




**To All Councillors,**

You are summoned to an Extraordinary Meeting of Billingshurst Parish Council on **Tuesday 2 June 2026 at 6pm** 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.

  
G.C. Burt  
Clerk to the Council

27 May 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.  
*Adjournment for*
4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.  
*Resume Meeting*
5. Approval of the Minutes of the Meeting held on 8 May 2026. (Previously sent)
6. 2025-26 Accounts
  - a. To receive the Final Internal Audit Report - Appendix A.
  - b. To consider suggested responses to *Action Plan* comments - Appendix B.
  - c. To approve the Annual Return Governance Statement - Appendix C.
  - d. To approve the Annual Return Accounting Statement - Appendix D.
  - e. To reappoint Mike Platten T/A *April Skies Consulting* as Internal Auditor for the year 2026-27.
  - f. To refer detailed consideration of the accounts to the F&GP Committee.
7. To receive a presentation in relation to land at Hilland, Billingshurst (north of Hilland Road - Appendix E) from Katie Lamb (Strutt Parker), Steve O'Halloran (Reside) and Adam King (ECE Architecture).
8. Date of Next Meeting – **1 July 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

## Annual Internal Audit Report 2025/26

### BILLINGSHURST PARISH COUNCIL

http://www.billingshurst.gov.uk/default.aspx PLEASE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.	✓		
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
<b>F.</b> Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.	✓		
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.	✓		
<b>J.</b> 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
<b>N.</b> The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
<b>O.</b> The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/01/2026

29/04/2026

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit



Date

05/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Greg Burt  
Clerk to Billingshurst Parish Council

5 May 2026

Dear Greg

**Billingshurst Parish Council - Internal Audit 25-26**

The internal audit for the 25-26 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in 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 my internal audit work. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in two stages. The interim audit was carried out on 9 January, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 29 April and concentrated on the statement of accounts and balance sheet.

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

# April Skies

## Accounting

### **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.

#### **Final Audit**

The year end audit was based on the Annual Return report produced from the Rialtas accounting system. The accounting statements have been agreed back to year end reports. All comparatives reported in the financial statements have been agreed back to the audited 24-25 accounts, as published on the Council website. Arithmetic in the financial statements has been checked. A late accrual was made to ensure the accuracy of the accounting statements; my testing is based on the revised version of the AGAR once final journals were posted.

I confirmed that the VAT return for period January to March 26 has been completed and was submitted to HMRC on 27 April 2026. VAT of £6,194 was reclaimed, the Council is up to date with VAT.

My interim report was considered at the F&GP meeting in in January 2026 – minute 10.1 and was also reported to the next Full Council meeting.

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# April Skies

## Accounting

**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.

### **Final Audit**

Non pay expenditure per box 6 to the accounts amounted to £491,857 down from £507,456 in 24-25.

I tested 3 further payments from the final 3 months of the financial year and repeated the tests from the interim audit, this showed payments are being made in line with the requirements of financial regulations.

I have one recommendation. Water bills for one transaction were based on estimates provided by the water company. It is recommended that meters for all utilities should be read at least annually, there is a history of error by utility providers in this sector.

I again must recommend that the Council moves away from making payment by cheque, suppliers do not now have systems to bank cheques promptly and many will not work with customers who make payment this way.

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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.

**Final Audit**

The Council's risk assessment was reviewed and approved at the Full Council Meeting on 11 March 2026 (minute 24/26), after more detailed review at the F&GP Committee. Further risk assessment reviews are carried out every 6 months. I have reviewed the risk assessment - it appears comprehensive and is actively managed by the Council. The risk assessment is published on the Council website.

**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.

**Final Audit**

Reserves at 31 March 2026 were £493,300 (24-25 £594,045).

General reserves at year end were £145K. This represents 27% of precept, which is at the lower end of levels recommended in the NALC Practitioners' Guide. General reserves must be closely monitored going forward, and the Council should ensure that they are not allowed to reduce further.

