



To All Councillors on the Finance & General Purposes Committee,

You are summoned to a meeting of the **Finance & General Purposes Committee** on **Wednesday 26 May 2021 at 7.30pm.**

All COVID guidelines must be adhered to:

Masks must be worn on entry and at all times unless seated or speaking; masks must be worn if not seated.

Please use the hand sanitiser on arrival.

Scan or sign in for Track and Trace.

Room to be used: **Council Chambers**

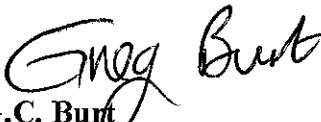
Maximum number of people (Cllrs + Officers + public) permitted in room: **16**

Please read the Council's Covid Risk Assessment which can be found here.

www.billingshurst.gov.uk under Council Documents.

Although the meeting is open to the public, we are limited on capacity, so residents are able to view the meeting livestreamed on the Council's Facebook page and YouTube, technology permitting.

If any member of the public plans to attend, it would be helpful (for the purpose of attendee management) to let the parish office know in advance. council@billingshurst.gov.uk / 01403 782555.


G.C. Burt
Clerk to the Council

20 May 2021

AGENDA

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 28 April 2021, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for April 2021, Appendix A.

8. To note Current and Reserve bank reconciliations to 30 April 2021, Appendix B.
9. To note Bonus Saver Reserve bank reconciliations to 30 April 2021, Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
11. 2020-21 Accounts
 - a) To consider any matters in raised in the final Internal Audit Report and agree suggested response, Appendix D.
 - b) To note and consider the final accounts by budget, Appendix E.
12. To consider grant applications:
 - c) Billingshurst Dramatic Society, Appendix F.
 - d) St Catherine's Hospice, Appendix G. (Accounts available upon request)
 - e) Billingshurst Street Pastors, Appendix H.
(Grant overview, Appendix I.
13. Highways
 - a. To consider request for continuation of highway tree planting scheme.
Appendix J.
14. Public Realm CCTV – to review the specification (Appendix K) and consider an offer from WCCTV of a free trial, Appendix L.
15. Neighbourhood Plan – to the note the result of the referendum – previously circulated.
16. Any other matters for information only.
17. Date of Next Meeting – **Wednesday 23 June 2021**

Committee Members: BB, GA, PB, RM, **KP**, EB, DH, CG

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Date: 14/05/2021

Billingshurst Parish Council Current Year

APPENDIX A

Time: 16:09

Current Bank A/c

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Horsham DC	012860	124.00		Bin emptying
06/04/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
06/04/2021	Sainsbury's	CARD	13.20		Emergency loo rolls
06/04/2021	Netcom IT Solutions	DD	545.86		IT support
11/04/2021	A272 Design	012868	641.40		May TWEET + legal notice
11/04/2021	G Burt	012872	20.00		Oil drum / bin / Manor Fields
12/04/2021	SSE	012851	87.31		Street lighting energy
12/04/2021	Rialtas Business Solutions Ltd	012852	1,479.60		20-21 close + 21-22 support
12/04/2021	Drainline Southern Ltd	012853	14,016.00		OW works Daux Av area
12/04/2021	Wightman & Parrish Ltd	012854	164.64		Public toilets kit/supplies
12/04/2021	Billingshurst CCC	012855	1,912.00		Various
12/04/2021	Ellis Whittam	012856	4,832.82		H&S + HR support 21-22
12/04/2021	WSALC Ltd	012857	2,126.97		WSALC + NALC sub 2021-22
12/04/2021	Horsham DC	012858	5,551.75		NDR+Council Tax: Loos + 83a HS
12/04/2021	G Burt	012859	90.00		Pigeon holes for office
12/04/2021	Horsham DC	012860	304.00		Bin emptying all sites
12/04/2021	Mulberry & Co	012861	126.00		Training x3
12/04/2021	Gary Steer Builders Ltd	012862	4,600.00		Demolish/remove skatepark
12/04/2021	G Burt / Alexandru F Ilies	012863	2,664.00		Reimb / fence contractor
12/04/2021	Alexandru F Ilies	012840	-2,664.00		CHEQUE REJECT BY BANK/CANCEL
14/04/2021	Restream Inc,	CARD	14.26		Restreaming service
15/04/2021	Tennant UK Cleaning Sol.	DD	156.72		Sweeper service
16/04/2021	Network One	DD	209.93		Phone charged etc.
19/04/2021	PWLB	10831.25	10,831.25		PWLB / 83a High St
22/04/2021	POST OFFICE	CARD	239.75		Stamps
23/04/2021	Post Office	CARD	132.00		Postage
23/04/2021	EE & T Mobile	DD	11.24		Mobile phone
26/04/2021	Siemens Fin Serv	DD	160.80	Copier rental	Siemens Fin Serv
29/04/2021	PWLB	BACS	10,128.52		PWLB / BCCC Imps.
30/04/2021	NatWest	BACS	1.97		Bank interest
30/04/2021	NatWest	BACS	-1.97		Incorrect entry
30/04/2021	NatWest	BACS	19.60		Bank charges
30/04/2021	Sussex Land Services	SO	2,328.11		GM - April
30/04/2021	Tennant UK Cleaning Sol.	DD	322.95		Sweeper service
Total Payments			61,260.97		

