN Tree Surgery Specialists Lt	240.00
29-07-2026	013875	Baskets in Bloom Ltd	58.80
			<u>34,788.47</u>
			363,027.28

Unpresented Receipts (Plus)

0.00

0.00

363,027.28

Balance per Cash Book is :- 363,027.28

Difference is :- 0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 24-07-2026

Billingshurst Parish Council Current Year

Page 1

Time: 10:08

Bank Reconciliation Statement as at 30-06-2026
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	30-06-2026		194,780.85
			<u>194,780.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,780.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,780.85
		Balance per Cash Book is :-	194,780.85
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 14-08-2026

Billingshurst Parish Council Current Year

Page 1

Time: 14:41

Bank Reconciliation Statement as at 31-07-2026
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31-07-2026		194,921.47
			<u>194,921.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,921.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,921.47
		Balance per Cash Book is :-	194,921.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 24-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 11:00

Bank Reconciliation Statement as at 31-08-2026
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31-08-2026		195,048.57
			<u>195,048.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			195,048.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			195,048.57
		Balance per Cash Book is :-	195,048.57
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

24-09-2026

Billingshurst Parish Council Current Year

Page 1

10:41 AM

SALES LEDGER 1 UNPAID INVOICES BY DATE

User: GREG

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
13-08-2025	BPC109	WSCC	WSCC	766.50	0.00	766.50	766.50
01-07-2026	BPC144	BCCC	BCCC	5,543.72	1,108.74	6,652.46	6,652.46
01-07-2026	BPC145	BCCC	BCCC	5,543.72	1,108.74	6,652.46	6,652.46
31-07-2026	2274	BCCC	BCCC	131.50	26.30	157.80	157.80
TOTAL INVOICES				11,985.44	2,243.78	14,229.22	14,229.22

APPENDIX I



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

MOORE

Date

20/08/2026

APPENDIX J
BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
30 SEPTEMBER 2026

“THE DEPOT” 83A HIGH STREET

FOR INFORMATION

REPORT BY ASSISTANT CLERK

The Depot continues to attract interest from potential hirers and support those community groups already using it, but August saw a decrease in actual use, as expected, in line with the school summer holidays.

Continuing Use:

Billingshurst Youth Club [ages 10-15]

Wednesday evenings, term time, 6-8pm

The venue continues to be the home of the Billingshurst Youth Club, operated 4TheYouth and funded by the Council, started again in September following the summer break. The organiser’s termly report has been previously circulated to councillors and contains further details on what the kids have been getting up to.

On many occasions The Depot has been full on a Wednesday evening with children playing games, sitting, chatting and enjoying time with somewhere to be, away from home but still under safe supervision. It has provided a safe environment for many of the young people to have conversations with a youth worker that they may not have been able to have at home.

If any councillors wish to view the youth club in full flow, then please drop the Asst Clerk an e-mail to arrange.

Billingshurst Wargaming Club [ages 12+]

Every 2nd and 4th Thursday evening of the month 6:30-9pm

The wargaming club continues to attract a core group, albeit again slower over the summer holidays. There should be a pickup in activity with new campaigns and game formats in October and November.

Should any councillor want to pop by and participate, we have demo models for people to learn to assemble and paint the miniatures and set ups to teach people how to play.

New Use:

Brick Lab Construction Club [ages 8-14]

Every Thursday morning, 10am-midday

The Brick Lab is aimed at ages 8-14, mostly around home educated and SEND children to meet and be creative. The initiative was put together by Billingshurst's Neighbourhood Wardens with operational and financial support of the Lions Club and from the Community Partnership.

It has started with a soft launch on 10 September, and we look forward to seeing it grow.

