



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

INTERNAL CONTROLS

Reviewed 3 and 4 September 2024.

Presented to Finance, Governance & Estates Committee on 19 September 2024.

INTERNAL CONTROLS

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1. Introduction

The Council is required to undertake a review of the effectiveness of the internal controls in each Parish Council year. It is important to note that this is not a matter for delegation to the Clerk and this review will be presented to Council each year for approval and re-adoption.

Under the Financial Regulations the Parish Council is responsible in law for ensuring that its financial management is adequate and effective and that the Parish Council has a sound system of internal control in accordance with proper practices, which facilitates the effective exercise of the council’s functions, including arrangements for the management of risk.

The set of internal controls demonstrate how the Parish Council meets these responsibilities and requirements.

A summary of achievements and any areas for development are listed within each notes area.

(New actions required are highlighted in red)

2. Action Updates from March 2024

This section gives an update on the “Red” actions identified on the previous report (from March 2024) to show they have been addressed.

Area of Review: Payment Controls

Test	Minute No.	Notes
All annual “contracts” to be approved in advance by FGE Committee in March for succeeding financial year and a formal Works Order issued to each	Minute F23/24.142	Contractors for use during 2024/25, approved at FGE Committee on 14 March 2024.

Internal Review

3. Area of Review: Regulatory Documents

Test	Minute No.	Notes
A) Minute Reference of review and adoption of Standing Orders	C24/25.009	Council Meeting 23 May 2024
B) Minute Reference of review of and adoption of Financial Regulations	C24/25.010	Council Meeting 23 May 2024
C) Minute Reference of review of 2023/24 Internal Audit Report	C24/25.017	Council Meeting 23 May 2024
D) Minute Reference of adoption of Annual Governance and Accounting Return (AGAR) Section 1: Governance Statement	C24/25.018.2	Council Meeting 23 May 2024
E) Minute Reference of adoption of AGAR Section 2: Accounting Statement	C24/25.018.3	Council Meeting 23 May 2024
F) Minute Reference of Approval of Internal Audit Certificate	C24/25.018.1	Council Meeting 23 May 2024
G) Minute Reference of Approved Notice of Electors Rights	C24/25.018.4	Council Meeting 23 May 2024
H) Minute Reference of adoption of annual budget	C23/24.105	Council Meeting 14 December 2023
I) Minute Reference of review of annual fees and charges	C24/25.092.3	Council Meeting 30 November 2023
J) Minute Reference of adoption of Asset Register and confirmation the content is reviewed six monthly under Internal Controls	C24/25.016	Council Meeting 23 May 2024 adopted Reviewed 30 August 2024.
K) Minute Reference of assessment of significant risks and review of arrangements to manage these	C24/25.029	Council Meeting 23 May 2024
L) Appropriate Insurances are in place to cover risks	C24/25.019	Council Meeting 23 May 2024. Insurance Renewal Date 1 June 2024. Van Insurance Renewal 10 September 2024.
M) The Register of Member's Interests are kept up to date and signed declaration of acceptance of office are on file	YES	Signed copies on file for all Cllrs of Declaration of Acceptance of Office. Register of Interests published on Website. 8 Cllrs have recently updated theirs and 6 to be reminded with a new deadline of 25.9.24.

