



**Minutes of the Annual Meeting of Billingshurst Parish Council  
Wednesday 7 May 2025  
7pm at the Billingshurst Centre.**

**Present**

Cllrs Paul Berry (Chairman from Minute 28/25), Faye Algar, Edna Bengier, Phillip Day, Sandy Duck, Craig Gale, Jeremy Harris, David Hingamp, Craig Jones, Anna Rhodes, Kate Rowbottom, Steve Thomas and Doug Waller.

**In attendance**

G C Burt, Clerk to the Council  
Cty Cllr A Jupp  
Dis Cllr M Baynham,  
1 Members of the Public

**27/25 Election of Chairman**

The Chairman, Cllr Doug Waller invited nominations for Chairman.

Cllr Sandy Duck proposed Cllr Paul Berry and was seconded by Cllr Edna Bengier.  
Cllr Kate Rowbottom proposed Cllr Doug Waller and was seconded by Cllr Faye Algar.

Both candidates spoke in support of their nominations.

A show of hands was taken and Cllr Paul Berry received 7 votes and Cllr Doug Waller received 4 votes.

**RESOLVED** that Cllr Paul Berry be elected Chairman of the Council for the forthcoming year; Cllr Paul Berry then signed the Statutory Declaration of Acceptance of Office.

**28/25 Chairman's Announcements.**

The Chairman advised that

1. The meeting was being streamed to the internet.
2. Cllrs wishing to speak should raise their hand and speak loudly and clearly.
3. Mobile 'phones should either be switched off or silenced.

**29/25 Election of Vice Chairman.**

On the proposal of Cllr Paul Berry seconded by Cllr Steve Thomas **RESOLVED** that Cllr Craig Gale be appointed Vice Chairman; Cllr Craig Gale then signed the Declaration of Acceptance of Office.

**30/25 Apologies**

Apologies for absence were received from Cllrs Trevor Leonard and James Marchant for approved reasons. On the proposal of Cllr Paul Berry seconded by Cllr Craig Gale **RESOLVED** that the apologies and reasons given be accepted.

**31/25 To Receive Declarations of Interest and consider any requests for a dispensation.**

None.

**32/25 Council Structure 2025-26.**

**a. To Review Committee Structure**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** accordingly.

**b. To Review Committee Terms of Reference**

On the proposal of Cllr Phillip Day, seconded by Cllr Paul Berry, **RESOLVED** accordingly, subject to the moving of items relating to Health & Safety, Marketing, Hiring and Licensing, from Centre Trustees to Centre Committee.

**c. To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations.**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** accordingly, as set out in Appendix A.

**d. To Appoint Chairs & Vice Chairs to Committees.**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that Standing Order 4.d.vi. be suspended (to also allow for the appointment of Vice Chairs), and that Chairs and Vice Chairs to Committees be appointed accordingly, as set out in Appendix A.

**33/25 To refer *en bloc* the following to the Finance & General Purposes Committee:**

- a. Annual review of inventory of land and other assets including buildings and office equipment.**
- b. Confirmation of arrangements for insurance cover in respect of all insurable risks.**
- c. Review of the Council's and/or staff subscriptions to other bodies.**
- d. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
- e. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that the above be referred to the Finance & General Purposes Committee accordingly.

**34/25 To refer *en bloc* to the Working Practices Committee: Ongoing review of all the Council's policies, including disciplinary, freedom of information and data protection, etc.**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that the above be referred to the Working Practices Committee accordingly.

**35/25 To review and readopt Standing Orders (in Members' Manual / on website).**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that the Standing Orders be readopted accordingly. Subject to the addition of *Vice Chairs* to SO 4.d.vi.

