

Minutes of Bramber Parish Council (BPC) Annual Meeting

Held on 2 September 2026

Present:

Cllrs A Blakelock (Chair), H Bayford, M Croker (Vice-Chair), D Croker, M Tilley and the Clerk.

Members of the public:

County Cllr V Finnegan, District Cllr R Noel

125. Welcome and apologies for absence

The Chair welcomed members of the public to the meeting. Apologies were accepted from Cllrs S Blakelock and S Green. Cllr D Kitson and D Goodall were not present. The Chair requested that the Clerk investigates the legal position concerning Cllrs D Kitson and D Goodall's continued absence.

The Chair proposed that item 130 b – WSCC Councillor Report - be brought forward to the public session so that Cllr Finnegan was free to leave once the report was received and discussed in Council.

126. Declarations of interest

None received.

127. Minutes of previous meeting

Draft minutes for the BPC Ordinary Meeting on 1 July 2026 were unanimously agreed subject to amendment.

128. Public session

WSCC Cllr Finnegan updated the Council:

- Closure of the WSCC Public Rights of Way (PRoW) inbox – the PRoW inbox closes on 2 October 2026, and residents will no longer be able to report issues via email. The introduction of online reporting tool is part of an ongoing programme to improve how WSCC manages and responds to issues across the county's rights of way network and is intended to provide a quicker and more efficient way for residents and visitors to report problems. A key advantage is the ability to pinpoint the exact location of an issue on an interactive map. This helps ensure reports contain the information our officers need from the outset, reducing delays caused by having to clarify locations or seek additional details. Reports are automatically transferred into the asset management system, where they can be assessed, prioritised and allocated to the appropriate officer removing the need for manual data entry, enabling the team to focus more of its time and resources on resolving issues rather than processing reports.

The move to online reporting also brings PRoW in line with the wider highways service, where customers already use digital reporting tools to report issues such as potholes and drainage problems. By adopting a consistent approach across services, it can provide a more streamlined and efficient experience for residents whilst making the best use of public resources.

Residents who would prefer to speak with someone directly can continue to contact the WSCC contact centre on 01243 777100 for assistance.

Further information and access to the reporting tool can be found on the "[Report a problem with a Right of Way - West Sussex County Council](#)" web page.

- Signage left/not taken down – a report on 19 June stated that there were three signs at various points at the junction between Goring Road and Clays Hill, one sign at the bottom of Clays Hill at the junction with the Clays Hill roundabout, one sign just after junction of Maudlin Lane and Annington Road and one sign just after the junction of College Hill with Bramber Road.

The Highways Officer reported that he had inspected the area and taken pictures on 20 August. He had removed the flood warning sign and contacted the contractor to remove remaining signs ASAP. The site was reinspected on the 2 September, and all the signs had been moved to one location just off the bottom of the Clay's Hill roundabout by Maudlin Lane. The Highways Officer confirmed that the issue had now been forwarded to the WSCC Work Licensing team for action.

- Fires – there is concern about the fire hazards related with recycling vapes, electric blankets and e-bikes.

Defective electric blankets – these pose a serious fire risk. Regular testing is recommended for blankets over two years old to ensure they are still safe to use, while blankets over ten years old should be replaced. Bookings are now open for this year's free electric blanket testing sessions. The sessions will also be attended by Prevention Assessment Team nurses and representatives from the Sussex Fraud Team and Neighbourhood Watch, to offer additional advice and support.

For booking information see Appendix A.

E-bikes - West Sussex and Surrey Fire & Rescue Services (WSFRS) has issued a warning following a significant fire at a property in Crawley caused by an e-bike battery left on charge in the living room. This resulted in the mobilisation of eight nearby crews, one casualty being treated at the scene, one cat dying in the fire and four dogs being rescued.

Lithium-ion batteries are found in many rechargeable devices such as e-bikes, vapes and mobile phones. If over-charged, short-circuited, submerged in water or damaged, they pose a significant fire risk.