14/05/2021

Billingshurst Parish Council Current Year

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16:09

Current Bank A/c**Cash Received between 01/04/2021 and 30/04/2021**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
14/04/2021	A272 Design / Village TWEET	BACS	Planter sponsorship	78.00
14/04/2021	Aurac Sound + Vision	BACS	Planter sponsorship	78.00
08/04/2021	Deacon Crickmay	BACS	Cleaning JM March 2021	1,025.34
19/04/2021	Hayman Hospitality / Whispers	BACS	Planter sponsorship	150.00
15/04/2021	HMRC	BACS	VAT refund Q4 2020-21	5,488.79
26/04/2021	HMRC	BACS	Overdue refunds from 2020-21	18,473.57
29/04/2021	Horsham DC	BACS	Precept 2021-22 Part 1	204,389.50
26/04/2021	Hosham DC	BACS	CIL 2020-21 2nd 1/2	35,997.11
15/04/2021	Jengers Craft Bakery	BACS	Planter sponsorship	78.00
14/04/2021	Kings Head	BACS	Planter sponsorship	78.00
13/04/2021	NatWest	BACS	Compen. for stopping cheque	75.00
30/04/2021	NatWest		Bank interest	1.97
15/04/2021	SJ Robinson / Pet Pooch Boutiq	BACS	Planter sponsorship	78.00
Total Receipts				265,991.28

Date: 14/05/2021

Billingshurst Parish Council Current Year

APPENDIX B

Time: 15:59

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2021	408	100.00
Business Reserve Account	30/04/2021	318	386,574.52

 386,674.52
Unpresented Cheques (Minus)Amount

23/03/2021	012836	Aurac Sound & Vision Ltd	20.00
23/03/2021	012837	Parkfield Retail Ltd	20.00
23/03/2021	012839	Billingshurst Osteopaths Ltd	20.00
01/04/2021	012860	Horsham DC	124.00
12/04/2021	012852	Rialtas Business Solutions Ltd	1,479.60
12/04/2021	012854	Wightman & Parrish Ltd	164.64
12/04/2021	012856	Ellis Whittam	4,832.82
12/04/2021	012858	Horsham DC	5,551.75
12/04/2021	012859	G Burt	90.00
12/04/2021	012860	Horsham DC	304.00

 12,606.81

 374,067.71
Receipts not Banked/Cleared (Plus)

0.00

 0.00

 374,067.71

Balance per Cash Book is :-

374,067.71

Difference is :-

0.00

Date: 14/05/2021

Billingshurst Parish Council Current Year

APPENDIX C

Time: 14:00

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 3 - Bonus Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	30/04/2021	93	186,352.53
			<u>186,352.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,352.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,352.53
		Balance per Cash Book is :-	186,352.53
		Difference is :-	0.00