*Adjournment for*

**36/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**37/25 Reports from:**

a. County Councillor

Cty Cllr Mrs Amanda Jupp had submitted a report in advance, copied to all Cllrs, attached Appendix **B**, to which she then spoke. Cllr Craig Gale asked that a report of flooding in Wisborough Green be looked into.

b. District Councillors

Dis Cllr Mark Baynham had submitted a report in advance, copied to all Cllrs, attached Appendix **C**, to which he then spoke. (Dis Cllr John Trollope sent his apologies.)

c. Council Representatives on Outside Bodies

Cllr Craig Gale reported on the recent BSRA meeting; the organisation continued to move forward and was grateful for the additional firework sponsorship.

Cllr Sandy Duck reported on continued work by periodic and regular groups of volunteers at Station Road Community Gardens.

*Resume Meeting*

**38/25 2024-25 Accounts**

- a. To receive the Final Internal Audit Report. On the proposal of Cllr Paul Berry seconded by Cllr Sandy Duck, **RESOLVED** to receive the Internal Audit Report 2024-25.
- b. To consider suggested responses to *Action Plan* comments. On the proposal of Cllr Phillip Day, seconded by Cllr Doug Waller, **RESOLVED** that the suggested responses be agreed.

- c. To approve the Annual Return Governance Statement. On the proposal of Cllr Doug Waller, seconded by Cllr Steve Thomas, **RESOLVED** to approve the Annual Return Governance Statement 2024-25 – Appendix D.
- d. To approve the Annual Return Accounting Statements. On the proposal of Cllr Phillip Day, seconded by Cllr Doug Waller, **RESOLVED** to approve the Accounting Statements for 2024-25 – Appendix E. [Detailed accounts for the year ending 31<sup>st</sup> March 2025 will be considered by the F&GP Committee in due course.]
- e. To reappoint Mike Platten T/A *April Skies Consulting* as Internal Auditor for the year 2025-26. On the proposal of Cllr Phillip Day, seconded by Cllr Craig Gale, **RESOLVED** that Mike Platten T/A *April Skies Consulting* be reappointed as Internal Auditor for the year 2025-26.

**39/25 To receive an update on the *Better Billingshurst Fund* and agree that proposed projects on Council land can go to public consultation prior to final consideration of Landlord's Consent.**

Horsham District Council was proposing new facilities on three parish open spaces, as part of its investment in the village's infrastructure. The Parish Council was being invited to allow the proposals to be included in a more widespread public consultation this summer.

On the proposal of Cllr Paul Berry seconded by Cllr Craig Gale, **RESOLVED** to welcome the investment in its open spaces and consider in detail the proposals following the public consultation, prior to giving any landlord's consent. *[The Council wishes to see all comments relating to its sites, suitably anonymised. Any consultation literature to make clear that the Parish Council has not considered the proposals in detail therefore currently is neither supportive or otherwise.]*

**40/25 To consider recommendations from Committees:**

- a) From F&GP Committee of 26 March 2025: That the revised new draft Financial Regulations be approved by Council accordingly, following further final grammatical and numbering changes to be made by the Clerk in liaison with the Committee Chair. (Min 41/25 refers) [These can be found on the website under Council Documents.]

On the proposal of Cllr Phillip Day seconded by Cllr Craig Gale **RESOLVED** that the new Financial Regulations be approved accordingly.

- b) From the Property Committee of 19 March 2025: That Financial Regulations be waived on this occasion as the work (to repair play equipment at Cherry Tree Close play area) is of a bespoke nature, in accordance with Financial Regulation 11.1d, and that Option 1, in the sum of £19,769.27 from Sutcliffe Play, be accepted accordingly. (Min 19/25 refers)

On the proposal of Cllr Paul Berry seconded by Cllr Craig Gale, **RESOLVED** that the relevant Financial Regulation be waived to allow Sutcliffe Play to undertake this work.

**41/25 Approval of the Minutes of the Meeting held on 6 March 2025.**

The draft minutes of the meeting held on 6 March 2025, previously circulated, were taken as read. On the proposal of Cllr Doug Waller, seconded by Cllr Kate Rowbottom **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

**42/25 Clerk's Report**

None.