Date review carried out: 3 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

4. Area of Review: Income Controls

Test	Y/N	Notes
A) Confirm the FG&E Committee records monthly checks of receipts, bank recs, balance sheet, nominal ledger and agreed coding of income.	YES	Vice Chair of FGE Cttee sign bank reconciliations.
B) Ensure that precept is received on time and is the amount agreed in the budget.	YES	1 st Paid into the Bank on 30.04.24 and 2 nd on 30.09.24
C) Ensure that rents from the Bowling Club, Tennis Club, WSALC, Chantry Stables and Allotments are received and banked regularly.	YES.	Invoices prepared and sent on time. Receipts confirmed.
D) Ensure bank interest is banked and coded correctly.	YES	
E) Ensure sales invoices (Cemetery and Court Bushes hirers) are correctly made out and VAT accounted for where applicable.	YES	VAT Not Applicable.
F) Ensure monies received meet invoices raised and are banked properly.	YES	Sales Invoice checked for: Invoice U3A006 for hire of Court Bushes. Paid on 14/6/24.
G) Ensure receipts are properly recorded in the cash book.	YES	
H) Ensure credit controls are in place to keep debts to a minimum especially at end of financial year.	YES	Most sales invoices paid in advance or as required by Leases. Accrual process in place.
I) Ensure that more than one person is present when significant amounts of cash over £300 are received and counted.	YES	It is rare to receive large sums of money in cash. The last receipt was on 27.9.21 for £500 for the sale of the old green works van.
J) Ensure receipts are issued for cash receipts over £10.	YES	

Date review carried out: 3 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

5. Area of Review: Payment Controls

Test	Y/N	Notes
Confirm the FG&E Committee records monthly checks of payments, bank recs, balance sheet, nominal ledger and agreed coding of expenditure.	YES	Vice Chair of FGE Cttee sign bank reconciliations.

Test	Invoice 1	Invoice 2	Invoice 3
Payee	Anthony Birch	Grazy Creations	St Lawrence Fair
Amount (In Gross)	£900	£303	£35
Date Paid	11.6.24	9.5.24	9.5.24
A) Check that payment authority has been recorded or minuted.	Clerk did not get approval	Email 16.4.24	Email 8.5.24
B) Check that the Works or Purchase Order issued agrees with the authorisation.	WO15.24/25	WO.04.24/25	No PO issued. See Note (c)
C) Check that invoice being paid corresponds with the Works or Purchase Order.	YES	YES	YES
D) Check that the works are completed or the good are received for the invoice being paid.	YES	YES	YES
E) Check that invoice has been entered correctly on the RBS system, including any VAT.	YES	YES	YES
F) Check that payment is within reasonable time period as per the payment terms.	YES	YES	YES
G) Confirm payment has gone through the bank.	YES	YES	YES
H) Are all contractors used "approved".	NO. See Note a) & d)	NO. See Note b) & d)	N/A

- a) Anthony Birch provided H&S documents for the Court Bushes Building Repairs. As a one off he was not listed as an approved consultant. The Clerk should have sought approval for the spending (despite it being part of the insurance claim).
- b) Graeme Lougher (GrazyCreations) provides an annual service and repair of the "Children of the Fair" sculpture and should be listed as an approved contractor.
- c) No purchase order was issued due to the relatively small fee involved for a stall at the St Lawrence Fair.
- d) A new page will be developed that focuses more on the control of contractors and retention of appropriate records such as insurance certificates.

Date review carried out: 3 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

6. Area of Review: Payroll

Test	Y/N	Notes
A) Are all employees in payroll system? (Check there are no ghost employees.)	YES	Checked 4 September 2024.
B) Do all employees have contracts of employment?	YES	Template agreed at each May Council meeting.
C) Are salaries prepared correctly?	YES	By WSCC Payroll.
D) Are National Insurance deductions applied correctly by WSCC?	YES	New spreadsheet confirms correct rates charged.
E) Are Payroll records being kept correctly?	YES	
F) Whether P45's for leavers, are filed correctly?	YES	P45's are sent directly to leavers by Payroll.
G) Whether P60's (End of Year Tax Certificate) are issued annually?	YES	P60's are sent directly by Payroll to all.
H) Are all employees in the Local Government Pension Scheme or National Employment Savings Trust (NEST) if applicable? And if not is there written evidence of their opting out?	YES	All employees in LGPS.
I) Are Pension contribution rates (Employee) applied correctly by WSCC?	YES	New spreadsheet confirms correct rates charged.
J) Are correct payments made to Pension Authority by WSCC?	YES	Annual Pension Benefits Statements issued to each employee.
K) Are three yearly Pension auto-enrolment completed and reported to the Pension Regulator (due Aug 2027 - unless an employee opts out)	YES	All employees enrolled in Local Government Pension Scheme.
L) Are annual pay awards advised in writing?	YES	Add reference to NI and Pension contributions.
M) Are councillor allowances prepared correctly (where applicable)?	YES	By WSCC Payroll.

