

**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.**

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 26<sup>th</sup> October 2023 at 7.30pm.**

**Harry Quenault**  
**Clerk**

01798 873532 [hquenault@pulboroughparishcouncil.gov.uk](mailto:hquenault@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 19<sup>th</sup> October 2023**

**AGENDA**

- 1. Apologies for Absence**  
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**  
To approve the minutes of the meeting held on Thursday 28<sup>th</sup> September 2023.
- 4. Public Speaking**  
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances**
  - To receive the reconciliations for Cashbook 1 and Cashbook 3 as at 30<sup>th</sup> September – (Appendix A)
  - To receive a summary of Income & Expenditure compared to budget as at 30<sup>th</sup> September – (Appendix B)
  - To note quarterly statement of earmarked reserves to 30<sup>th</sup> September 2023 – (Appendix C)
- 6. External Audit Report**  
To note the external audit report from Moore (Appendix D).
- 7. Internal Audit Report**  
To note the internal audit report. The Clerk will update the committee. (Appendix E)



- 8. Fraud & Dishonesty Cover Increase**  
To ratify and note an increase in the fraud and dishonesty cover from £150,000 to £500,000 to fully protect the Council's assets from fraud, as per the internal auditor recommendation. The increase in the premium would be £632.43.
- 9. Window Replacement – S&SC Parish Room**  
To approve replacement windows (three) to the Sports and Social Club Parish Room to increase security around the building. (Appendix F)
- 10. Bowls Club Lease**  
To resolve a recommendation from Recreation & Open Spaces Committee to approve the updated lease for the Bowls Club. (Sent with Agenda separately)
- 11. Grant – Recommendations**  
To receive recommendations from Cllr Court, Cllr Lee & Cllr Wallace on how best to allocate the grant budget. To resolve to take the recommendations to Full Council next month.
- 12. S106/CIL Monies**  
To note HDC quarterly report of Unspent / Potential S106 or CIL monies. (Appendix G)
- 13. Allotment Rent Review 2024-25**  
To consider plot rental fees for the next financial year, for implementation 1st October 2024.
- 14. Budget Review – 1<sup>st</sup> Draft**  
To receive the 1<sup>st</sup> draft of the budget for discussion. (Sent with Agenda separately)
- 15. Payments**  
To approve payments for signing. *(Details to be circulated to members at the meeting)*



Date: 09/10/2023

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Time: 13:17

**Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Current Bank A/c**

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/09/2023		100.00
Reserve Account	30/09/2023		305,528.83
			<hr/> 305,628.83
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			305,628.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			305,628.83
		<b>Balance per Cash Book is :-</b>	<b>305,628.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....



Date: 09/10/2023

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Time: 13:26

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 3 - CCLA Public Sector Deposit Fun

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	30/09/2023		236,888.14
			<u>236,888.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			236,888.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			236,888.14
		Balance per Cash Book is :-	236,888.14
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



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Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1075 HDC Grants	200	0	(200)			0.0%	
1076 Precept	277,323	277,323	0			100.0%	
1077 Other Income	11,059	60	(10,999)			18431.4	11,018
Administration :- Income	<u>288,582</u>	<u>277,383</u>	<u>(11,199)</u>			<u>104.0%</u>	<u>11,018</u>
4006 Staff Expenses	203	200	(3)		(3)	101.7%	
4010 Members Expenses	29	100	71		71	29.3%	
4014 Professional Fees	1,299	0	(1,299)		(1,299)	0.0%	
4015 Audit Fees	960	1,700	740		740	56.5%	
4016 Bank Charges	187	300	113		113	62.2%	
4017 Legal Fees	0	2,000	2,000		2,000	0.0%	
4020 Postage	(15)	400	415		415	(3.8%)	
4021 Rent/Room Hire	3,780	5,750	1,970		1,970	65.7%	
4022 Training	330	2,000	1,670		1,670	16.5%	
4025 Stationery & Office	1,366	2,200	834		834	62.1%	
4030 Subscriptions	2,163	2,500	337		337	86.5%	
4031 Rates	600	0	(600)		(600)	0.0%	
4035 Insurance	6,356	6,500	144		144	97.8%	
4037 IT Support	0	2,706	2,706		2,706	0.0%	
Administration :- Indirect Expenditure	<u>17,259</u>	<u>26,356</u>	<u>9,097</u>	<u>0</u>	<u>9,097</u>	<u>65.5%</u>	<u>0</u>
Net Income over Expenditure	<u>271,323</u>	<u>251,027</u>	<u>(20,296)</u>				
6000 plus Transfer from EMR	500						
6001 less Transfer to EMR	16,018						
Movement to/(from) Gen Reserve	<u>255,804</u>						
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	6,310	100	(6,210)			6309.9%	5,121
Loans and Finance :- Income	<u>6,310</u>	<u>100</u>	<u>(6,210)</u>			<u>6309.9%</u>	<u>5,121</u>
Net Income	<u>6,310</u>	<u>100</u>	<u>(6,210)</u>				
6001 less Transfer to EMR	5,121						
Movement to/(from) Gen Reserve	<u>1,189</u>						
<u>105 MSF</u>							
1050 MSF	561	1,000	439			56.1%	
MSF :- Income	<u>561</u>	<u>1,000</u>	<u>439</u>			<u>56.1%</u>	<u>0</u>
4080 MSF	33	5,000	4,967		4,967	0.7%	
MSF :- Indirect Expenditure	<u>33</u>	<u>5,000</u>	<u>4,967</u>	<u>0</u>	<u>4,967</u>	<u>0.7%</u>	<u>0</u>
Net Income over Expenditure	<u>528</u>	<u>(4,000)</u>	<u>(4,528)</u>				