"Fires involving lithium-ion batteries can escalate rapidly and produce intense heat and toxic smoke in a very short space of time. Never charge large lithium-ion batteries, such as e-scooters and e-bikes, in hallways or stairwells where they could block your escape. Try to charge and store them away from living areas."

- Body-worn cameras - in response to reports of dangerous driving, drivers failing to stop at crossings, and incidents of verbal abuse towards school crossing patrol officers WSCC is introducing body worn cameras for school crossing patrol officers to help keep children, pedestrians and crossing patrol staff safe. Earlier this year, a successful four-week trial was carried out at a number of schools across West Sussex, with positive

feedback from participating officers; incidents reduced by 50% when body worn cameras were in use.

The cameras are being introduced at locations identified through incident data, ensuring they are used where they can have the greatest impact. Sites will be reviewed each year and may change based on local need. Where necessary, footage may also be used to support police investigations into incidents that occur while officers are carrying out their duties

As part of wider efforts to improve safety for staff and the public, body worn cameras are also being introduced for Network Compliance Officers. These officers help ensure that works and activities taking place on the highway network comply with legal requirements, safety standards, and permit conditions to keep roads safe and minimise disruption.

- BT digging verges – BT has been churning up verges alongside properties in Kings Barn Lane, Rosemary Avenue and De Broase Way without notice and no boarding to protect the verges. Residents (who have been looking after/mowing this area as it has never been done by the Council) would like to ensure that the contractor re-seeds the areas. New areas have now been boarded off again without notice.

The Highways team has reported that: “On this permit we have requested condition NCT11b notifying residents of the works a week prior to them starting the works on 13/08 on De Broase Way. If BT has not done this then it is in breach of their conditions on this permit and we can look to investigate. Unfortunately, we are unable to prove prior to works starting on every permit that residents have been notified and we rely on the utilities to uphold the conditions and requirements that have been placed on the permit before we grant it. As it appears that this has not happened in this case, I will look to pass this over to our compliance team to investigate and look for the proof that this was actually carried out and if not, we may be able to give BT a fixed penalty notice.”

With regards to the reseeded, the contractor will be reseeding the verges. Although this might not be carried out straight away, it will more than likely carry this out at the conclusion of these works. A Permit will not be required for this. Morrisons - the sub-contractor for BT - can be contacted for information on: 01322917892.

- Better active transport – the WSCC green group is pushing to establish more active travel initiatives. The administration itself is a cross-party alliance and working well.
- PROW/twitten 3802 and DMMO - The diversion application for FP 3802 has been received by the Council and formally accepted. The next stage is for the Council to undertake a detailed investigation of the proposal.

As part of this process, the application must be carefully assessed against the legal tests set out in Section 119 of the Highways Act 1980, together with relevant guidance and policy considerations. No decision has yet been made on the merits of the application, and the purpose of the investigation is to determine whether the proposal satisfies the statutory requirements. Given the level of public interest in this application, and our awareness that there are differing views regarding any potential change to the alignment of FP 3802, the matter will ultimately be considered by the Planning and Rights of Way Committee. At the moment, it cannot be confirmed at which committee meeting this will be discussed but the report and supporting documents are normally published

approximately 10 days before the meeting and are available on the Council's website – [Browse meetings - Planning and Rights of Way Committee](#).

Should the Rights of Way Officer investigation conclude that the application meets the relevant legal criteria, the Council (Committee) may decide to make a Public Path Diversion Order (PPO). The Order would set out the proposed new route, illustrated on an accompanying plan, together with details such as the width of the path. Where widths vary along the route, these would be clearly shown on the plan and detailed in the Order. It is important to note that making an Order does not mean that the diversion has been approved.

A made Order is subject to a statutory consultation period of 28 days, during which anyone may submit representations either in support of, or in opposition to, the proposal. The consultation process is widely publicised through site notices, publication in the local press, notification to the relevant Parish and District Councils, and consultation with prescribed organisations such as the Ramblers Association and the Open Spaces Society. This consultation stage provides the formal opportunity for interested parties to make their views known and is the correct time for formal objections to be made. If objections are received during the statutory consultation period, the order will fall to be determined by the Planning Inspectorate and in the circumstances, it is more than likely that a local public inquiry will be held to consider the case for all parties.

