

To All Councillors,

You are summoned to an Extraordinary Meeting of Billingshurst Parish Council on **Tuesday 18 June 2024 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

11 June 2024

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 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.

Resume Meeting

5. To consider the response to planning application DC/24/0768 Reserved matters application for the erection of 83No. dwellings, open space and child play provision, residential parking facilities and associated infrastructure, including access arrangements following outline application DC/20/2607, relating to layout, scale, appearance and landscaping. **LAND AT DUCKMOOR, EAST OF BILLINGSHURST - Appendix A.**
6. To consider the response to planning application DC/24/0749 Outline Application for redevelopment of the site to provide up to 125 dwellings, ancillary parking new landscaping and open space, an ecological and woodland park together with associated works and landscaping with all matters reserved except access. **Hilland House, New Road, Billingshurst, West Sussex - Appendix B.**
7. 2023-24 Accounts
 - a. To receive the Internal Audit Report, (and refer detailed consideration to F&GP Cttee) - Appendix C.
 - b. To approve the Annual Return Governance Statement - Appendix D.
 - c. To approve the Annual Return Accounting Statement - Appendix E.

8. To reappoint Mike Platten T/A *April Skies Consulting* as Internal Auditor for the year 2024-25.
9. Date of Next Ordinary Meeting – 3 July 2024

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.



**Horsham
District
Council**

FAO: Parish/Neighbourhood Clerk

Our ref: DC/24/0768
Your ref: Duckmoor
Email: planning@horsham.gov.uk
Direct Line: 01403 215187
Please ask for: Matthew Porter
Date: 23rd May 2024

Dear Sir/Madam,

Reserved matters application for the erection of 83No. dwellings, open space and child play provision, residential parking facilities and associated infrastructure, including access arrangements following outline application DC/20/2607, relating to layout, scale, appearance and landscaping.

Land at Duckmoor Farm, East of Billingshurst Billingshurst RH14 9DZ

The above application was successfully validated on 16th May 2024. The development type is 007 - Smallscale Major Dwellings.

Should you wish to make any comments on the application, please do so within 21 days of the date of this letter. Please refer to the reverse of this letter on how you can view the planning application online.

Details of the application can be viewed through our Public Access webpage at <https://public-access.horsham.gov.uk/public-access/>.

Yours faithfully

Emma Parkes
Head of Development



**Horsham
District
Council**

FAO: Parish/Neighbourhood Clerk

Our ref: DC/24/0749
Your ref: Hilland House, Billingshurst
Email: planning@horsham.gov.uk
Direct Line: 01403 215238
Please ask for: Nicola Pettifer
Date: 10th June 2024

Dear Sir/Madam,

Outline Application for redevelopment of the site to provide up to 125 dwellings, ancillary parking new landscaping and open space, an ecological and woodland park together with associated works and landscaping with all matters reserved except access.

Hilland House New Road Billingshurst West Sussex

The above application was successfully validated on 14th May 2024. The development type is 007 - Smallscale Major Dwellings.

Should you wish to make any comments on the application, please do so within 21 days of the date of this letter. Please refer to the reverse of this letter on how you can view the planning application online.

Details of the application can be viewed through our Public Access webpage at <https://public-access.horsham.gov.uk/public-access/>.

Yours faithfully

Emma Parkes
Head of Development

Annual Internal Audit Report 2023/24

BILLINGSHURST PARISH COUNCIL

<http://www.billingshurst.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. 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.	✓		
M. 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 (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
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).

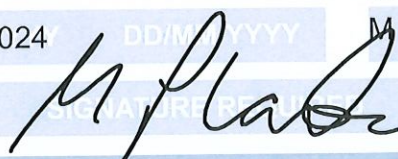
Date(s) internal audit undertaken

30/11/2023 03/06/2024 DD/MM/YYYY

Name of person who carried out the internal audit

M PLATTEN CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

04/06/2024

*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

4 June 2024

Dear Greg

Billingshurst Parish Council - Internal Audit 2023-24

Final Audit Report

The internal audit for the 23-24 financial year is now complete. I am pleased to be able 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 for 23-24. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in two stages. The interim audit was carried out on 30 November, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 3 June and concentrated on the statement of accounts and balance sheet.