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Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Staff Costs</u>							
4000 Administration Salaries	32,654	57,500	24,846		24,846	56.8%	
4001 Employers NI & Tax	4,193	5,800	1,607		1,607	72.3%	
4002 Superannuation	10,562	21,225	10,663		10,663	49.8%	
4003 Village Sweeping Salary	2,135	9,950	7,815		7,815	21.5%	
4005 Recreation Salary	14,180	28,660	14,480		14,480	49.5%	
4007 Neighbourhood Wardens	0	67,676	67,676		67,676	0.0%	
Staff Costs :- Indirect Expenditure	63,724	190,811	127,087	0	127,087	33.4%	0
Net Expenditure	(63,724)	(190,811)	(127,087)				
<u>107 Discretionary</u>							
1021 Street Cleaning	6,875	6,100	(775)			112.7%	
Discretionary :- Income	6,875	6,100	(775)			112.7%	0
4090 Contingency	78	4,000	3,923		3,923	1.9%	
4091 Grants & Donations	208	2,000	1,792		1,792	10.4%	
4096 Memorial Garden	34	100	66		66	33.5%	
Discretionary :- Indirect Expenditure	319	6,100	5,781	0	5,781	5.2%	0
Net Income over Expenditure	6,556	0	(6,556)				
<u>201 Highways</u>							
1020 Christmas Lighting	15	370	355			4.1%	
Highways :- Income	15	370	355			4.1%	0
4200 Christmas Lighting	0	4,300	4,300		4,300	0.0%	
4210 Equipment	202	550	348		348	36.7%	
4225 Refuse Collections	673	1,569	896		896	42.9%	
4230 Other	240	2,250	2,010		2,010	10.7%	
Highways :- Indirect Expenditure	1,115	8,669	7,554	0	7,554	12.9%	0
Net Income over Expenditure	(1,100)	(8,299)	(7,199)				
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	7,895	8,276	381		381	95.4%	
Street Lighting :- Indirect Expenditure	7,895	8,276	381	0	381	95.4%	0
Net Expenditure	(7,895)	(8,276)	(381)				



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Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Allotments</u>							
1100 Allotment Tenancies	834	1,950	1,116			42.8%	
Allotments :- Income	834	1,950	1,116			42.8%	0
4301 Allotments Water	6	650	644		644	0.9%	
4305 Allotments Maintenance & Repai	400	567	167		167	70.5%	
Allotments :- Indirect Expenditure	406	1,217	811	0	811	33.3%	0
Net Income over Expenditure	428	733	305				
<u>302 Bowling Club</u>							
4321 Bowling Club Water	231	350	119		119	66.0%	
Bowling Club :- Indirect Expenditure	231	350	119	0	119	66.0%	0
Net Expenditure	(231)	(350)	(119)				
<u>303 Grounds Maintenance</u>							
4340 Contracted Maintenance	0	2,266	2,266		2,266	0.0%	
4342 Tree Works	400	5,000	4,600		4,600	8.0%	
4343 Water	1,042	4,500	3,458		3,458	23.2%	
Grounds Maintenance :- Indirect Expenditure	1,442	11,766	10,324	0	10,324	12.3%	0
Net Expenditure	(1,442)	(11,766)	(10,324)				
<u>304 Pavilion</u>							
4014 Professional Fees	1,650	0	(1,650)		(1,650)	0.0%	1,650
4360 Boiler & Shower	162	800	638		638	20.3%	
4362 Electricity & Gas	2,332	5,260	2,928		2,928	44.3%	
4363 Fire Equipment/Maintenance	115	1,155	1,040		1,040	10.0%	
4364 Repairs	253	3,400	3,147		3,147	7.4%	
4365 Other Pavilion	532	350	(182)		(182)	152.0%	
Pavilion :- Indirect Expenditure	5,044	10,965	5,921	0	5,921	46.0%	1,650
Net Expenditure	(5,044)	(10,965)	(5,921)				
<u>305 Other Recreation</u>							
1120 Social Club Tenancies	5,991	9,507	3,516			63.0%	
1121 Sports Club Tenancies	395	2,900	2,505			13.6%	
Other Recreation :- Income	6,387	12,407	6,020			51.5%	0
4391 Maintenance Supplies	361	500	139		139	72.2%	

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Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4392 Playground	0	9,000	9,000		9,000	0.0%	
4393 Tractors & Equipment	312	5,000	4,688		4,688	6.2%	
4395 NCRG	0	100	100		100	0.0%	
4396 Pocket Park	0	200	200		200	0.0%	
4397 Youth Worker	3,758	15,000	11,242		11,242	25.1%	
Other Recreation :- Indirect Expenditure	4,431	29,800	25,369	0	25,369	14.9%	0
Net Income over Expenditure	1,956	(17,393)	(19,349)				
Grand Totals:- Income	309,564	299,310	(10,254)			103.4%	
Expenditure	101,900	299,310	197,410	0	197,410	34.0%	
Net Income over Expenditure	207,664	0	(207,664)				
plus Transfer from EMR	500						
less Transfer to EMR	21,139						
Movement to/(from) Gen Reserve	187,024						



## Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR - MSF Resurfacing/Playgrou	5,101.86	116.42	5,218.28
321	EMR - Pav Refurb/Tractor Shed	178,063.91	3,557.91	181,621.82
324	EMR - New Tractor/Machinery	1,925.22	5,103.69	7,028.91
325	EMR - Neighbourhood Plan	2,625.31	59.96	2,685.27
326	EMR - Neighbourhood Wardens	20,210.73	461.25	20,671.98
327	EMR - Community Benefit Fund	2,380.53	54.37	2,434.90
328	EMR - CIL Monies	295.61	11,156.95	11,452.56
329	EMR - Legal Fees	5,646.55	128.87	5,775.42
		<u>216,249.72</u>	<u>20,639.42</u>	<u>236,889.14</u>



## Section 3 - External Auditor Report and Certificate 2022/23

In respect of

Pulborough Parish Council

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The reconciliation provided between Box 7 and Box 8 of Section 2 Accounting Statements did not agree to the figure at box 7. Figure provided at box 7 was £338,558 and the reconciliation provided a balance of £328,023. Therefore, we are unable to verify this figure or verify that the Accounting Statements have been prepared correctly on the correct basis in line with the Accounts and Audit Regulations 2015. Therefore the council should consider providing a 'No' response in its response to Assertion 1 on the 2023-24 Annual Governance Statement.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2022/23

We ~~certify~~ ~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

21/09/2023



**MULBERRY & CO**

Chartered Certified Accountants

Registered Auditors

&amp; Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/PUL001

Mrs H Quenault  
Pulborough Parish Council  
Swan View, Lower Street  
Pulborough  
West Sussex  
RH20 2BF

10 October 2023

Dear Harry

**Re: Pulborough Parish Council**  
**Internal Audit Year Ended 31 March 2024 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 10 October 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Pulborough Parish Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.



Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

### Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

### Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓		3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	3
C	RISK MANAGEMENT AND INSURANCE	✓	✓	5
D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
E	INCOME	✓		6
F	PETTY CASH	✓		6
G	PAYROLL	✓	✓	6
H	ASSETS AND INVESTMENTS	✓	✓	7
I	BANK AND CASH	✓	✓	7
J	YEAR END ACCOUNTS		✓	7
K	LIMITED ASSURANCE REVIEW	✓		8
L	PUBLICATION OF INFORMATION		✓	8
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	8
N	PUBLICATION REQUIREMENTS	✓	✓	9
O	TRUSTEESHIP	✓		9
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			10
	INTERIM AUDIT POINTS CARRIED FORWARD			11



## A. BOOKS OF ACCOUNT

### Internal audit requirement

*Appropriate accounting records have been properly kept throughout the financial year.*

### Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk is new to role since August, and this is the first internal audit conducted by Mulberry & Co. While I note the previous internal audit report stated that the council's systems were of a good standard, the External Auditor has qualified the report, and my internal audit report reviews some areas previously excluded from comment on previous internal audit reports.

The Clerk had prepared the requested information advised in advance of the visit, and overall, I have the impression that he has already identified some areas where improvements to the council's policies and procedures may be made, and this report will support that process. Other information was reviewed through discussion with the Clerk and a review of the council website [www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

The council continues to use the Rialtas Business Solutions (RBS) accounting software for recording the council's finances. This is an industry specific accounting package and I make no recommendation to change. The software is updated regularly and used to produce management information reports for review at council meetings.

## B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

### Internal audit requirement

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### Audit findings

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's report for 2022/23 was qualified. The External Auditor noted 'The reconciliation provided between box 7 and box 8 of Section 2 Accounting Statements did not agree to the figure at box 7. Figure at box 7 was £338,558 and the reconciliation provided a balance of £328,023. Therefore, we are unable to verify this figure or verify that the Accounting Statements have been prepared correctly on the correct basis in line with the Accounts and Audit Regulations 2015. **Therefore, the council should consider providing a 'No' response in its response to Assertion 1 on the 2023-24 Annual Governance Statement.**

The External Auditor's report and the Notice of Conclusion of Audit has been published on the council website and will be reported to the next Finance committee meeting. The previous internal audit report did not note any issues with the figures.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I note the council publishes some of the requested information, and a review of the website of West Chiltington Parish Council's [Transparency Page](#) provides a good example of how the information should be presented.

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.



The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

*The importance of secure email systems and GOV.UK*

- 5.205. *All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.*
- 5.206. *When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.*
- 5.207. *Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*
- 5.208. *For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has committees for Finance & Policy, Recreation & Open Spaces, Planning and Finance & Staffing sub-committee. Terms of reference for each committee are published on the council website as part of the Standing Orders. Details of agendas and minutes for council and committee meetings are published on the council website.

*Check that agendas for meetings are published giving 3 clear days' notice*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the agendas include supporting documentation in accordance with the requirements of the Information Commissioner's Office.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website and clearly annotated as draft.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the 2018 NALC model version. There is evidence that these were reviewed and approved by council in November 2019, and although the document says these have been updated since (most recently January 2022) there are no minute references to support this action. The Clerk has reviewed the Standing Orders and proposed changes to make them more suitable for the council, and these will be reviewed by council at the meeting on 19 October 2023. Council is reminded that the Standing Orders should be reviewed and adopted annually, and this confirmed in the minutes of the appropriate meeting.