Date review carried out: 4 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

7. Area of Review: Petty Cash

Test	Y/N	Notes
A) Is Petty Cash kept securely?	YES	Petty cash tin locked and kept in locked safe.
B) Ensure petty cash vouchers are authorised in advance by the RFO, and within relevant budget limits.	YES	
C) Ensure Petty Cash is reimbursed correctly.	YES	
D) Ensure vouchers are entered correctly in cash book.	YES	
E) Ensure Petty Cash is reconciled at least every quarter or as required.	YES	Cashbook reconciliation now reported to FG&E Committee quarterly.

Date review carried out: 4 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

8. Area of Review: Fidelity Protection

Test	Y/N	Notes
A) Is Fidelity Insurance Protection in place?	YES	
B) Do internal auditors audit the accounts every six months?	YES	Currently Mulberry & Co. Next Internal Audit booked for 7/10/24.
C) Are satisfactory references obtained from current and former employers and DBS checks made for the recruitment process?	YES	Process to obtain references in place. DBS Check for all staff are in place.
D) Have there been any questions raised about the honesty of an employee?	NO	
E) Has the Council appointed a competent person as Responsible Finance Officer?	YES	The Clerk is CiLCA qualified (Certificate in Local Council Administration)
F) Are bank statements, payments and receipts checked at least monthly against the RBS system?	YES	Checked by the Finance, Governance & Estates Committee each month and signed by the Vice-Chair.
G) No more than £1,000 cash is kept in the safe at any one time.	YES	
H) Are cheques and cash paid into the bank at least monthly?	YES	
I) If cheques are issued, are they signed by at least two councillors.	YES	No cheques issued since 17/11/22.
J) Are two employees required to authorise BACS payments?	YES	Clerk/RFO and Assistant Clerk (AC1). AC2 to be added as well. Minute Ref: F24/25.032.
K) Has Council approved all Direct Debit authorisation?	YES	Renewed at each May Council. 23 May 2024 Minute C24/25.020
L) Has the computer security been vetted by a professional company?	YES	Joel Baker Computers used. Clerk and Consultant in regular contact.
M) Are employees required to keep passwords secure at all times?	YES	Facial recognition used for log-in.
N) Are Cllr and employee expense claims checked against receipts?	YES	

Date review carried out: 4 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Internal Review

9. Area of Review: VAT Controls

Test	Y/N	Notes
A) Are VAT records properly maintained?	YES	Manual data entry by Clerk and VAT report created automatically in RBS.
B) Are VAT forms submitted correctly each quarter?	YES	Reported to FG&E Committee each quarter for noting.
C) Is VAT income paid correctly and on time?	YES	Bank statements and RBS used to verify receipts.

Date review carried out: 4 September 2024

By: Cllr Duncan Ranger, Chair of Finance, Governance & Estates Committee & Sarah Groom, Clerk

Signed:

Asset Register Policy

Adopted by Council on 20 October 2022

1 PURPOSE

The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities.

Sections 5 of the JPAG Practitioners Guide (March 2022) requires local authorities to maintain a list of fixed assets that contain the date and cost of the item at acquisition and the insurance value of the item, and its disposal date.

The list of assets will vary from land to buildings, street furniture to play equipment, some which will rarely be replaced e.g. Cemetery Chapel, to those with regular replacement cycles e.g. replacement of office IT equipment. The list will be informed by the future expenditure plans of the authority.

Hurstpierpoint and Sayers Common Parish Council is adopting an Asset Register Policy to support their asset register process and ensure they maintain consistent approaches to the functions and definitions of the register. This will enable anyone to pick up the document and understand the reason for and purpose of the content.