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✉ mike@aprilskies.co.uk

Company Registration Number 14174016
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A - Appropriate books of account have been kept properly throughout the year

Interim Audit

The Council continues to use RBS, an industry specific accounting package. The RBS system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I confirmed the opening balances were correct. Box 7 on the 22-23 audited accounts was £618,691. This has been agreed to the period 0 balance sheet on the RBS Omega Accounting system.

I have confirmed that the Council's VAT returns are up to date, with the most recent claim, for the quarter to 30 September 2023 submitted to HMRC on 30.10.23. This has been agreed to VAT figures produced by the RBS accounting system. The Council's VAT control account at 30.9.23 showed a balance of £4,816. This has been agreed to the VAT return.

Final Audit

The accounting statements have been agreed back to year end reports produced from the RBS accounting system:

- Balance sheet
- RBS Annual Return Report
- Cash and bank reconciliation report

All comparatives reported in the financial statements have been agreed back to the audited 22-23 accounts, as published on the Council website.

I confirmed that the VAT return for period January to March 24 has been completed and submitted to HMRC. This has a submitted date stamp of 30 April. VAT of £10,091 was reclaimed. VAT reclaimed has been agreed to a schedule of transactions on the RBS VAT report for quarter 4 23-24.

My interim report was considered at the December Council meeting (minute 123/23)

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 and Standing Orders were reviewed and reapproved at Full Council in May 2023- minutes 41/23 and 42/23. . Both documents are based on NALC templates, there have been no significant changes this year. The Council is aware that a redraft of the

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model financial regulations is being worked on by NALC. This will need to be taken into consideration when the Council next reviews its own regulations.

The Council is still using cheques to pay suppliers, but is planning to phase these out in the next 2 to 3 months. The Council has set up a new bank account with Unity Bank and will be moving to making online payments from this account.

Council is given authority to spend via the annual budget process. The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 8 higher value transactions from the cashbook for the first 7 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, with evidence of councillor sign off on invoice or purchase order, in line with financial regulations
- VAT accounting correct
- Expenditure appropriate for the Council
- Payment approval correctly set out within minutes
- Councillor signatures viewed on cheque stubs

I have one recommendation. The Council last approved the schedule of Direct Debit and Standing Order payments at the Finance Committee in July 2022. These payments are due for review at a Council meeting.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 400,341, up from £357,196 in 22-23 .

I tested 5 further payments and repeated the tests set out at the interim audit. For all payments tested I was able to confirm that financial regulations had been followed.

The Council is moving the current account to Unity Bank and will be moving to online payments in the next few weeks. A panel of councillors is being set up to authorise payments, and payments will be set up at bank by an officer and authorised by 2 councillors.

The Council is proposing to review financial regulations once the new bank account has been set up, the recently published NALC template will be used.

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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 this will be reviewed after Christmas, and will go before Full Council by the end of January 2023. I will review the risk assessment at my next audit. I have suggested that the Council may wish to complete a cyber risk assessment as part of risk processes going forward, with the assistance of the IT provider – this is no longer covered under the Council's general insurance policy.

I checked the Council's insurance policy. The policy with Hiscox Insurance was in date at the time of my audit, with cover in place until the policy is cancelled, start date of 15.11.23. Asset cover appears consistent with the asset register. 9 buildings are insured, with an insurance value of £5.2m. Asset insurance is set out below:

Item description	Excess	Amount Insured
Total Buildings	£250	£5,224,434
Gates and fences	£250	£12,536
Fixed outside equipment	£250	£14,172
Street furniture	£250	£146,631
War memorials	£250	£53,106
Playground equipment	£250	£456,984
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	£10,800

Buildings were revalued in 2022 and this information has been shared with the insurer. Fidelity cover is set at £250k, this may need to be reviewed as cash and bank balances at the Council and Charity exceed this balance.