- I understand that the Billingshurst Centre has very limited reserves, and the Council must consider its responsibilities in this area when managing its financial position.
- It is recommended that the Council sets a general reserve policy before the next budget setting round, this should stipulate the basic level of general reserve the Council will hold.

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# April Skies

## Accounting

Earmarked Reserve balances at 31.3.26 are set out below:

EMR Bus Shelters	17,645
EMR EV replacement fund	3,000
EMR Five Oaks Traffic Calming	6,176
EMR JF Commuted Sum	1,507
EMR Neighbourhood Plan	1,619
EMR Station Road Gardens	500
EMR UKCOG / Env Imps	948
EMR CIL Levy	8,004
EMR MF Allotment Fence s106	0
EMR Comm'd sum/Kingslea Farm	170,041
EMR Boxing Sessions	0
EMR CCTV Project	48,452
EMR Misc Repairs	89,468

These are set aside for legal reasons (CIL / Kingslea Farm) and to fund future projects (CCTV). The repairs reserve is in place to fund unbudgeted repairs to the Council asset base.

**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.

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.

**Final Audit**

Precept per box 2 to the accounts was £533,816 (24-25 £513,010). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £210,996 (24-25 £295,984).

I reviewed a £29K income credit from HDC from month 12. I was able to agree income back to invoice, remittance note and bank.

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# April Skies

## Accounting

The Sales ledger at 31.3.26 stood at £30.8K – all owed by Billingshurst Centre. I confirmed with the Clerk that the Centre has funding to meet these debts, and that payment should be made to the Council in the next 2-3 weeks. The Council must monitor debts owed by the Centre closely, as it is understood the Centre now has negligible cash reserves. This will have an impact on Council finances if recharge bills cannot be paid.

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

### **Final Audit**

The petty cash held by the Council has been counted and reconciled to the accounting system. Count signed by clerk and assistant clerk.

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

### **Interim and Final Audits**

Staff costs per box 4 to the accounts were £311,780 (24-25 £263,938).

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.

At the year-end audit I confirmed that box 4 on the accounting statements only contained staff salary and payroll costs, as required by regulations.

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

### **Interim 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.

### **Final Audit**

Fixed assets per box 9 to the accounts were £ 1,972,019 (24-25 £1,907,559).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

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- Additions of £65K have been made in year. This is CCTV equipment, which has now been collected from the supplier and is stored at the Billingshurst Centre.
- No material deletions in year.

### **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

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.

#### **Final Audit**

Borrowings per box 10 to the accounts were £257,706 (24-25 £ 314,551). This has been agreed to year end statements published on the Debt Management Office Website.

Cash per box 8 to the accounts was £536,235 (24-25 £585,854)

I reperformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate - review will be completed at the May meeting where Councillor signature will be provided.

I was unable to check that unpresented cheques at 31.3.26 have been presented at bank in the new financial year, as the Council had not received the bank statement at the time of my audit. However, I checked the unpresented cheque listing, and all cheques appeared reasonable.

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# April Skies

## Accounting

**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**

BPC has produced accounts on the accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. An explanation of year-on-year variances will also be prepared; this was not yet ready for review at the time of my year end audit.

**L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

As a larger Council, with income / expenditure more than £200K, Billingshurst is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located at various pages on the Council website, and specifically confirmed that the following information was up to date;

- Grants awarded – published to end 25-26
- Payments over £500 – published to end of March 26
- Contracts – needs to be updated, not done since March 2024 - this should be done before the AGAR is submitted to external audit.

### **M – Inspection Periods**

Inspection periods for 24-25 accounts were set as follows

<b>Inspection - Key date</b>	<b>24-25 Actual</b>
<b>Accounts approved at Full Council</b>	7 May - Full Council
<b>Date Inspection Notice Issued and how published</b>	2 June – website and notice boards
<b>Inspection period begins</b>	3 June
<b>Inspection period ends</b>	14 July
<b>Correct length</b>	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. 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: The authority has complied with laws, regulations & proper practices relating to digital and data compliance.**

The Council has completed a review of data management practices following the addition of Assertion 10 to the Annual Governance Statement, with the assistance of Breakthrough Communications. The Council asserts that it is compliant with the requirements of Assertion 10.