2. INTRODUCTION

An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost-effective use of its capital resources
- supports the Annual Governance and Accountability Return for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

The key information needed in the asset register is: date of acquisition, cost of acquisition, its insurance value and its disposal date.

3. ITEMS TO BE RECORDED

Assets should be first recorded in the asset register at their actual purchase cost.

Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets, with a nominal one pound (£1) value as a proxy for the zero cost.

The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

For authorities covered by the guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

4. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

Section 2 states that the value of the cell at line 9 is taken from the authority's asset register which is up to date at 31 March and includes all capital acquisition and disposal transactions recorded during the year.

5. DEFINITIONS

The term 'fixed assets' mean property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. The lowest value (other than items referred to under Section 3) will be approximately £250.

Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual expenditure, or income.

Appendix A sets out the categories of assets included on the Parish Council's asset register.

6. MONITORING AND REVIEWING RESERVES

The asset register is monitored by the Finance & Governance Committee. Decisions to add or remove items from the list will form part of the budget setting process, with formal approval confirmed by Council each March for submission to the Internal Auditor for their end of year audits and for submission to the External Auditors as part of the Annual Governance & Accountability Return.

The asset register will also be reviewed every six months as part of Internal Controls process by the Clerk and Chair of the Finance & Governance Committee.

The requirements of Sections 5 of the JPAG Practitioners Guide (as at March 2022) which requires local authorities to maintain a list of fixed assets, that contain the date and cost of the item at acquisition and the insurance value of the item, and its disposal date, will be met.

Appendix A – Categories to be included

N.B. The minimum value of an item is £250 and it will have a useful life of more than one year.

1. Land

- Land owned by the Parish Council as registered with HM Land Registry.
- Land leased to the Parish Council as registered with HM Land Registry (mainly from West Sussex County Council.
- Land managed under Licence to the Parish Council (Hurst Society owned Ladies Walk)
- Land unregistered but managed by the Parish Council (e.g. Village Green/War Memorial)

2. Buildings

- Buildings owned by the Parish Council
- Public toilets owned by the Parish Council
- Buildings leased to the Parish Council (Court Bushes and Parish Council office)

3. Street Lights

- All street lights owned by the Parish Council as set out on the Parish On-line mapping system.

4. Street Furniture

- Bus Shelters x 4
- Village Signs x 2
- Village Gateways x 8
- Noticeboards x 5 (plus Petanque pitch at Reeds Lane Rec)
- Defibrillators x 5
- Speed Indicator Device
- War Memorial and Coronavirus Memorial Stone
(All as set out on the Parish On-line mapping system)

5. Bins Litter/Dog

All Parish Council owned litter and dog bins as set out on the Parish On-line mapping system.

6. Benches

Memorial benches and street/park benches as set out on the Parish On-line mapping system.

7. CCTV (Court Bushes only)

8. Xmas Lights

9. Office Furniture

10. Workshop Equipment

11. Play Areas

Items of play, and outdoor gym equipment at Reeds Lane Rec.

12. CCLA Shares

Any investment for longer than 12 months is regarded as an asset for adding to an asset register.