About the principle of "once a highway, always a highway", this is an established legal principle. However, highway authorities are provided with powers under the Highways Act 1980 to divert public rights of way where the relevant statutory tests are met. The current application has been submitted under those provisions and will be considered in accordance with the legal framework set out in the Act.

WSCC Rights of Way Officer: 'Regarding the questions relating to the property boundaries of Penland Cottage, I am currently unclear as to how this issue relates to the diversion application itself. If any party feels this is a point relevant to the diversion application and the legal framework, then I would suggest that this is set out in any formal representation submitted in response to the making of an Order as set out above.'

Cllr Tilley reported that he had used the PRoW online reporting form and it was very easy to use.

Note - Cllr Finnegan left the meeting at 7.30pm

129. Matters arising

129 a Bramber Society use of the BPC general store and related insurance cover – the Clerk reported that she had contacted the Bramber Society to confirm the exact items it was storing in the BPC general store (behind the toilets). All the items – Christmas decorations and old flower baskets – were of very little value so it was agreed not to add them as specific items to the Council's insurance policy.

129 b Firebreak behind mobile home park & adjacent 'unowned' land – the Clerk confirmed that the contractor had cut back all the excessive foliage and scrub. It was agreed that he had done a good job and that next year the task should be undertaken earlier in the summer season.

It was suggested that residents whose homes backed on to the area had been throwing rubbish over their hedges aggravating the fire hazard. All agreed that the Clerk should write a news piece

for *Your Mag* reporting the Council's action in creating a firebreak and to encourage residents to dispose of their rubbish in an appropriate way.

Note – Cllr Noel arrived at the meeting at 7.40pm

129 c Replacement Queen's Canopy tree in the King's Meadow – the Clerk reported that she had received National Trust permission for the Council to plant a fruit or native tree in the new location. She had also contacted the HDC Parks and Countryside department regarding funds for a replacement tree. Funds are no longer available, so she has registered BPC's interest with the Tree Council for a grant for 2026/27.

Cllr Tilley had suggested a Rowan Tree, and this was agreed to be a good choice. Cllr Noel reported that he had spoken to HDC Parks and Countryside and it might be possible to obtain a tree 'in store'. It was agreed that he would investigate this and report back to the Clerk.

129 d River Run – closure of Bramber carpark & additional resident parking – the Chair reported that the proprietors of the Tollgate Hotel had agreed to let residents park in the Hotel carpark from Saturday 5 September evening until Sunday 6 September afternoon. The Clerk confirmed that she had thanked the proprietors for their offer.

129 e WSCC Highways request - topic for the Highways' briefing update – the Clerk confirmed that preparation of news piece about the BPC's new village gateway was on-going. It was agreed that she would also submit the write-up to WSALC for its newsletter.

129 f Finger post to guide walkers as they come away from the White Bridge – it was agreed to postpone plans to erect the finger post sign until HDC had confirmed any forthcoming changes to the BPC's boundaries.

130. Reports

130 a Horsham District Council (HDC) – Cllr R Noel updated the Council:

- National Planning Policy Framework (NPPF) – the new NPPF took effect on 17 August. A key change in the associated National Scheme of Delegation is that more decisions will be made by Planning Officers rather than committee and the HDC Planning Committee membership will be reduced from 15 to 13.
- Swan Walk – the precinct is partially closed following a 'bird strike'. Horsham Parish Council own the land which is leased to a management company which leases it to the shops who are responsible for the insurance.
- Recycling – Anglo Doorstep Collections has taken over responsibility for doorstep collection of re-useable items such as clothing, books and working small electrical [itemsequipment](#). It will not collect broken electrical items; collections for these can be booked via the [HDC collection portal](#).
- Local Government Reorganisation (LGR) – a Government decision on the new Unitary Authorities has been deferred to October 2026 reducing preparation time for the change.
- Active Travel – an Active Travel Advisor has been appointed. This is a new role.
- Leisure facilities – HDC Cabinet is discussing new procurement contracts for leisure facilities.