**43/25 To receive Minutes as approved by the following Committees:**

- a) On the proposal of Cllr Doug Waller seconded by Cllr David Hingamp, **RESOLVED** that the minutes of the Planning & Environment Committee of 4 March, 1 & 15 April 2025 be received.
- b) On the proposal of Cllr Phillip Day, seconded by Cllr Craig Gale, **RESOLVED** that the minutes of the F&GP Committee of 26 February & 26 March 2025 be received.
- c) On the proposal of Cllr Craig Gale, seconded by Cllr Edna Benger, that the minutes of the Property Committee of 15 January 2025 be received.
- d) On the proposal of Cllr Steve Thomas, seconded by Cllr Craig Gale, **RESOLVED** that the minutes of the Working Practices Committee of 12 February 2025 be received.

**44/25 Neighbourhood Wardens** - to receive Wardens' Reports for March - previously circulated. NOTED. Cllr Doug Waller praised the work of the new wardens.

**45/25 To receive the minutes of the 2025 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.**

The minutes of the Annual Parish Meeting of Electors were NOTED. There were no matters requiring the attention of the Council.

**46/25 Date of Next Meeting – 2 July 2025.**

*Meeting finished at 7.56 pm*

## APPENDIX A

COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2025-26	
(The Council has set the max. membership for Committees to 10 members.)	
<b>COMMITTEES</b>	
Planning & Environment	JM, <b>DW</b> , FA, KR, DH, AR, JH
Property	PB, SD, <b>PD</b> , ST, EB, <b>CG</b> , CJ, DW, DH
Finance & General Purposes	PB, <b>PD</b> , EB, <b>CG</b> , ST, JH, CJ
Working Practices	DW, <b>ST</b> , <b>CG</b> , KR, AR, CJ, SD, JM,
Billingshurst Centre	PB, SD, <b>PD</b> , EB, JH, <b>CJ</b> , TL
Complaints (5 members Max)	PB, SD, TL, CG
Complaints Chairman	<b>SD</b>
<b>WORKING PARTIES</b>	
Neighbourhood Plan	In abeyance
Internal Audit	PD, CG
Traffic Calming	PB, JM, TL, ST
Centre Heating	PD, FA
Mission & Vision	CG, PD, CJ, PB

*Bold indicates Chairman/Vice Chairman*

REPRESENTATIVES ON OUTSIDE BODIES	
Billigreen & Climate Change liaison	PD, JM, TL
B'hurst Sports & Recn. Assn. (BSRA) x2	CG, SD, ST (To ensure that two can always attend)
CPRE	DH
Friends of Station Road Gardens x1	SD
HALC (H'ham Assn Local Councils)	PD, SD
N'hood Warden Steering Group x2	SD, KR
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	SD
Supplementary Planning Document (SPD) W/Group + S106 meetings. <b>This will wind-up once the BIF is operational.</b>	CG, SD
Better Billingshurst Fund (BIF) x3 + officer.	CG, DW, CJ. (PD = RESERVE)
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
West Sussex Association Local Councils (WSALC) AGM x2	PD, SD
Community Partnership x1	KR
Youth liasion - all matters	CG

Updated 08/05/2025

**APPENDIX B****County Councillor's Report****Highways Contracts**

Two new Highways contracts began on 1<sup>st</sup> April to provide maintenance and drainage works on the road network in line with the County Council's Highways Asset Management Policy and Strategy. Having transitioned away from a single term maintenance contract model in 2020, this award of contracts confirms the authority's continued belief that utilisation of a disaggregated delivery approach provides significant value advantages for both cost and quality.

The highways maintenance core services contract, which has been awarded to Volker Highways Limited, has an estimated combined annual revenue and capital spend of £16.5million. The contract will cover a number of key areas of local highways operations, which includes repairs to emergency and reactive defect reports, winter treatment, maintenance of structures, minor carriageway patching, weed control, tree maintenance and maintenance of signs, lines and markings.