The Council has a well-established process for backing up computer data, with backups held at remote locations. I have confirmed that the Council backs up computer data to a cloned server in the Community Centre, and to a cloud-based solution hosted by an external provider. I recommend that the Council obtains annual confirmation from the ICT contractor that a test restore of backed up data has been successfully completed.

Final Audit

The corporate risk assessment was considered at the January 24 meeting of Full Council (minute 12/24) I have reviewed the risk assessment and it appears sufficient for a council of this size, there is evidence of review in year. The risk assessment is published on the Council website.

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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 demonstrated that work is under way on the 2024-25 budget. A budget workshop was held in November, the draft budget will be considered in detail at the Finance and & General Purposes Committee in December, with final approval due at Full Council in early January. All precepting authority deadlines should be met.

Budget monitoring reports continue to be presented to meetings of the Finance and General Purposes Committee, and this is minuted, this is completed quarterly. I reviewed the quarter 2 report, this was presented to F&GP on 26 October. There are no material overspends that are not covered by earmarked reserves.

Final Audit

Reserves at 31 March 2024 were £598,365 (22-23 £618,961).

Earmarked reserves at 31.3.24 were £435K. The largest reserves are restricted reserves related to developer contributions or land transfers:

- £20K - CIL
- £400K - Commuted sum – Kingslea Farm

General reserves at year end were £162,210. This represents 33% of precept, which is at the lower mid-point of recommended levels set out in the NALC Practitioners' Guide. This is an appropriate level of reserve for a larger parish council with well developed earmarked reserves.

The budget and precept for 24-25 were reviewed and approved at the Full Council meeting on 10 January 2024 (minutes 8/24), after consideration at F&GP in December 2024. A precept of £513,010 was set. The budget was calculated using the budgeting module in the RBS accounting system. I confirmed the 24-25 budget is loaded into the accounting system, ready for budget monitoring in the new financial year. A balanced budget was set.

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

Interim Audit

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

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Final Audit

Precept per box 2 to the accounts was £490,586 (22-23 £444,735). This has been agreed to third party documentation provided by external audit.

Income per box 3 to the accounts was £180,881 (22-23 £613,280). I reviewed a small sample of income credits from the second half of the financial year. For transactions selected I was able to agree income back to invoice, and to bank,

I note one debt, for litter picking at a local shopping centre has not been settled by year end. It is recommended that the agreement for this work is revisited and the customer reminded that debts should be settled within 30 days from date of invoice.

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

The Council has a petty cash balance of £100. It has been counted as part of the year end process, and reconciled to the accounting system

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 £249,802 (22-23 £248,947).

Payroll is processed by West Sussex County Council. I tested the payroll for February 2024 for three officers. I agreed the payment from the cashbook back to summary payroll report produced by WSCC. Gross pay was checked to rate of pay approved by Council (NJC salary scale or minimum wage) as set out in a pay award letter. My testing identified the following:

- The Council employs a number of long serving officers. I attempted to check gross pay back to contracts. This was not possible, as the contracts record old JNC payscales, which no longer exist. It may be sensible to issue updated contracts to these officers
- The Clerk's annual pay award letter is not signed by a councillor. This should be signed by the Chairman.

At the final audit I confirmed that box 4 to the accounts only included costs relating to the employment of staff, as required by regulations - recharges from the Billingshurst Centre are excluded correctly from this cell on the accounting statements.

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

Final Audit

Fixed Assets per box 9 to the accounts were £1,774,983 (22-23 £1,774,983)

The figure in the accounts has been agreed to the fixed asset register. The asset register correctly accounts for all assets at cost. This follows accounting rules set out in the Practitioners' Guide.

I note that the Council has purchased a new van - the asset register needs to be increased to reflect this as the van as delivered before financial year. The Clerk confirmed that RBS will be contacted and the accounts amended.

Clerk confirmed that no disposals 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 September 2023 bank reconciliation was tested in detail. I confirmed the following.

- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Cashbook /bank statement differences were explained by schedules of unpresented cheques / lodgments (high value cheques tested to subsequent presentation at bank)
- Bank reconciliations were reported to a meeting of the Policy and Finance Committee, and this review was minuted.
- The Council has set up three fixed term deposits since my last visit. Bank reconciliation balances were agreed to confirmation of deposits, as bank statements are not issued for these accounts.