- HDC Local Plan – the consultation on modifications to the HDC Local Plan has now closed. WSCC has objected over a range of issues including flood risk, transport, sustainable drainage systems, highway safety,, affordable housing allocations for older people and specialist care accommodation. The Inspector will report back in December 2026 following further hearings in October.

130 b WSCC – WSCC Councillor to report – see Public Session - item 128.

130 c Joint Parishes Neighbourhood Wardens – the Chair reported that the latest JPNW report highlighted fly tipping within the Bramber Castle grounds. The Wardens had set up a monitoring session along the Walks for All paths to engage with and deter cyclists from cycling along the footpaths.

130 d Joint Parishes Climate Action Group (JPCAG) – the Chair updated the Council following a meeting on 8 July: members agreed that one action point could be highlighted each month in *Your Mag* to encourage community engagement. The group also discussed putting together a joint statement on water management on behalf of the three parishes; Simon Birnstingl agreed to prepare a draft.

The environmentalist Jonathan Porritt will be giving a talk at Steyning Grammar School on 21 October addressing practical actions communities can take. Weald to Waves is issuing a toolkit for parish councils to support local engagement. There was also discussion about including a wider audience e.g. gardening clubs, schools and residents who might not normally be involved in environmental issues.

It was agreed that hedge cutting for ease of access should be included in the Local Walking and Cycling Plan.

130 e Joint Parishes Cemetery Committee - the Clerk summarised Cllr S Blakelock's report from the meeting held on 13 July. There was a request from the JPCC Clerk for access to funds to cover unexpected costs, such as those associated with last winter's storm. It was agreed to formalise Delegated Authority to give access up to £5k.

A tree report was used as a basis for a site inspection by the committee: it was agreed that trees identified for removal should be removed ASAP.

An update to the cemetery plan implies that there is a 10-year supply of burial plots at the current rate of usage.

Cemetery extension: A JPCC discussion in March with the land agents acting for the Passmore's farm had resulted in it agreeing to request that the farm owners consider a sale of some land to the Joint Parishes to enable Botolph's cemetery to expand. The JPCC would need to cover costs and legal fees.

On 22 June the agent held an initial discussion with the landowner, and the agent has agreed to work on a figure to present to the JPCC. In the meantime, it was agreed that the JPCC should commission a survey to ensure that the proposed piece of land is suitable for cemetery use. There was cautious optimism that it may be able to purchase the necessary land. The JPCC Clerk would contact the owner directly to ascertain progress made.

The next meeting is planned for January 2027.

130 f Joint Parishes Youth Committee (JPYC)– following a meeting on 14 July, Cllr Bayford updated the Council: the JPYC Committee now consists of three Steyning Town Councillors, two Upper Beeding PC Councillors and herself from BPC. Simon Alexander was appointed as Chair, and she was appointed as vice-Chair. The youth group has chosen *The Hang-out* as its new name and it is running a competition for the design of its logo.

130 g HALC – the Chair reported that the latest meeting was held on 20 August and that minutes would be circulated once received. Cllr Noel reported that although it was intended to be the HALC AGM with elections for officers, this could not take place as it was agreed that the HALC constitution could not be ratified. He also added that some invoices had not been sent out. The next meeting is on 4 November 2026.

130 h Bramber Castle / English Heritage/National Trust – in Cllr Green's absence, the Clerk reported that Cllr Green is continuing to try and get an update from English Heritage / National Trust about the castle driveway and car park. She understood that the fencing at the entrance of the driveway had now been pushed to one side, but no-one knows who did this. Cllr Green had checked with English Heritage/National Trust on 2 September but there is no further update.