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

Financial Regulations are based on the current NALC model. There is evidence that these were reviewed and approved by council in November 2019, and although the document says these have been updated since (most recently January 2022) there are no minute references to support this action. The Clerk has reviewed the Standing Orders and proposed changes to make them more suitable for the council, and these will be reviewed by council at the meeting on 19 October 2023. Council is reminded that the Standing Orders should be reviewed and adopted annually, and this confirmed in the minutes of the appropriate meeting. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.



*Check that the council's Financial Regulations are being routinely followed*

A review of the council's compliance with the newly adopted Financial Regulations will be conducted at the final internal audit.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector*

The council adopted the General Power of Competence (GPC) at the August 2023 council meeting and the section 137 thresholds do not apply.

*Check receipt of VAT refund matches last submitted VAT return*

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £2,158.23. I was able to confirm receipt of this amount to the council's bank account on 3 August 2023. The council is up to date with its VAT submissions.

*Confirm that checks of the accounts are made by a councillor*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**C. RISK MANAGEMENT AND INSURANCE****Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

The council has a risk management policy and risk register which was most recently reviewed and approved by council on 28 September 2023. I reviewed the risk assessment record, which details the types of risk identified, assigns a perceived risk level based on the likelihood and severity of the incident occurring, records mitigation action taken and reassesses the residual risk after the action is taken. This is a comprehensive approach and includes all the risks typically associated with a council of this size.

I confirmed that the council has a valid insurance policy in place with Hiscox which was renewed on 1 October 2023. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fraud & Dishonesty (Fidelity Guarantee) level of £150,000.

**The Fraud & Dishonesty insurance cover level is significantly below the balances held, and the council should ensure that the cover level is more than the highest balance held at any point during the financial year.**

**D. BUDGET, PRECEPT AND RESERVES****Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

The council set a precept of £277,323 for 2023/24. With a tax base of 2,598.8, this equates to a band D equivalent of £106.71 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process has begun with a first draft produced and then due to be reviewed at the Finance Committee meeting on 26 October 2023. This will go back to the Finance & Policy Committee at the November meeting to form a recommendation to go to Full Council to approval at the November council meeting. There is a further scheduled council meeting in January if another meeting is needed to finalise the details.

The Clerk presents the budget performance information at Finance & Policy Committee meeting for review, including copies of the cashbooks and the earmarked reserves. The addition of a finance update at the council meetings, delivered either by the RFO or the committee Chair, may add benefit to ensure that all councillors are kept up to date with the council's financial position.



The council holds circa £235,000 in earmarked reserves, spread across a range of projects which are clearly identified. These include an amount for Community Infrastructure Levy (CIL) receipts. The council also holds circa £123,000 in the general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range.

## E. INCOME

### **Internal audit requirement**

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

### **Audit findings**

Apart from the precept, the council budgets to receive income from an Environmental Cleansing Grant, sports pavilion income, allotments, donations towards Christmas lights. and tennis club rent. The council reviews its fees and charges each year as part of the budget setting process.

Unbudgeted amounts received during the year come from bank interest and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

## F. PETTY CASH

### **Internal audit requirement**

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

### **Audit findings**

The council has no petty cash.

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

There are six staff members in total, all of whom have a signed contract of employment. Four staff member's salaries are aligned to the NJC scale point range with the other two paid on a fixed hourly rate.

The council uses West Sussex County Council for processing payroll, who calculate the PAYE and pension deductions and make the related salary, HMRC and pension payments each month, subsequently invoicing the council. I reviewed the payslips for staff members and the payroll deductions appear correct. The council is a member of the Local Government Pension Scheme (LGPS).

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.



## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

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

### **Audit findings**

The council has a fixed asset register in place which includes details of asset location, date of acquisition (where known), cost or proxy cost and insurance/replacement values. **Assets are correctly listed at cost/proxy cost, although I note some have an 'unknown' value included. These elements should either be given the proxy cost value or a token £1 where this information is unavailable.**

The council has no borrowing nor long-term investments.

## I. BANK AND CASH

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

The currently adopted Financial Regulations include clause 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.'

Bank reconciliations are completed monthly and presented to Finance & Policy Committee at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

**I noted that the reconciliation and bank statement have not been signed in accordance with the Financial Regulations and this must be rectified before the year-end audit to allow me to positively confirm compliance with this internal control objective.**

The council holds accounts with Nat West and CCLA. **Balances held exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council may wish to consider mitigating the risk by opening an account with an alternate provider.**

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

*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.*

### **Audit findings**

Testing to be conducted at final audit.



**K. LIMITED ASSURANCE REVIEW****Internal audit requirement**

*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")*

**Audit findings**

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

**L: PUBLICATION OF INFORMATION****Internal audit requirement**

*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*

**Audit findings**

Testing to be conducted at final audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	15 June 2023
Date inspection notice issued	19 June 2023
Inspection period begins	20 June 2023
Inspection period ends	31 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.



## **N: PUBLICATION REQUIREMENTS**

### **Internal audit requirement**

*The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2023 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

*Not later than 30 September 2023 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### **Audit findings**

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

## **O. TRUSTEESHIP**

### **Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

### **Audit findings**

The council has no trusts.



**Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	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 assesses 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.	To be tested at final audit		
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. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
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	To be tested at final audit		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

**Your final audit date has been booked for Wednesday 1 May 2024 at 9am at the Village Hall.**

Yours sincerely



**Andy Beams**  
For Mulberry & Co



**Interim Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
<b>C. RISK MANAGEMENT AND INSURANCE</b>	The Fraud & Dishonesty insurance cover level is significantly below the balances held, and the council should ensure that the cover level is more than the highest balance held at any point during the financial year.	
<b>H. ASSETS AND INVESTMENTS</b>	Assets are correctly listed at cost/proxy cost, although I note some have an 'unknown' value included. These elements should either be given the proxy cost value or a token £1 where this information is unavailable.	
<b>I. BANK AND CASH</b>	I noted that the reconciliation and bank statement have not been signed in accordance with the Financial Regulations and this must be rectified before the year-end audit to allow me to positively confirm compliance with this internal control objective.	
<b>I. BANK AND CASH</b>	Balances held exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council may wish to consider mitigating the risk by opening an account with an alternate provider.	



**Eurocell Building Plastics**  
**High View Road**  
**South Normanton**  
**Alfreton**  
**Derbyshire**  
**DE55 2DT**

# Quotation

To:- MR LEE

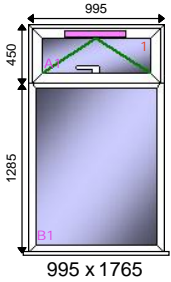


Quote Number : **EQ021352**

Customer Ref :

Quotation Date : **17/10/2023**

Branch : **BFAR - Fareham**



995 x 1765

White

Chamfered  
55mm 6 Chamber Outer White

## Frame Specification:

Win Handle: Inline White  
 Win Hinge: Standard Hinges 2023  
 Win Lock: Twin Cam + Hinge Guard  
 Cill: 150mm Cill White  
 Beading: 28mm Ovolo Bead White  
 Drainage: Concealed  
 Reinforcing: @15Std Win Reinforcing

## Additional Frame Details:

WHITE NV CANOPY 5000

## Glazing:

4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas  
 4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas

## Dimensions:

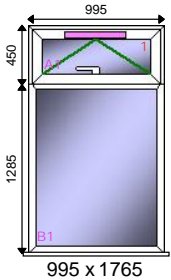
Overall Size: 995 x 1765  
 Actual Frame Size: 995 x 1735

**Frame No: 1**

**Qty: 1 White - Int Window**

**Location: Frame 1**

**£207.50**



995 x 1765

White

Chamfered  
55mm 6 Chamber Outer White

## Frame Specification:

Win Handle: Inline White  
 Win Hinge: Standard Hinges 2023  
 Win Lock: Twin Cam + Hinge Guard  
 Cill: 150mm Cill White  
 Beading: 28mm Ovolo Bead White  
 Drainage: Concealed  
 Reinforcing: @15Std Win Reinforcing

WHITE NV CANOPY 5000

## Glazing:

4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas  
 4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas

## Dimensions:

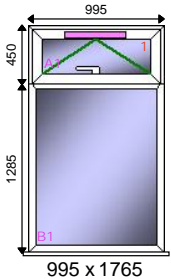
Overall Size: 995 x 1765  
 Actual Frame Size: 995 x 1735

**Frame No: 2**

**Qty: 1 White - Int Window**

**Location: Frame 2**

**£207.50**



995 x 1765

White

Chamfered  
55mm 6 Chamber Outer White

## Frame Specification:

Win Handle: Inline White  
 Win Hinge: Standard Hinges 2023  
 Win Lock: Twin Cam + Hinge Guard  
 Cill: 150mm Cill White  
 Beading: 28mm Ovolo Bead White  
 Drainage: Concealed  
 Reinforcing: @15Std Win Reinforcing

WHITE NV CANOPY 5000

## Glazing:

4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas  
 4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas

## Dimensions:

Overall Size: 995 x 1765  
 Actual Frame Size: 995 x 1735

**Frame No: 3**

**Qty: 1 White - Int Window**

**Location: Frame 3**

**£207.50**



**Eurocell Building Plastics**  
**High View Road**  
**South Normanton**  
**Alfreton**  
**Derbyshire**  
**DE55 2DT**

# Quotation

To:- MR LEE

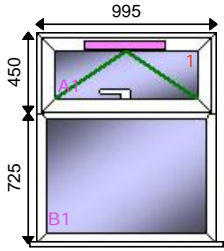


Quote Number : **EQ021352**

Customer Ref :

Quotation Date : **17/10/2023**

Branch : **BFAR - Fareham**



995 x 1205

White

Chamfered  
55mm 6 Chamber Outer White

## Frame Specification:

Win Handle: Inline White  
 Win Hinge: Standard Hinges 2023  
 Win Lock: Twin Cam + Hinge Guard  
 Cill: 150mm Cill White  
 Beading: 28mm Ovolo Bead White  
 Drainage: Concealed  
 Reinforcing: @15Std Win Reinforcing

## Additional Frame Details:

WHITE NV CANOPY 5000

## Glazing:

4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas  
 4/20/4 Clear Ecopane Float/Low Iron Float - A Eco Warm Spacer Black Argon Gas

## Dimensions:

Overall Size: 995 x 1205  
 Actual Frame Size: 995 x 1175

<b>Frame No: 4</b>	<b>Qty: 1</b>	<b>White - Int Window</b>	<b>Location: Frame 4</b>	<b>£170.00</b>
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## Extras

Qty	Description	Length (mm)	Price
1	Job Ancil Box	-1	£0.69

## Terms and Conditions

Quotes are valid for 30 days. All items are supply only, and drawn viewed from the outside. Point of arrow shows hinge side on all opening sashes. Overall sizes include any frame extenders or cill. Sizes shown for Odd Leg frames are the Long Leg/External Sizes.