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL						Page 1
ASSET REGISTER		at 31/08/2024				
LAND		<i>(Figure for AGAR)</i>		Land not Insured as just land so "Not Applicable" to Insurance Value or Replacement Value		
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected	
4-Aug-1944	South Avenue Recreation Ground F/H 1.594 ha	2550	NA	30000	14/03/24	
21-Mar-1928	Reeds Lane Recreation Ground F/H 0.696 ha	1	NA	4000	14/03/24	
1-Mar-1956	Village Garden, High Street F/H 0.119 ha	4250	NA	10000	14/03/24	
18-Aug-1889	Cemetery & Chapel Land F/H 0.84 ha	800	NA	2000	14/03/24	
1928 Imp War Gr Co	Village Green (War Memorial Site, Unregistered)	1	NA	0	14/03/24	
22-Jul-1983	Land Near Old Tel Exchange F/H 0.056 ha	1	NA	2000	14/03/24	
1-Nov-1999	St George's Green L/H 999 years	7000	NA	7000	14/03/24	
24-Mar-2000	Millennium Garden L/H 999 years	6500	NA	6500	14/03/24	
15-Sep-1989	Parish Council Office L/H WSCC 50yrs	20000	NA	16000	14/03/24	
30-Mar-1949	Old Churchyard (Lower Section) Mt Resp.	1	NA	0	14/03/24	
24-Jun-1999	Pitt Lane F/H	100	NA	0	14/03/24	
24-Jun-1999	South Lane F/H	1	NA	0	14/03/24	
26-Jul-1922	Allotments F/H 1.245 ha	1	NA	0	14/03/24	
20-Jul-2017	Highfield Drive Hurst Meadows F/H 3.6Ha	220	NA	7500	14/03/24	
8-Jan-2018	Little Park Meadows & Woodland F/H 16Ha	1	NA	180000	14/03/24	
29-Nov-2018	Wilderness & Tilleys Copse Woodland F/H	1	NA	320000	14/03/24	
26-Nov-2021	Ladies Walk (25 Year Licence/Hurst Society)	1	NA	0	14/03/24	
	Sub-Total	41429		585000		
BUILDINGS		<i>(Building Valuations Completed for Insurance 4.4.24)</i>				
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected	
2008	Public Toilets, Pitt Lane	1	53500	53500	12/03/24	
2008	Public Toilets, Trinity Road	1	78500	78500	12/03/24	
1-Mar-1956	Chantry Stables, off High Street	137452	295200	295200	12/03/24	
18-Aug-1889	Cemetery Chapel, South Avenue	1177	282700	282700	12/03/24	
1-May-2019	Court Bushes Community Hub (Leasehold 35 Yrs)	1	1349500	1349500	12/03/24	
	Sub-Total	138632	2059400	2059400		
STREET LIGHTING						
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected	
31-Mar-2017	Streetlights (71 Street Lights)	92589	92589	92589	04/03/24	
29-Mar-2018	Streetlights (66 Street Lights)	42017	42017	42017	04/03/24	
	Sub-Total	134606	134606	134606		
STREET FURNITURE						
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected	
Bus Shelters						
	Bus shelter Brick Built, War Memorial	1	20400	20400	15/03/24	
	Bus Shelter Brick Built, Village Garden	1	16000	16000	15/03/24	
13.12.19	Bus shelter Sayers Common West - Wood	10500	10500	10500	15/03/24	
3-Apr-2017	Bus shelter Willow Way - Metal	4224	4224	4224	15/03/24	
1-Jan-2020	Bus shelter Sayers Common East - Wood	8370	8370	8370	15/03/24	
Village Signs						
	Hurst Village Sign, Village Garden Donated by WI	1	400	400	15/03/24	
1-Dec-2000	Sayers Common Village Sign, London Road Pond	391	391	391	15/03/24	
Village Gateways						
24-Jan-2019	Village Gateways (Sayers Common) x 3	7145	7145	7145	30/07/23	
24-Jan-2019	Village Gateways (Hurst) x 5	11906	11906	11906	30/07/23	
Notice Boards						
14-Feb-2014	Notice Board St Georges Lane	1425	1425	1425	25/03/24	
14-Feb-2014	Notice Board Willow Way	1425	1425	1425	25/03/24	
14-Feb-2014	Notice Board Cemetery	1425	1425	1425	25/03/24	
16-Oct-2014	Notice Board Village Garden	1415	1415	1415	15/01/23	
2-Mar-2014	Notice Board Sayers Common	1240	1240	1240	25/03/24	
01/04/2024	Notice Boards Hurst Meadows x 3	3947	3947	3947	28/08/2024	Added Aug 24
Various						
	Finger Posts x7 (Donated by WSCC) Parish On-line	7	3500	3500	25/03/24	
	Gates & Fences	2878	54106	54106	25/03/24	
2-Oct-2017	Access Barriers x 4 S Ave & Reeds Lane	10175	10175	10175	25/03/24	
	Flag Pole, Village Garden	859	859	859	25/03/24	
30-Jun-2013	St Lawrence Children Sculpture, Village Garden	6500	6500	6500	25/03/24	
01/06/2022	Heritage Trail Sign (Hurst Society)	1	600	600	25/03/24	
30.4.24	Bike Racks Sayers Common x2	66	66	66	28/08/24	Added Aug 24