The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor.

The Council has an investment policy. This was reviewed at F&GP Committee in July 2023 (minute 78/23). There is clear evidence that the Council is acting to obtain reasonable rates of interest, whilst ensuring monies are secure, and cash flow is not impacted.

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Final Audit

Cash per box 8 to the accounts was £400,341 (22-23 £357,196)

I reperformed the year end bank reconciliation. For all bank accounts I was able to agree the balance on the bank reconciliation back to bank statements and cashbook balances recorded on the accounting system. The bank reconciliation was reviewed by a councillor at the April meeting, this has been evidenced on the face of the reconciliation

2 large unpresented cheques tested – 20K payroll cashed in April – 90k warden payment not yet cashed by HDC.

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

Satisfactory – Accounts have been produced on the income and expenditure basis, this is appropriate as income and expenditure at the Council is below £200k. Box 7 to 8 reconciliation prepared alongside variance analysis – these are to be checked by external 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 in excess of £200K, Billingshurst is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located at various pages on the Council website, and specifically confirmed that the following information was up to date

- Grants awarded – published to end 23-24
- Payments over £500 – published to end of March 2024

M – Inspection Periods

Inspection periods for 22-23 accounts were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	21 June - Full Council
Date Inspection Notice Issued and how published	29 June – website and notice boards
Inspection period begins	3 July
Inspection period ends	11 August
Correct length	Yes

All regulatory requirements were met in this regard.

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N – Compliance with Publishing Requirements 22-23 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 after the date of the audit certificate (21 September), and on the day of the regulatory deadline (30 September). The external audit certificate was reported to the meeting of Full Council in January

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 22-23 accounts and annual return have been submitted to the Charity Commission 17 January, before the statutory deadline. An independent examination has been completed.

I attach my invoice for your consideration together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA

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Appendix A

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response – Final Audit
The Council last approved the schedule of Direct Debit and Standing Order payments at the Finance Committee in July 2022.	These payments are due for review at a Council meeting.	Jan 24 F&GP Committee
Fidelity cover is set at £250k	This may need to be reviewed as cash and bank balances at the Council and Charity exceed this balance.	Clerk to investigate
Back up – IT systems	I recommend that the Council obtains annual confirmation from the ICT contractor that a test restore of backed up data has been successfully been completed.	Clerk to investigate
CIL - annual report	I remind the Council that the 22-23 CIL Report needs to be published on the Council website by the 31 December.	actioned
Transparency	Contracts – the schedule on the website needs to be updated, it is from 2019.	actioned
Published 22-23 AGAR	There was an issue with the link on the website at my interim audit – I could not view the published 22-23 AGAR	actioned

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Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response – Final Audit
I note one debt, for litter picking at a local shopping invoice has not been settled by year end .	It is recommended that the agreement for this work is revisited and the customer reminded that debts should be settled within 30 days from date of invoice.	
The Council employs a number of long serving officers. I attempted to check gross pay back to contracts. This was not possible, as the contracts record old JNC payscales, which no longer exist.	It may be sensible to issue updated contracts to these officers	
The Clerk's annual pay award letter is not signed by a councillor.	This should be signed by the Chairman.	
I note that the Council has purchased a new van - the asset register needs to be increased to reflect this as the van as delivered before financial year	The Clerk confirmed that RBS will be contacted and the accounts amended	

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Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 22-23

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Section 1 – Annual Governance Statement 2023/24

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 2024, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure 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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***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 PUBLIC www.billingshurst.gov.uk WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

BILLINGSHURST PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	209,009	618,961	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	444,735	490,586	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	613,280	180,881	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	248,947	249,802	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.
5. (-) Loan interest/capital repayments	41,920	41,920	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	357,196	400,341	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	618,961	598,365	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	608,056	573,198	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,774,983	1,791,483	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.
10. Total borrowings	375,712	345,761	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

Gregory Turner

Date

10/06/2024

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