Please ensure you check the sizes and specifications on this quotation are correct before signing to confirm the order. For any skylights please ensure the sizes you've provided are the external upstand dimensions.

This signed confirmation constitutes your final approved order and the production paperwork is produced from this. Once this order is confirmed and signed any mistakes or omissions will be the customers responsibility. Any alterations made after you have returned this signed confirmation will be subject to additional charges. All goods sold are subject to our standard terms and conditions which are available upon request.

Total Nett **£793.19**

VAT @ 20% **£158.64**

**TOTAL INC. VAT £951.83**

Customer Signature:\_\_\_\_\_ Customer Name:\_\_\_\_\_ Date:\_\_\_\_\_

Date Required:\_\_\_\_\_



Appendix G  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
OCTOBER 2023



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1(a)(iv) P2	PRIMARY Towards cost of redeveloping St Mary's Church of England Primary School to increase space and make internal improvements to accommodate additional children required to accommodate the extra demands for primary education services that would be generated by the Development.	192,374.43	18/03/2021	18/03/2026	0.00	192,374.43	192,374.43	0.00	Under Construction	Primary Education at St Marys Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1(a)(iv) S2	SECONDARY: Towards the costs of facilities for the expansion of The Weald School required to accommodate the extra demands of for secondary education services that would be generated by the Development.	207,039.67	18/03/2021	18/03/2026	0.00	207,039.67	207,039.67	0.00	Under Construction	Facilities for the expansion of The Weald School (SECONDARY)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1.(a)(iv) 6th2	SIXTH FORM: Towards the costs of additional facilities for the expansion of The Weald School required to accommodate the extra demands for sixth-form education services that would be generated by the Development.	48,502.70	18/03/2021	18/03/2026	0.00	48,502.70	48,502.70	0.00	Under Construction	Facilities for the expansion of The Weald School (SIXTH)

DC/05/0736	Tesco Stores Limited, London Road, Pulborough, West Sussex	Pulborough PC	Community Facilities - HDC:91005	18/11/2005	1	NO SPENDING DEADLINE IN AGREEMENT  5.3 The Council covenants with the Developer to expend the Town Centre Improvements Contribution towards either securing of facilitating the improvement of Pulborough and/or Storrington Town Centres	100,000.00	27/11/2008		79,586.48	20,413.52	20,413.52	0.00	Finished	PULBOROUGH and Storrington High Street IMPROVEMENTS
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	25/02/2010	2	NO SPENDING DEADLINE. Towards the cost of providing new buildings for the local community or the extension of or improvement of existing community buildings as shall be agreed between the Developer and the District Council in the Pulborough area required as a consequence of the Development calculated in accordance with the provisions of the Supplementary Planning Document.	30,239.87	21/05/2013		0.00	30,239.87	0.00	30,239.87	Finished	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	18/11/2010	1	NO SPENDING DEADLINE IN AGREEMENT  The provision of new or the improvement or extension of existing community centres and halls in or benefiting the Parish Council area of Pulborough.	5,759.02	25/10/2012		54.26	5,704.76	0.00	5,704.76	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(a)(i)	Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,725.42	05/02/2020	05/02/2030	0.00	106,725.42	106,725.42	0.00	Under Construction	Top Recreation Ground and Pavilion Building and outdoor facilities
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(c)(i)	Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,666.45	18/03/2021	18/03/2031	0.00	106,666.45	106,666.45	0.00	Under Construction	Top Recreation Ground and Pavilion Building and outdoor facilities
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(a)(ii)	Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough	23,745.84	05/02/2020	05/02/2030	0.00	23,745.84	23,745.84	0.00	Under Construction	Redevelopment of Pulborough Pavilion



Appendix G  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
OCTOBER 2023



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(c)(ii)	Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough.	23,732.72	18/03/2021	18/03/2031	0.00	23,732.72	23,732.72	0.00	Under Construction	Redevelopment of Pulborough Pavilion
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(a)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,794.02	05/02/2020	05/02/2030	0.00	7,794.02	0.00	7,794.02	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(c)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,799.11	18/03/2021	18/03/2031	0.00	7,799.11	0.00	7,799.11	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(a)(ii)	Redevelopment of Pulborough library to increase space.	22,341.65	05/02/2020	05/02/2030	0.00	22,341.65	22,341.65	0.00	Under Construction	Redevelopment of Pulborough library
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(c)(ii)	Redevelopment of Pulborough library to increase space.	22,356.24	18/03/2021	18/03/2031	0.00	22,356.24	22,356.24	0.00	Under Construction	Redevelopment of Pulborough library
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	25/02/2010	5	NO SPENDING DEADLINE. Towards the provision of recycling facilities within the Pulborough area.	15,119.36	21/05/2013		0.00	15,119.36	0.00	15,119.36	Finished	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	18/11/2010	3	NO SPENDING DEADLINE IN AGREEMENT  The provision or improvement or refuse and recycling facilities or services in the District of Horsham.	2,879.51	25/10/2012		2,832.88	46.63	46.63	0.00	Under Construction	Pulborough Litter bins (various locations)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(a)(iii)	Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,872.92	05/02/2020	05/02/2030	0.00	11,872.92	0.00	11,872.92	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(c)(iii)	Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,866.36	18/03/2021	18/03/2031	0.00	11,866.36	0.00	11,866.36	Under Construction	
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	25/02/2010	4	PARTIAL FUNDING AWARDED  NO SPENDING DEADLINE.  Titled as LEISURE CONTRIBUTION  Calculated in accordance with the provisions of the Supplementary Planning Document.	136,918.48	21/05/2013		0.00	136,918.48	34,734.73	102,183.75	Finished	New Cricket Practise Nets Facility for Pulborough Cricket Club AND Horsham Rugby Sports Social Club Changing Rooms Extension