130i Village Hall Committee – Cllr Tilley updated the Council following a meeting on 27 July: Room rental income has increased. £5,000 has been allocated for new toilets, with the balance of £10,000 coming from a grant. The floors have been renewed, new electrical points and windows installed throughout and there is a new internet booster in the Upper Beeding Room. The small kitchen has been re-stocked with new cutlery etc-. The solar panels have been tripping the electrics so this needs to be resolved.

It was also reported that the land on which the hall is built has not been registered and the deeds could not currently be found. The plan is to contact the Steyning Museum to see if there is any relevant information. The land can be registered retrospectively but this would involve legal costs.

130 j Website – Cllr Tilley had attended a Society of Local Council Clerks (SLCC) webinar addressing how parish councils can ensure that their websites conform to the Accessibility Statement (WAG) 2.2 AA, now required by the Annual Governance and Accountability Return (AGAR) and showing 'active compliance'.

Key compliance requirements:

- Council-owned domains and emails (such as info@steyparishes.gov.uk) must be used.
- Website accessibility – public-facing digital content must fully meet Web Content Accessibility Guidelines (WAG) 2.2 AA legal requirements and include an Active Accessibility Statement.
- IT and digital Governance Policy – this is now mandatory for parish council governance to ensure device usage and data security.
- Data protection – Councils must evidence lawful handling, secure storage and proper disposal of personal data in accordance with the Data Protection Act 2018.

Conclusions: BPC email and website accounts are both compliant. The website domain should be registered to the Council not an individual – this needs checking and implications for possible costs. The WAG accessibility statement should be updated annually and an IT Policy adopted (and updated annually)

Cllr Tilley had used Wave by Webaim to check for current website compliance and the feedback was positive. PDF compliance will still need to be done manually.

130 k Patient Participation Group – Cllr Bayford reported that the next meeting would be in the second week of September 2026.

130 l South Downs National Park (SDNP) – Cllr D Croker confirmed that the latest SDNP newsletter had been circulated. She also reported responses to the SDNP new Local Plan were now being reviewed.

130 m Bramber Emergency Plan (EP)– Cllr Bayford updated the Council following a meeting with the Fire Service focussing on wildfire and flooding preparedness:

- The ditches between High Trees and the Castle roundabout need dredging and the wooden slats by Riverside Cottage need replacing – ownership of both is unclear as the Environment Agency has passed on responsibility to the landowners.
- Emergency equipment – the store needs to have three or four fire beaters and the hose needs checking as it might have perished and need replacing.
- Training is being arranged by the Fire Service on how to use the water pumps.
- The EP Coordinator has contacted HDC regarding fire breaks at Bramber Brooks and it is looking into it; he has had no response from English Heritage and National Trust regarding the Castle grounds.

It was agreed that Cllr Bayford should investigate costs for three fire beaters and a new water pump (if required), and that the BPC EP should remain on future meeting agendas.

Cllr Tilley said that the emergency store key lock was not working. The Clerk confirmed that she would arrange for this to be fixed as a matter of urgency.

131 Finance and governance

131 a To accept and sign off payments and invoices for June 2026 – the Clerk noted that the payments and invoices had been submitted to the Chair for countersigning, as noted by the Council.

131 b Payments for September 2026 – the following payments were unanimously approved:

September payments/invoices to be agreed by BPC	
WSCC Lighting and Maintenance – 2025-26	£ 1,193.13
SLCC – Councillor Assertion 10 training	£ 70.20
Firebreak – Bramber caravan park & footpath - Inv 2441	£960.00
EDF Energy August 26	£25.07*
Toilet Cleaning - Julie Bakter £13.47x 31	£417.57
Nest Pension payment	£13.93*
HALC membership 24-25 & 25-26 INV-0194	£40.00
Clerk salary – Aug 26	£508.93

HMRC (PAYE) – Aug 26 961PM10319612	£160.07
Clerk expenses – mileage £5.20, working from home allowance, £26, printer paper £7.99	£39.19
Chichester Payroll – Aug 26 - BPC2347	£15.00
Bank service charge	7.00*

*Paid in month for approval

131 c BPC Reconciled accounts – the reconciled accounts for June, July and August 2026 were presented by the Clerk and unanimously agreed – see Appendix B.