## **P- 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 now been submitted to the Charity Commission, before the statutory deadline of 31 January. An independent examination has been completed as required for a charity of this size. All necessary work has been completed and reporting deadlines met.

I would like to thank you for your assistance with the audit. I attach my invoice and the Internal Audit Report from the AGAR for your consideration. I look forward to working with you again in 26-27.

Yours sincerely



Mike Platten CPFA

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## FINAL AUDIT RECOMENDATIONS

Matter Arising	Recommendation	Council Response
Water bills for one transaction were based on estimates provided by the water company.	It is recommended that meters for all utilities should be read at least annually, there is a history of error by utility providers in this sector.	<b>STAFF AS APPROPRIATE HAVE NOW BEEN TASKED WITH DOING THIS.</b>
I again must recommend that the Council moves away from making payment by cheque.	Suppliers do not have systems to bank cheques promptly and many will not work with customers who make payment this way	<b>CLERK TASKED WITH COMPLETING THIS BY END AUGUST.</b>
General reserves at year end were £145K . This represents 27% of precept, which is at the lower end of levels recommended in the NALC Practitioners' Guide. General reserves must be closely monitored going forward, and the Council should ensure that these are not allowed to reduce further.	<p>I understand that the Billingshurst Centre has very limited reserves, and the Council must consider its responsibilities in this area when managing its financial position.</p> <p>It is recommended that the Council sets a general reserve policy before the next budget setting round, this should stipulate the basic level of general reserve the Council will hold.</p>	<p><b>CLERK REPEATEDLY REMINDS MEMBERS OF DIMINISHING RESERVES!</b></p> <p><b>CLERK HAS ASKED F&amp;GP CTTEE TO ADDRESS CENTRE RESERVES ISSUE.</b></p> <p><b>DRAFT RESERVES POLICTY TO GOT TO FUTURE F&amp;GP CTTEE</b></p>
The Sales ledger at 31.3.26 stood at £30.8K – all owed by Billingshurst Centre. I confirmed with the Clerk that the Centre has funding to meet these debts, and that payment should be made to the Council in the next 2-3 weeks.	The Council must monitor debts owed by the centre closely, as it is understood the Centre now has negligible cash reserves. This will have an impact on Council finances if recharge bills cannot be paid.	<b>SEE RESPONSE ABOVE</b>
Transparency data published on website	Contracts – needs to be updated, not done since March 2024 - this should be done before the agar is submitted to external audit.	<b>TO ACTION.</b>

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## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### BILLINGSHURST PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.billingshurst.gov.uk](http://www.billingshurst.gov.uk)

**Section 2 – Accounting Statements 2025/26 for**


BILLINGSHURST PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	598,365	594,045	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	513,010	533,816	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	295,984	210,996	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	263,938	311,780	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	41,920	41,920	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	507,456	491,857	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	594,045	493,300	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	585,854	536,235	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	1,907,559	1,972,019	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	314,551	257,706	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED  
  