Appendix G  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
OCTOBER 2023



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	18/11/2010	4	NO SPENDING DEADLINE IN AGREEMENT  NB. Suggested some of this contribution may be suitable for Pulborough PC to spend on fencing off the newly installed outdoor gym equipment (SS - Oct 2016). Check before spending on alternative schemes.  The provision or improvement of amenity open space, play areas, youth activity areas and outdoor and indoor recreation facilities in or benefiting the Parish Council area of Pulborough.	26,076.07	25/10/2012		0.00	26,076.07	0.00	26,076.07	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(a)(iv)	Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,587.64	05/02/2020	05/02/2030	0.00	14,587.64	14,587.64	0.00	Under Construction	Real Time Nitrogen Dioxide monitoring Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(c)(iv)	Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,579.58	18/03/2021	18/03/2031	0.00	14,579.58	14,579.58	0.00	Under Construction	Real Time Nitrogen Dioxide monitoring Pulborough
DC/04/2619	Meadow Cottage, West Chiltington Road, Pulborough, West Sussex, RH20 2EE	Pulborough PC	Sustainable Transport - WSCC:93006	07/02/2005	2	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED)  NO SPENDING DEADLINE IN AGREEMENT.  For transport infrastructure schemes in West Chiltington	1,800.00	07/02/2005		0.00	1,800.00	1,800.00	0.00	Finished	Dropped kerbs within 1km of the relevant development
DC/04/2763	Riverside Concrete Works, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	20/04/2006	3	Towards the cost of promoting accessibility by sustainable means of transport in the parish of Pulborough	168,237.54	13/09/2007		168,237.00	0.54	0.00	0.54	Finished	
DC/06/0936	Barnhouse Surgery, Barnhouse Close, Pulborough, West Sussex, RH20 2HQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/02/2007	3	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Red Land and local amenities (to include housing, jobs, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highway and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	17,171.39	11/12/2008		17,048.00	123.39	0.00	123.39	Under Construction	
DC/08/0271	Sainsburys Supermarkets Ltd, Stane Street, Codmore Hill, Pulborough, West Sussex, RH20 1BQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/05/2008	1	NO SPENDING DEADLINE IN AGREEMENT  For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.	25,708.56	02/02/2009		25,350.00	358.56	0.00	358.56	Finished	



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PULBOROUGH PC  
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App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/2610	Land At Green Meadows, Old Mill Place, Pulborough, RH20 2DR	Pulborough PC	Sustainable Transport - WSCC:93006	08/02/2010	3	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED)  NO SPENDING DEADLINE IN AGREEMENT  A scheme which will improve access between the site and local amenities.	680.00	01/03/2010		0.00	680.00	680.00	0.00	Under Construction	Dropped kerbs within 1km of the relevant development
DC/08/2611	Land At Green Meadows, Old Mill Place, Pulborough, RH20 2DR	Pulborough PC	Sustainable Transport - WSCC:93006	08/02/2010	3	NO SPENDING DEADLINE IN AGREEMENT  A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	11,760.00	01/03/2010		1,932.50	9,827.50	0.00	9,827.50	Under Construction	
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	25/02/2010	6	NO SPENDING DEADLINE. Towards the cost of promoting accessibility by sustainable means of transport in the Pulborough area requested by the County Council for the purposes provided for in this Undertaking.	157,479.58	21/05/2013		0.00	157,479.58	0.00	157,479.58	Finished	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	18/11/2010	6	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	22,950.54	25/10/2012		0.00	22,950.54	0.00	22,950.54	Under Construction	
DC/11/0522	First Floor, 64 Lower Street, Pulborough, RH20 2BW	Pulborough PC	Sustainable Transport - WSCC:93006	29/11/2011	1	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED)  NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	585.00	30/11/2011		0.00	585.00	585.00	0.00	Finished	Dropped kerbs within 1km of the relevant development
DC/11/0808	Windmill Cottage, Old Mill Place, Pulborough, RH20 2DR	Pulborough PC	Sustainable Transport - WSCC:93006	17/01/2012	3	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	6,387.17	02/01/2013		0.00	6,387.17	0.00	6,387.17	Under Construction	