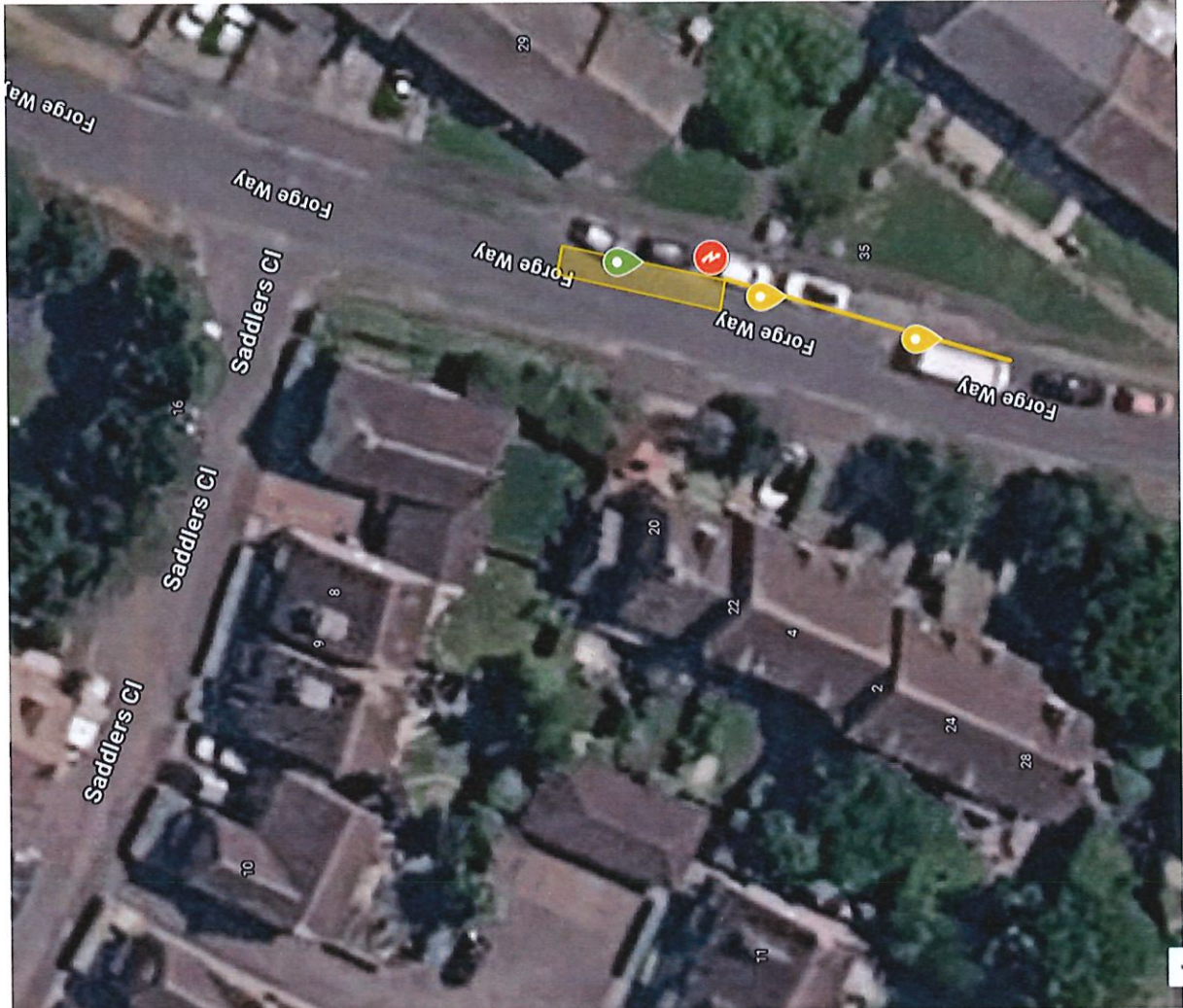
The Depot has recently hosted meetings from a variety of local organisations including the **Billingshurst Scouts and Guides** for their Billingshurst Show committee, and the 2026 annual general meeting of **BEAT**.

The space has also been made available for sessions of **West Sussex Mind**, providing a local base for their Young People's Mental Health support worker to meet those needing their assistance. In recent weeks we are now assisting a second support worker to host meetings there, with Billingshurst residents who are unable to travel to receive these services elsewhere locally.

Since the lifting of the youth requirement for The Depot's use, we have had a slightly wider range of interests including a new board game group for adults but no confirmed bookings yet. The Depot's Terms of Hire have been updated to reflect the wider useability of the building for older ages. Each hirer is still to supply their own safeguarding and risk assessment for their use depending on the age of the users attending the booking.

The Committee is invited to note this report.

APPENDIX K



☰

WSCC_PHASE 4_2026

Connected Korb

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59,117 views

Published 8 days ago

SHARE

✓

PHASE 4 - ELECTRIC VEHICLE CHARGEPOINT...

📍

P-012200 - CP1 - ACTIVE

📍

P-012200 - CP2 - PASSIVE

⚡

P-012200 - FEEDER PILLAR

📍

P-012188 - CP1

... 762 more