PP
17/5/21



Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response – Final Audit
VAT due per the balance sheet at 31.3.21 was £19,763. This is due to VAT being owed for quarters 1 and 3.	This should be chased up as a matter of urgency as these VAT refunds should have been processed by HMRC by now.	Resolved / refunds received.
All Council cash is currently held with one bank.	consider diversifying risk by holding monies in more than one financial institution. I understand from the Clerk that this is currently under review.	In hand.
General reserves at year end were £82K, which represents 22% of precept. This is a little low, the NALC Practitioners Guide suggests general reserves should not fall below 25 % of net revenue expenditure.	Whilst the Council has well developed earmarked reserves, these are in the main held to support assets and capital expenditure, The council should look to increase general reserves in the medium term.	Noted. Will take forward as part of Budgeting process in Autumn.
Missed accrual of £17,044 relating to the January 2020 payroll. This accrual was missed from the 19-20 accounts. The clerk arranged for this to be processed by RBS	Given the value of the accrual, I recommended that the clerk should amend the accounts to ensure this transaction is posted to the correct year of account. This requires box 4 and 7 of the comparative 19-20 accounts to be restated, and reduced staff costs in box 4 for 20-21 to be reduced to the correct level.	Resolved. 219-20 accounts restated on AGAR.
The Council is still using cheques. I understand that plans to move to online banking have stalled this year due to the pandemic and lack of assistance from the bank.	However, this must be moved forward in 21-22, cheques are increasingly outdated, and many suppliers will no longer accept payment by cheque.	In hand.
the external audit certificate was not signed off until 2 February 2021, so the statutory deadline for publishing the audited accounts was missed. I must therefore report that the Council has not met control objective N – compliance with publication requirements 2019-20 accounts.	Late external audit signature we believe was due to an resident query that the external auditors were obliged to examine.	Noted.

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 26 MAY 2021

2020-21 ACCOUNTS

REPORT BY CLERK

FOR NOTING & DECISION

The Council has recently approved the Accounting Statements for the year 2020-21.

It is traditional for this Committee to consider in detail the accounts by budget and cost centre etc.

I do need though to apologise to Members at the outset as I told Members during budget-setting last autumn that there should be a healthy surplus; this was clearly wrong and I am looking to see how I can improve my own financial forecasting skills before this autumn.

I attach:

Annual Budget by Centre (a)

Detailed Income & Expenditure by Budget Heading (b)

In summary, the Council's expenditure exceeded income by £16,896, compared to £14,967 the previous year.

I have tried to see where the bulk of overspends has fallen and printed out the following which I hope Members find informative:

Miscellaneous repairs (c)

Office Expenses (d)

Highways (e)

Billingshurst Centre (f)

I would draw Members specific attention to / make the following comments:

- Considerable invoices were paid in 20-21 for the improvements to the entrance to Lower Station Road Recreation Ground; however S106 funds towards this were received in the previous year.
- We reimbursed the Billingshurst Centre £8,664.24 for professional services incurred in bringing forward the plans for the new garage to the rear of the Centre to house the Litter Warden Team. (from CIL)
- We spent an unbudgeted £4,595.15 on professional advice to support our response to HDC's Local Plan last spring.
- We spent £4,050 on highway trees (from CIL)
- We spent £1,129.83 on new sockets for the Five Oaks SID (from an EMR)
- Because I omitted to pay the approved grant of £2,000 to the Billingshurst Centre in 2019-20, this came out of the 20-21 budget.

Having discussed these accounts with the Council's accounting advisor, Mark Mulberry, he concurs with me that the way the accounts are set up on Rialtis is not helpful, in that all revenue and capital expenditure is lumped together to give the final bottom line, rather than separate precept/other income met expenditure, from capital/projects which are largely met from Earmarked Reserves, CIL, S106 funding and grants.

I am also mindful that we have been trying to move some projects along, sewer connection at Jubilee, new path at Station Road Gardens, drainage improvements at Jubilee for example for which there is no specific budget allocation, and instead relying upon inadequate general budget headings. I think this also requires addressing in future before commissioning exploratory work for otherwise approved projects.

Financial implications to the Council of the pandemic have been previously reported to Members.

The Committee is invited to:

1. Note the detailed outturn for the year 2020-21.
2. Request changes to the accounting package to separate out revenue and capital expenditure more clearly.
3. Consider increasing General Reserves for the start of the next financial year.
4. Ensure that there are specific or adequate budgets to meet professional advice costs in order to move projects forward.