 Date DD/MM/YYYY 05/22/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

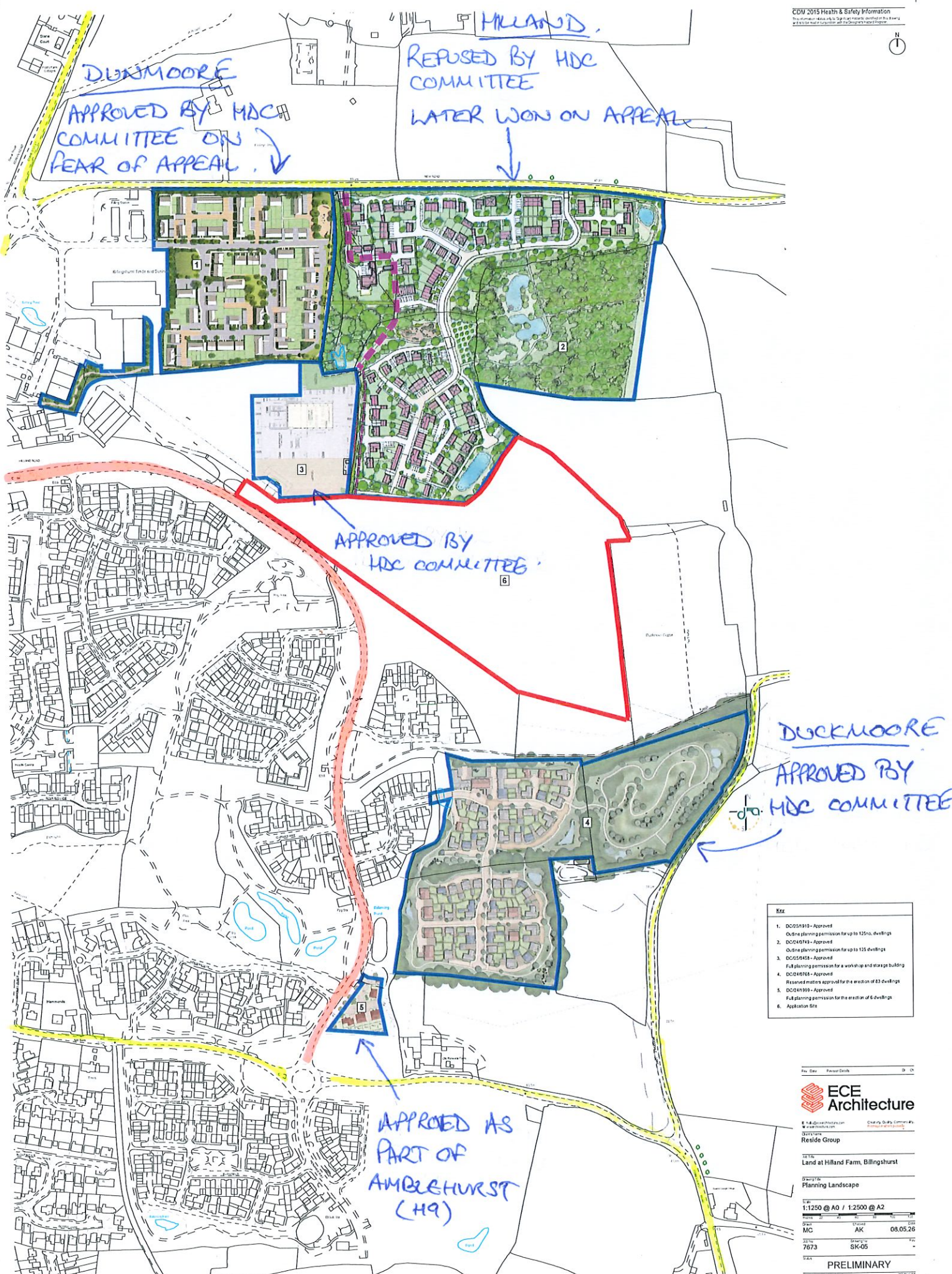
MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# APPENDIX E

CDM 2015 Health & Safety Information  
 This information is for the use of the client and is not to be used for any other purpose.  
 It is not to be used for any other purpose.



**Key**

- DC05N910 - Approved Outline planning permission for up to 1250 dwellings
- DC049748 - Approved Outline planning permission for up to 125 dwellings
- DC05N438 - Approved Full planning permission for a workshop and storage building
- DC049764 - Approved Reserved matters approved for the erection of 83 dwellings
- DC04N999 - Approved Full planning permission for the erection of 6 dwellings
- Application Site

**ECE Architecture**  
 8-14, Queen's Road, London, W1 8AB  
 020 7534 1000  
 ece@ece-arch.co.uk

Client: **Reside Group**  
 Land at Hilland Farm, Billingshurst

Scale: **1:1250 @ A0 / 1:2500 @ A2**  
 Date: **08.05.26**  
 Drawing: **SK-05**

**PRELIMINARY**