Appendix G  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
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App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/11/1121	Arundale School, 129 Lower Street, Pulborough, RH20 2BX	Pulborough PC	Sustainable Transport - WSCC:93006	06/10/2011	1	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	20,501.30	31/10/2012		0.00	20,501.30	0.00	20,501.30	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council].	12,140.22	05/02/2020	05/02/2030	0.00	12,140.22	12,140.22	0.00	Under Construction	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council.	12,148.15	18/03/2021	18/03/2031	0.00	12,148.15	12,148.15	0.00	Under Construction	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) B	<b>**PART SUBJECT TO S106 FUNDING APPLICATION FOR FEASIBILITY STUDIES JAN 2023**</b>  Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version.  NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF (28 JAN 2021) THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.	166,415.73	05/02/2020	05/02/2025	25,727.61	140,688.12	140,688.12	0.00	Under Construction	Footbridge over railway line east of DC 15 1084 AND Pulborough feasibility study re A29 and pedestrian solutions



Appendix G  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
OCTOBER 2023



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) B	<p>Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version.</p> <p>NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.</p>	166,524.38	18/03/2021	18/03/2026	0.00	166,524.38	166,524.38	0.00	Under Construction	Footbridge over railway line east of DC 15 1084



**POTENTIAL SECTION 106 FUNDS  
PULBOROUGH PC  
OCTOBER 2023**



App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Commenced?
DC/16/0728	Land Adjacent Railway Cottages and Pulborough Railway Station, Stopham Road, Pulborough, West Sussex, RH20 1DP	Pulborough PC	Sustainable Transport - WSCC:93006		S2.P1.1	NO SPENDING DEADLINE IN AGREEMENT For the making of the Traffic Regulation Order/s required in connection with extension of the 30mph speed limit westwards of the site. The CC is authorised to apply the HWTROS to compensate it for all work done by the CC's employees, servants, agents or contractors (in all cases at fair and proper rates) in discharging its obligations under this agreement including, without limitation, the processing and obtaining of all requisite consents and any necessary advertisements.	7,000.00	Under Construction
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Open Space (commuted sum) - HDC:91002	07/07/2023	S4.2.8.2	ONLY PAYABLE IF PUMP TRACK, COUNTRYSIDE PARK AND LEAP TRANSFERRED TO PC  Payable to the Parish Council towards the management and maintenance of the pump track, the countryside park and the LEAP in the event of a transfer of the same to the Parish Council in accordance with this schedule	914,041.60	Not Started
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.2.5	80,000 PAYABLE DIRECTLY TO WSCC  OFFSITE RIGHTS OF WAY WORKS CONTRIBUTION Towards offsite works to the public rights of way network within the vicinity of the development such works to be carried out by the County Council to the public rights of way labelled E, J, K and N and shown indicatively on the PROW Schedule and Plan.	80,000.00	Not Started
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.3	3,500 (index linked) PAYABLE DIRECTLY TO WSCC  TRAVEL PLAN MONITORING FEE	3,500.00	Not Started



Appendix G  
COMMUNITY INFRASTRUCTURE LEVY REPORT  
PULBOROUGH PC  
OCTOBER 2023



Application	Site Address	Decision Date	Permission Expires	Parish	Liability Notice Date	Liability Notice Amount	Demand Date (invoice issued)	Invoice Amount	Surcharges	Total Received by HDC	Last Instalment	Next Due Date
DC/17/2125	Former Ambulance Station; The Spinney; Pulborough; West Sussex; RH20 2AP	05/01/2018	05/01/2021	Pulborough PC	10/01/2018	32,562.94	09/07/2020	32,562.94		32,562.94	02/10/2020	
DC/19/1314	Colworth; 47 London Road; Pulborough; West Sussex; RH20 1AS	27/08/2019	27/08/2024	Pulborough PC	28/08/2019	0.00	10/06/2020	97.57	97.57	97.57	06/08/2020	
DC/19/1998	11A The Spinney; Pulborough; West Sussex; RH20 2AP	26/02/2020	26/02/2023	Pulborough PC	11/03/2020	14,263.26	17/04/2023	18,646.87	4,383.61	0.00		17/04/2023
DC/21/1535	Land Adjacent Railway Cottages & Pulborough Station ; Stopham Road; Pulborough; RH20 1DP	26/10/2021	26/10/2026	Pulborough PC	27/10/2021	347,415.88	17/08/2022	347,415.88		0.00		30/01/2022
DC/21/2407	Stane Farm Bungalow; Stane Street; Codmore Hill; Pulborough; West Sussex; RH20 1BL	18/03/2022	18/03/2025	Pulborough PC	29/03/2022	23,843.93	17/04/2023	30,241.37	5,518.15	23,843.93	25/01/2023	17/04/2023
DC/22/0992	Barn at Wiltshire Farm; Pickhurst Lane; Pulborough; West Sussex	20/07/2022	20/07/2027	Pulborough PC	16/08/2022	49,612.67	19/10/2022	49,612.67		49,612.67	27/10/2022	
						<b>467,698.68</b>		<b>478,577.30</b>	<b>9,999.33</b>	<b>106,117.11</b>		

**THE PARISH WILL RECEIVE A PROPORTION OF THE MONEY RECEIVED BY HDC**

In line with the CIL Regulations, Parishes will receive a 15% or 25% proportion of the CIL collected in their area, depending on whether there is a made Neighbourhood Plan for that area.

Please note that no proportion of the surcharge is sent to the Parish.

Neighbourhood proportion is sent to the Parish in the April or October after the payment is received by HDC