The highways drainage maintenance services contract has been awarded to FM Conway Limited and has an estimated combined annual revenue and capital spend of £4.2million to cover small scale reactive drainage and ironworks tasks, reactive system jetting and CCTV investigations, ditching maintenance works and cyclical cleansing of gullies. The procurement process was aimed at affording greater flexibility and agility for both the Local Highway Operations team and the contractors to respond and adapt to changing environments and funding programs.

**Community Food Hubs**

The County Council is to continue to fund for another year the seven Community Food Hubs which are based in each District and Borough across the County. Run in partnership with Sussex-based food rescue charity UKHarvest, the Community Food Hubs redistribute surplus food from suppliers while educating residents on food waste prevention. The hubs take place once a month in each district and borough across West Sussex. For a small voluntary donation of £5, residents can access a wide selection of surplus food. No referrals are needed and all residents are welcome to visit the child-friendly hubs. In addition to surplus food, the hubs provide advice, recipe ideas and information on topics such as waste prevention, wellbeing and Citizens Advice services. Locations:

- Adur – Southwick, Southwick Community Centre, 24 Southwick Street, Southwick, BN4 4TE
- Arun – Bognor Regis, Bognor Youth and Community Centre, Westloats Lane, Bognor Regis, PO21 5JZ
- Chichester – Petworth, Sylvia Beaufoy Centre, Midhurst Road, Petworth, GU28 0ET

- Crawley – Broadfield, Broadfield Community Centre, Broadfield Barton, Crawley, RH11 9BA
- Horsham – Storrington, Chanctonbury Leisure Centre, Spierbridge Road, Storrington, Pulborough, RH20 4PG
- Mid Sussex – Haywards Heath, Ascension Church, 110 Vale Road, Haywards Heath, RH16 4JS
- Worthing – Worthing, Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS

For a list of Community Food Hub dates, please visit  
[www.westsussex.gov.uk/UKHarvest](http://www.westsussex.gov.uk/UKHarvest).

### **Millais School, Horsham**

Following a public consultation, the County Council has taken the decision to change Millais School in Horsham from a single-sex school for girls to a co-educational school for girls and boys, in a move that will help secure the future of secondary education in Horsham. The move to co-educational aims to address the issue of falling pupil numbers at the school and help relieve some of the pressure for additional secondary school places across Horsham. The school has not filled its published admissions number of 300 for the last three years, which has had an impact on budgets and resources. The first intake of Year 7 girls and boys at the school is due in September 2026. Existing year groups of girls will continue to receive their education at the school until they leave at the age of 16.

### **Primary Schools**

Families across West Sussex have now been informed which primary school their children will be attending from September 2025. The County Council has worked with schools to ensure that every child has been allocated a school place, with the Council's admissions team processing 9,200 applications, an increase on last year's total of 8,606. 7,792 applicants (91.1%) will be offered their first preference school, and 98.6% of all applicants this year will be offered a place at one of their three preferences. The team also managed 1,408 applications for children who are transferring from infant to junior school. Over 99% of those who applied will be offered their first preference school. For further information, please contact the admissions. For the team in the north of the County, email [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk) or for that in the south, email [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk). For those unable to use email, please call the customer services team on 033 301 42903.

## **APPENDIX C**

### **DISTRICT CLLR MARK BAYNHAM'S REPORT**

- **HDC Local Plan**

After a significant delay, the Planning Inspector wrote to HDC just before Easter informing us that he would not approve the Local Plan and advised us to withdraw it and start anew. He stated that his decision was based on two main factors: firstly that we had not demonstrated our duty to co-operate with



neighbouring Councils to assist them with their housing requirements, and secondly that he did not accept that water neutrality was a valid reason to restrict housing numbers. In essence our Local Plan provided too few houses.