Billingshurst Parish Council 2020/21

Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u>	<u>Income</u>								
1076	352,463	352,463	373,325	373,325	373,325	0	408,779	0	0
1080	250	995	600	260	401	0	450	0	0
1225	0	685	500	1,138	400	0	685	0	0
1250	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
1251	0	33,966	0	51,615	51,246	0	52,271	0	0
1399	0	5,656	0	0	0	0	0	0	0
	354,713	395,766	376,425	428,338	427,372	0	464,185	0	0
	<u>354,713</u>	<u>395,766</u>	<u>376,425</u>	<u>428,338</u>	<u>427,372</u>		<u>464,185</u>		
<u>210</u>	<u>Parks and Open Spaces</u>								
1100	1,789	1,120	1,807	1,900	0	0	1,843	0	0
	<u>1,789</u>	<u>1,120</u>	<u>1,807</u>	<u>1,900</u>	<u>0</u>	<u>0</u>	<u>1,843</u>	<u>0</u>	<u>0</u>
	<u>Total Income</u>								
4110	30,000	28,011	30,000	23,690	25,000	0	30,000	0	0
4120	4,088	5,670	4,129	4,200	617	0	4,212	0	0
4130	4,088	109,487	4,129	111,609	7,000	0	4,212	0	0
4140	800	0	808	0	0	0	800	0	0
4150	511	1,220	516	650	1,114	0	526	0	0
4160	8,000	8,159	8,000	8,886	8,031	0	3,480	0	0
4170	7,500	5,483	7,575	5,568	5,481	0	6,500	0	0
4180	2,000	0	2,000	2,744	3,000	0	2,040	0	0
4190	1,000	0	1,000	0	0	0	1,020	0	0
4200	2,000	5,785	2,000	3,250	3,000	0	2,040	0	0
4210	1,533	28,218	1,548	1,987	1,000	0	1,579	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4220	SRG Ongoing Maintenance	2,000	400	2,000	0	0	0	2,000	0	0
	Overhead Expenditure	63,520	192,433	63,705	162,585	54,243	0	58,409	0	0
	210 Net Income over Expenditure	-61,731	-191,313	-61,898	-160,685	-54,243	0	-56,566	0	0
6000	plus Transfer from EMR	0	176,398	0	57,675	31,441	0	0	0	0
	Movement to/(from) Gen Reserve	(61,731)	(14,915)	(61,898)	(103,009)	(22,802)		(56,566)		
220	General Admin									
1077	Grants	0	131,395	0	104,094	60,000	0	0	0	0
1200	General Admin Income	8,022	8,157	8,102	5,175	8,000	0	8,264	0	0
	Total Income	8,022	139,552	8,102	109,269	68,000	0	8,264	0	0
4310	Chairman's Allowance	200	170	200	84	100	0	200	0	0
4320	Solicitors	3,500	142	3,535	878	1,033	0	3,606	0	0
4330	Audit Fees	2,000	2,015	2,000	2,167	2,000	0	2,040	0	0
4340	Accountants Fees	500	331	500	560	560	0	510	0	0
4350	Bank Charges	256	299	259	275	300	0	264	0	0
4360	Insurance	10,400	7,517	7,517	6,661	6,636	0	5,700	0	0
4370	Subscriptions	3,000	2,421	3,000	2,793	3,000	0	3,000	0	0
4380	Office Expenses	3,577	28,539	3,613	9,715	13,794	0	4,000	0	0
4381	Postage	0	1,264	700	241	500	0	700	0	0
4390	Telecomms	3,000	5,570	3,030	3,813	6,000	0	5,000	0	0
4400	Photocopying	2,000	1,226	2,020	1,037	842	0	1,500	0	0
4410	Youth Service-Staffing	13,719	13,719	14,240	14,240	14,240	0	14,525	0	0
4430	Training	2,500	935	2,500	711	500	0	1,000	0	0
4440	Council Comms	4,674	6,504	4,721	5,259	5,513	0	5,000	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4450 Christmas Lights	7,665	11,453	10,000	9,327	9,000	0	12,000	0	0
4460 IT	4,344	7,472	4,387	5,947	6,183	0	6,500	0	0
4470 Room Hire	2,000	2,829	2,000	700	400	0	2,040	0	0
4480 Members Allowances	1,500	0	0	0	0	0	0	0	0
4490 Swimming Pool	10,000	0	0	0	0	0	0	0	0
4500 BVH Utility Bills	3,000	0	3,000	0	3,000	0	3,060	0	0
4510 H&S and HR Support	2,000	0	2,000	0	0	0	3,900	0	0
Overhead Expenditure	79,835	92,405	69,222	64,407	73,601	0	74,545	0	0
220 Net Income over Expenditure	-71,813	47,146	-61,120	44,862	-5,601	0	-66,281	0	0
6000 plus Transfer from EMR	0	24,246	0	5,740	8,570	0	0	0	0
6001 less Transfer to EMR	0	49,457	0	188,754	241,807	0	0	0	0
Movement to/(from) Gen Reserve	<u>(71,813)</u>	<u>21,936</u>	<u>(61,120)</u>	<u>(138,153)</u>	<u>(238,838)</u>		<u>(66,281)</u>		
230 Salaries									
4000 Salaries	153,140	201,484	157,734	215,051	207,265	0	227,407	0	0
Overhead Expenditure	153,140	201,484	157,734	215,051	207,265	0	227,407	0	0
Movement to/(from) Gen Reserve	<u>(153,140)</u>	<u>(201,484)</u>	<u>(157,734)</u>	<u>(215,051)</u>	<u>(207,265)</u>		<u>(227,407)</u>		
240 Village Hall									
4550 BCCC Improvement Loan	20,257	20,257	20,257	10,831	20,257	0	20,257	0	0
Overhead Expenditure	20,257	20,257	20,257	10,831	20,257	0	20,257	0	0
Movement to/(from) Gen Reserve	<u>(20,257)</u>	<u>(20,257)</u>	<u>(20,257)</u>	<u>(10,831)</u>	<u>(20,257)</u>		<u>(20,257)</u>		
250 Highways									
1300 Highways Income	27,428	27,969	27,702	28,088	28,455	0	28,256	0	0