131 d External audit for end of year Accounts 25-26 – the Clerk reported that the external auditor, Moore UK Ltd, had raised two queries regarding AGAR 2025-26. She has responded to these and is now awaiting confirmation of completion of the annual audit.

131 e To discuss and agree BPC’s response to the HDC Community Governance Review draft recommendations – the draft recommendations had been circulated to all Councillors prior to the meeting. It was agreed that the following sentence on page 12 relating to Clay’s Field should be removed: “That wording indicates a possible future discussion rather than an agreed proposal.” The Clerk agreed to respond to the Review accordingly.

131 f Asset transfer – the Clerk reported that asset transfer applications were on-going.

131 g S106 grant application for the replacement toilet door – Cllr M Croker confirmed that the charity Springboard had applied for an S106 grant including the Bramber allocation, and that if agreed this would affect the amount of funds available for BPC use. He had calculated the pro-rata BPC contribution to Springboard, on basis of population, was £76. This contributory amount was unanimously agreed and the Clerk confirmed that she would go ahead and submit the toilet door application and relevant documents to HDC on this basis.

131 h Donation request by the Bramber Society – the Chair confirmed that a donation of £150 had been agreed via email for the Society’s summer fete and paid in advance. It was agreed to contribute a further £50 to the Society as per the Society's received grant application.

131 i To discuss and agree BPC IT Policy 2026 - the Clerk reported that she was awaiting feedback of the revised draft BPC IT Policy from the internal auditor before presenting it to Council.

131 j To discuss and agree an interim BPC internal audit in November 2026 – the Clerk reported that following the BPC AGAR 2025-26 internal audit it had been recommended that the Council commissions an interim audit in preparation for the end-of-year audit in 2027. This was unanimously agreed.

132. Planning

Planning applications – none received.

133. Other planning matters

133 a BPC planning comments agreed by email – it was noted that comments to DC/26/1262 & DC/26/1289 had been agreed and submitted to HDC by the Clerk

134. Highways and Public Rights of Way (PROW)

134 a Speedwatch – the Clerk summarised Cllr S Blakelock's report: Two sessions had been held in August – one in The Street for 30mins, reporting 10 vehicles speeding (47% of traffic); and one in Clay's Hill for 60mins, reporting nine vehicles speeding. All drivers have received an official letter from the police. The Clay's Hill number has stabilised, and this is a reduction on the pre-village gateway data.

135. Correspondence

135a To discuss and agree BPC's response to questions submitted by the Coombe Drove residents group regarding DMMO for PROW 3802 – the questions had been circulated to all Councillors prior to the meeting and were read out at the meeting. The following response was agreed:

1. BPC's decision was based on a desire to find a resolution. Submissions made by the owner of Penland Cottage, a resident with experience of the history & current position of PROW 3802 and the relevant Ramblers' Association officer, proposed a compromise on which BPC made its decision. It is not BPC, but WSCC who is the legal authority on this subject, and it is for it to make the decision regarding the DMMO for PROW 3802.
2. As BPC is not the legal authority responsible for the DMMO for PROW 3802, it has no responsibility to check legal documents such as land property boundaries and the deeds of Penland Cottage.
3. BPC is independent of Steyning Town Council (STC) and therefore sees no reason to change its decision which was unanimously agreed at the BPC Ordinary Meeting on 1 July 2026.

135 b Other correspondence – a resident had emailed the Clerk complaining that the HDC bin collection lorries were disturbing him early in the morning. Cllr M Croker had responded to the email and the resident referred to a response form the HDC waste collection team.

136. Other Parish matters

The Chair reported that local councils are concerned about a large development proposal near Hurstpierpoint (Mid Sussex District) and its effects on the River Adur, flash flooding and water contamination. It was agreed that the Clerk should prepare a response expressing BPC's similar concerns and submit this as its response to the Mid Sussex Local Plan Consultation.