Defibrillators								
2019	Village Centre	2400	2400	2400	25/03/24			
2019	Court Bushes	2400	2400	2400	25/03/24			
2021	Bowling Club (Donated)	1	2400	2400	28/02/23			
2021	Fairfield Rec (Donated)	1	2400	2400	25/03/24			
2021	40 High Street (Donated)	1	2400	2400	25/03/24			
2024	Location TBC Donated by Downlands School	1	2400	2400	05/09/24	Added Aug 24		
18/04/2023	Coronation Bunting (added 23.8.23)	457	457	500	14/08/23			
01-Apr-21	Speed Indicator Device	2350	2350	2350	25/03/24			
23-Mar-21	Coronavirus Memorial Stone on Village Green	1	1760	1760	25/03/24			
15.4.24	Shipping Container at Court Bushes	6005	6005	6005	28/08/24	Added Aug 24		
29.7.24	Cages for Inside Container x 6	970	970	970	28/08/24	Added Aug 24		
1922	War Memorial	1	75000	75000	25/03/24			
	Sub Total	88490	266961	267004				
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected			
Litter Bins								
	Litter Bins at South Ave Rec x 6	250	250	250	12/02/24			
	Hurst Meadows 15 Acres Field x 3	250	250	250	12/02/24			
	Hurst Meadows Bellows Nose x 2	250	250	250	12/02/24			
	Hurst Meadows Hovel Field x1	250	250	250	12/02/24			
	Hurst Meadows Buckwilly x1	250	250	250	12/02/24			
	South of Tilleys Copse on Iden Hurst x1	250	250	250	12/02/24			
	Reeds Lane Rec x 1	250	250	250	12/02/24			
Dog Bins								
	Hurst Meadows South West 15 Acres x1	250	250	250	12/02/24			
	Hurst Meadows East x1	250	250	250	12/02/24			
	Hurst Meadows East Central x1	250	250	250	12/02/24			
	Hurst Meadows South West Bellows Nose x1	250	250	250	12/02/24			
	Hurst Meadows North West x1	250	250	250	16/11/22			
	Hurst Meadows South Buckwilly x1	250	250	250	12/02/24			
	Hurst Meadows West to Hovel Field x1	250	250	250	12/02/24			
	South of Tilleys Copse on Iden Hurst x1	250	250	250	12/02/24			
	Sub-Total	3750	3750	3750				
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected			
Benches								
23 March 2021	Seat Freeman Brothers, Village Green	1	780	780	12/02/24			
01 June 2002	Seat Murdoch (Donated) S Ave Play Area	1	271	271	12/02/24			
19 May 2005	Seat Funnell S Ave Tennis Courts	1	780	780	12/02/24			
01 September 2020	Seat Ian Nelson, Village Garden	1	780	780	12/02/24			
01 September 2020	Seat Daisys, Millennium Garden	1	461	461	12/02/24			
01 September 2021	Seat Heather Boardman, Village Green	1	780	780	12/02/24			
01 September 2021	Seat Simon Hydes, Millennium Garden	1	461	461	12/02/24			
01 September 2021	Seat Jane Dicks, Wickham Way	1	780	780	12/02/24			
04 November 2013	Brown Twins Road	950	780	780	12/02/24			
04 November 2013	St Lawrence Sch/Trinity Road	950	780	780	12/02/24			
04 November 2013	Orchard Way	950	780	780	12/02/24			
04 November 2013	S Ave Rec	950	780	780	12/02/24			
04 April 2015	S Ave Rec	950	780	780	12/02/24			
04 April 2015	S Ave Rec	950	780	780	12/02/24			
06 June 2017	Seats x 3 South Ave Rec	2496	2500	2500	12/02/24			
11 January 2018	Seats x 2 Cuckfield Road, Weald Close	1278	1560	1560	12/02/24			
	Sub-Total	9482	13833	13833				

Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected
CCTV					
01 May 2019	Court Bushes CCTV	3000	3000	3000	23/01/24
23 January 2024	Court Bushes CCTV 3xAdditional Cameras (Added Jan 2024)	1895	1895	1895	23/01/24
Christmas Lights					
12 November 2020	Extra String of Xmas Lights	250	250	250	01/12/23
04 September 2017	Christmas Lights, High Street	2980	2980	2980	01/12/23
14 October 2021	Christmas Motifs x9 Sayers Common Lamp Posts	3285	3285	3285	01/12/23
	Sub-Total	11410	11410	11410	
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected
Office Furniture & Fittings					
01 January 2021	6 Desks	1	600	600	25/03/24
01 April 2021	5 Chairs	648	648	648	25/03/24
	Safe	7725	7725	7725	25/03/24
01 January 2021	4 Cabinets	1	800	800	25/03/24
01 January 2021	5 Pedestals	1	750	750	25/03/24
01 April 2021	4 Telephone Handsets	80	80	80	25/03/24
10 May 2005	Notice Boards in VC Foyer	500	500	500	25/03/24
01 January 2000	Chairman's Chain of Office	379	379	379	25/03/24
13 May 2010	Projector + Screen	420	420	420	25/03/24
14 February 2019	1 x DELL desktop (Inspiron)	594	594	594	25/03/24
01 May 2021	Rack	258	258	258	25/03/24
01 May 2021	Switch	549	549	549	25/03/24
01 May 2021	Cabling	310	310	310	25/03/24
01 May 2021	5 Dell Laptops	4,500	4500	4500	25/03/24
01 May 2021	5 Docking Stations	900	900	900	25/03/24
01 May 2021	6 Screens	1080	1080	1080	25/03/24
01 May 2021	Wifi Access Points	570	570	570	25/03/24
09 August 2021	Surge Protection	370	370	370	25/03/24
10 November 2022	PA System, 2 Speakers and Microphone Stand	338	338	338	25/03/24
09 February 2023	Gazebo	318	318	318	25/03/24
28 March 2024	4 Dell VOIP Headsets for Telephony	687	687	687	25/03/24
	Sub Total	20229	22376	22,376	
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected
Workshop Equipment					
02 November 2022	Petrol Strimmer (Kept for Parts)	380	380	380	01/03/24
02 November 2022	Hedge trimmer and battery	296	296	296	01/03/24
	Mowers and Machinery	2000	2000	2000	01/03/24
	Trailer	875	10000	10000	01/03/24
12 March 2021	Chemical Cabinet	333	333	333	01/03/24
	Hand Tools	1	12000	12000	01/03/24
27 February 2024	Brushcutter/Strimmer	450	450	450	01/03/24
	Sub Total	4335	25459	25459	
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Inspected
Play Ground Equipment					
31-Jul-2016	South Avenue:				
	Roundabout	4,305	4,305	4,305	11/02/23
	Climber Space Net & Slide	34,956	34,956	34,956	11/02/23
	Trampoline (buried)	4,152	4,152	4,152	11/02/23
	Multiplay Junior	21,492	21,492	21,492	11/02/23
	Climber Bloqx	12,030	12,030	12,030	11/02/23
	Rocker See-saw	2,845	2,845	2,845	11/02/23
	Rocker Pony	1,000	1,000	1,000	11/02/23
	Double swing	1,847	1,847	1,847	11/02/23
	Carousel	1,909	1,909	1,909	11/02/23
	Swings Toddler x2	3,505	3,505	3,505	11/02/23
	Swing Hammock	140	140	140	11/02/23
	Swings Mixed Junior x2 & Basket	7,018	7,018	7,018	11/02/23
	Fencing	6,463	6,463	6,463	11/02/23
	Surfacing	2,586	2,586	2,586	11/02/23
	Sub Total	104,248	104,248	104,248	
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10-May-2012	Reeds Lane South East:				
	Outdoor Gym Chest Press				11/02/23
	Outdoor Gym Cross Trainer				11/02/23
	Outdoor Gym Leg Push				11/02/23
	Outdoor Gym Walker				11/02/23
	Multiplay Toddler				11/02/23
	Rocker Bird				11/02/23
	Swing Junior 2 Seats				11/02/23
	Swing Toddler 2 Seats				11/02/23