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Billingshurst Parish Council 2020/21
Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	27,428	27,969	27,702	28,088	28,455	0	28,256	0	0
Total Income									
4610 Suction Sweeper Maintenance	2,500	1,822	2,525	3,959	3,000	0	3,000	0	0
4620 Other Highway Costs	5,000	1,871	5,050	7,921	5,000	0	5,151	0	0
	7,500	3,693	7,575	11,880	8,000	0	8,151	0	0
Overhead Expenditure									
250 Net Income over Expenditure	19,928	24,276	20,127	16,208	20,455	0	20,105	0	0
6000 plus Transfer from EMR	0	102	0	5,180	8,878	0	0	0	0
Movement to/(from) Gen Reserve	19,928	24,378	20,127	21,387	29,333		20,105		
260 Lighting									
4650 Electricity	2,300	316	2,300	246	500	0	500	0	0
4660 Maintenance	2,300	1,054	2,300	0	1,000	0	1,100	0	0
	4,600	1,369	4,600	246	1,500	0	1,600	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(4,600)	(1,369)	(4,600)	(246)	(1,500)		(1,600)		
270 Neighbourhood Wardens Support									
4700 Neighbourhood Wardens Support	55,000	60,821	70,000	68,761	0	0	71,400	0	0
4701 N/Wardens' accommodation	1,000	1,000	1,000	1,010	1,010	0	1,020	0	0
	56,000	61,821	71,000	69,771	1,010	0	72,420	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(56,000)	(61,821)	(71,000)	(69,771)	(1,010)		(72,420)		
280 Section 137									
4750 Section 137 Donations	2,500	13,379	2,500	2,662	2,500	0	2,500	0	0
4760 Community Transport	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
4780 Luncheon Club Room S/Ship	600	398	606	0	0	0	618	0	0

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Billingshurst Parish Council 2020/21
Annual Budget - By Centre (Actual YTD Month 12)