We consider that his decision is deeply flawed on both counts. We have at all stages kept neighbouring Councils informed about the developing Plan and have not rejected requests to include their housing needs when required – this principally concerns Crawley. His view on water neutrality is completely inconsistent with the decisions of other recent examinations (by different inspectors) of Local Plans in both Crawley and Chichester where the exact same considerations were put forward and accepted.

Furthermore despite having received the draft Plan 4 months before the start of the December hearings, he failed to raise any significant issues in advance – which would be normal practice. His advice to start again from scratch (with a new NPPF in place) is unachievable since the process would last longer than the remaining life of HDC and would not bind the succeeding Unitary authority.

We have issued a strong complaint to the Planning Inspectorate and are escalating the matter to the Housing Minister, Matthew Pennycook, to seek to have the Inspector's decision called in. We are also investigating the legal option of a judicial review.

The lack of a Local Plan could have significant implications for Billingshurst given that three strategic sites were proposed by developers in the parish, with only one being included. In a Plan-less situation we could potentially see all three go ahead together with other speculative developments.

- **Council Tax**

Better news here. The Council agreed a modest rise of 2.7% for the HDC precept, which is not only the lowest % rise in Sussex but also keeps the actual rate the lowest in Sussex and in the bottom quartile nationwide. An amendment that would have increased the rise to the maximum allowed by HMG without referendum was defeated. The maximum relief available for those on the lowest incomes was also increased from 90% to 100% and the eligibility criteria widened.

In doing so there has been no removal or cutting back on delivery of services by HDC. This has been achieved through wide ranging efficiency savings, for example in procurement, and some increases in the rates for charged services such

as parking and garden waste removal.

- **Local Government Reorganisation**

Council Leaders and Chief Execs across West Sussex continue to meet to develop proposals for council mergers to create a new unitary authority regime. These proposals need to be submitted to MHCLG by end September. While nothing final is yet agreed the options in play are various versions of a 2 unitary split (favoured by the DCs) or a single West Sussex unitary (favoured by County). There will be a public consultation on proposals prior to submission.

**Billingshurst specific**

- **Better Billingshurst investment fund**

The Council agreed to an injection of £1m to supplement S.106 and CIL funds of around £1.5m for capital investment in Billingshurst. A first stage consultation with BPC and a wide variety of community groups was carried out at the end of 2024 on options for expenditure. The second stage of a general public consultation will take place in June. This will end up with a priority list of costed projects to be taken forward for development. If the cost of the approved list exceeds the allocated sum (£2.5m), then I and colleagues will consider whether any further funding can be included in the Council budget next year. This is not however something I can commit to at this stage.

- **Petty Char prosecution**

One of the first complaints I received when becoming a Councillor in May 2023 was about the abysmal sewage and drainage situation at the Petty Char mobile home park. Following that in November 2023 HDC took the owners to court for failing to comply with 2 Compliance Notices. After a guilty plea they agreed to rectify the situation. However they did not do so. So HDC took them back to court last month where they were fined £26,667, with a victim surcharge of £10,667 and costs of £6,077 – a total of £43,411. If they now fail to undertake the required works, they will be back in court again facing even higher fines. Hopefully this will have the desired effect.

## Section 1 – Annual Governance Statement 2024/25

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 2025, that:

	Agreed		Yes* means that this authority:
	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 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.	✓		<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
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</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:

07/05/2025

and recorded as minute reference:

38/25 C.

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

Chair

Clerk

*[Signature]*  
*Ging Burt*

[www.billingshurst.gov.uk](http://www.billingshurst.gov.uk)

## Section 2 – Accounting Statements 2024/25 for

### BILLINGSHURST PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	618,961	598,365	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	490,586	513,010	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	180,881	295,984	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	249,802	263,938	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	400,341	507,456	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	598,365	594,045	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	573,198	585,854	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	1,791,483	1,907,559	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	345,761	314,551	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 2025 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**

*Greg Bert*

Date

29/04/2025

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

07/05/2025

as recorded in minute reference:

38/25 d

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

*[Signature]*