	Sub Total	17178	17178	17178			
11-Feb-22	Reeds Lane South West:						
	Log Swing				11/02/23		
	Swing Board				11/02/23		
	Stepping Stones				11/02/23		
	Trapeze Swing				11/02/23		
	Parallel Bars				11/02/23		
	Log Traverse				11/02/23		
	Crossed Rope Walk				11/02/23		
	Scramble Net Log Climber				11/02/23		
	Safety Tiles				11/02/23		
	Sub Total	18574	18574	18574			
	TOTAL PLAY EQUIPMENT	140,000	140,000	140,000			
CCLA SHARES							
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Date Last Updated		
31-Aug-24	CCLA Shares	108331.54			31/03/23	Updated 31.8.24	£108331.54
	Sub-Total	108331.54					
GRAND TOTAL		700,695					
		(Figure for AGAR)					
DISPOSALS							
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Disposal Date		
Street Lighting	Lighting Columns x 66	0					
	Lighting Columns x 71	0					
Date of Acquisition	Description and Location	Cost at Acquisition	Insurance Value	Replacement Value	Disposal Date		
	Bus Shelters						
	Bus Shelters, Wickham Hill	22298			01/06/19		
	Bus Shelters, Willow Way				03/04/17		
	Play Equipment, Reeds Lane			8919			
	Notice Board, Sayers Common			550	02/03/14		
	Notice Board, St George's Lane			50	14/02/14		
	Notice Board, Village Green			100	16/10/14		
	Office IT Equipment						
15-Oct-2013	2 x computers (DELL Inspiron 3000)	1650			01/10/13		
10-Jun-2014	1 x computer (DELL Inspiron 3000)	358					
6-Dec-2017	1 x DELL laptop (Inspiron)	608					
1-Sep-2000	Computer Equipment (DELL Inspiron)			1,300			
	Brother S15 fax	30		30			
	Hoover						
1-Oct-1996	Old Computer Equip				15/10/13		
	Benches						
29-Sep-2008	Seat Womens Institute Health Centre	318	Health Ctre				
1-Feb-2002	Seat Lambert (Donated) Trinity/Brown Twins	302	Trinity Rd/Br Twins		01/04/12		
1-Jun-2002	Seat Golden Jubilee, Berrylands SC	270	Berrylands Stores SC				
01 February 2002	Seat Fagliano (Donated) Cemetery	1	302	302	16/11/21		
	South Avenue Play Equipment:						
1-Jan-2002	Junior Swings	1,021		1,747			
1-Jan-2002	Heaton Unit	7,548		12,916			
1-Jan-2002	Wicksteed Norman	8,713		14,909			
	2 Kompan Springys	1,050		1,797			
	Toddlers Swing	1,090		1,563			
	Willow	5,365		9,180			
1-Feb-2011	Van - Vauxhall Combo reg: VU 57 NGO	6000		Sold for £500	30/09/21		
DIFFERENCES:							
		£					
3 Noticeboards for Hurst Meadows		3947					
Court Bushes Container		6005					
Cages for Container x 6		970					
Bike Racks Sayers Common x2		66					
Updated CCLA	2334.04						
Dinated Defib	1						
Total Increase:	13323.04						