It was noted that there would be an HDC local council communications meeting on 21 September at Henfield Village Hall at 6pm.

Cllr Tilley reported that a new dog bin had been installed at the entrance of Bramber Brooks with possible implications for BPC bin collection costs; and a locked gate has been erected just north of the community orchard to prevent vehicular traffic from entering Bramber Brooks.

137. Items for the next agenda

Update on the acquisition of fire smotherers for the emergency store and a possible hose replacement.

138 Date of next meeting

7 October 2026 at 7pm at Upper Beeding Village Hall. BPC Planning Meeting subject to the receipt of planning applications.

The meeting closed at 9.15pm

Appendix A

Electric blanket testing, well-being support and keeping safe and warm

Residents can book an appointment to have their blanket tested and meet the winter well-being team on 0345 872 9719. Dates and locations below as follows:

- 5 & 6 October - Durrington Community Centre, 2 Romany Road, Worthing BN13 3FJ.
- 7 October - Horsham Library, Lower Tanbridge Way, Horsham RH12 1PJ
- 8 October - Lancing Parish Hall, Community Hub, 96 South Street, Lancing, BN15 8AJ.
- 13 October - Age UK, Glen Vue Centre, Railway Approach, East Grinstead, RH19 1BS.
- 14 October - The Bridge Leisure Centre, Wickhurst Lane, Broadbridge Heath, Horsham, RH12 3YS.
- 15 October - Chanctonbury Leisure Centre, Spierbridge Road, Storrington, RH20 4BG.
- 20 & 21 October - Haywards Heath Fire Station, Mill Green Road, Haywards Heath, RH16 1XQ

The Citizens Advice Energy Team will also be attending some events with advice on heating homes during winter and improving energy efficiency.

Further advice on keeping safe and warm at home can be found

at <https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/home-fire-safety/electrical-and-heating-appliance-safety-advice/>

Appendix B

Bramber Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		22,992.16
	ADD		
	Receipts 01/04/2026 - 30/06/2026		21,771.66
			44,763.82
	SUBTRACT		
	Payments 01/04/2026 - 30/06/2026		18,957.89
	Cash in Hand 30/06/2026 (per Cash Book)		25,805.93
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Unity Bank - current 30/06/2026	4,337.54	
	Unity Bank - savings 30/06/2026	21,468.39	
			25,805.93
	Less unrepresented payments		
			25,805.93
	Plus unrepresented receipts		
	Adjusted Bank Balance		25,805.93
	A = B Checks out OK		

Bramber Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		22,992.16
	ADD Receipts 01/04/2026 - 31/07/2026		21,771.66
	SUBTRACT Payments 01/04/2026 - 31/07/2026		44,763.82
			20,578.50
	Cash in Hand 31/07/2026 (per Cash Book)		24,185.32
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Unity Bank - current 31/07/2026	2,716.93	
	Unity Bank - savings 31/07/2026	21,468.39	
			24,185.32
	Less unrepresented payments		
			24,185.32
	Plus unrepresented receipts		
	Adjusted Bank Balance		24,185.32
	A = B Checks out OK		

Bramber Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 01/09/2026		
	Cash in Hand 01/04/2026		22,992.16
	ADD Receipts 01/04/2026 - 01/09/2026		21,771.66
	SUBTRACT Payments 01/04/2026 - 01/09/2026		44,763.82
			22,311.19
	Cash in Hand 01/09/2026 (per Cash Book)		22,452.63
B	Cash in hand per Bank Statements		
	Petty Cash 01/09/2026	0.00	
	Unity Bank - current 01/09/2026	984.24	
	Unity Bank - savings 01/09/2026	21,468.39	
			22,452.63
	Less unrepresented payments		
			22,452.63
	Plus unrepresented receipts		
	Adjusted Bank Balance		22,452.63
	A = B Checks out OK		