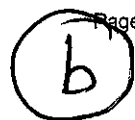
	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	Carried Forward
4790 Billingshurst Centre	2,000	0	2,020	4,020	4,020	0	22,000	0
6000	7,100	15,777	7,126	8,682	8,520	0	27,118	0
	0	11,695	0	1,087	0	0	0	0
300	(7,100)	(4,082)	(7,126)	(7,595)	(8,520)		(27,118)	
300								
83a High Street								
1255 83a High St flat net income	2,295	333,883	9,350	0	0	0	9,537	0
Total Income	2,295	333,883	9,350	0	0	0	9,537	0
4555 Purchase of 83a High St	0	324,016	0	20,780	0	0	0	0
Direct Expenditure	0	324,016	0	20,780	0	0	0	0
4660 Maintenance	500	0	505	0	0	0	515	0
5000 PWLB Repayment	9,790	0	21,663	20,257	21,663	0	21,663	0
Overhead Expenditure	10,290	0	22,168	20,257	21,663	0	22,178	0
300 Net Income over Expenditure	-7,995	9,867	-12,818	-41,037	-21,663	0	-12,641	0
6000 plus Transfer from EMR	0	316,613	0	0	0	0	0	0
6001 less Transfer to EMR	0	333,883	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(7,995)	(7,403)	(12,818)	(41,037)	(21,663)		(12,641)	
Total Budget Income	394,247	898,289	423,386	567,595	523,827	0	512,085	0
Expenditure	402,242	913,255	423,387	584,491	396,059	0	512,085	0
Net Income over Expenditure	-7,995	-14,967	-1	-16,896	127,768	0	0	0
plus Transfer from EMR	0	529,054	0	69,682	48,889	0	0	0

Continued on next page

Billingshurst Parish Council 2020/21

Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	383,340	0	188,754	241,807	0	0	0	0
Movement to/(from) Gen Reserve	<u>(7,995)</u>	<u>130,748</u>	<u>(1)</u>	<u>(135,968)</u>	<u>(65,150)</u>		<u>0</u>		



Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	373,325	373,325	0			100.0%	
1080 Bank Interest Received	260	600	340			43.4%	
1225 Parks income	1,138	500	(638)			227.6%	
1250 BCCC Management Fee Rcvd	2,000	2,000	0			100.0%	
1251 BCC Salary recharge	51,615	0	(51,615)			0.0%	
Income :- Income	428,338	376,425	(51,913)			113.8%	0
Net Income	428,338	376,425	(51,913)				
210 Parks and Open Spaces							
1100 Sponsorships	1,900	1,807	(93)			105.1%	
Parks and Open Spaces :- Income	1,900	1,807	(93)			105.1%	0
4110 Grass Cutting & Floral Display	23,690	30,000	6,310		6,310	79.0%	559
4120 Trees	4,200	4,129	(71)		(71)	101.7%	
4130 Miscellaneous Repairs	111,609	4,129	(107,480)		(107,480)	2703.1%	59,542
4140 Churchyard Maintenance	0	808	808		808	0.0%	
4150 Skateboard Park/Ball Court	650	516	(134)		(134)	126.0%	
4160 Toilets	8,886	8,000	(886)		(886)	111.1%	
4170 Dog & Litter Bin Emptying	5,568	7,575	2,007		2,007	73.5%	
4180 Jubilee Fields-Grounds Maint.	2,744	2,000	(744)		(744)	137.2%	
4190 Jubilee Fields Pavilion	0	1,000	1,000		1,000	0.0%	
4200 Jubilee Fields Skate Park	3,250	2,000	(1,250)		(1,250)	162.5%	
4210 Play Equip-Inspect/Repl/Repair	1,987	1,548	(439)		(439)	128.3%	
4220 SRG Ongoing Maintenance	0	2,000	2,000		2,000	0.0%	
Parks and Open Spaces :- Indirect Expenditure	162,585	63,705	(98,880)	0	(98,880)	255.2%	60,101
Net Income over Expenditure	(160,685)	(61,898)	98,787				
6000 plus Transfer from EMR	57,675						
Movement to/(from) Gen Reserve	(103,009)						
220 General Admin							
1077 Grants	104,094	0	(104,094)			0.0%	193,754
1200 General Admin Income	5,175	8,102	2,927			63.9%	
General Admin :- Income	109,269	8,102	(101,167)			1348.7%	193,754
4310 Chairman's Allowance	84	200	117		117	41.8%	
4320 Solicitors	878	3,535	2,658		2,658	24.8%	
4330 Audit Fees	2,167	2,000	(167)		(167)	108.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Accountants Fees	560	500	(60)		(60)	112.0%	
4350 Bank Charges	275	259	(16)		(16)	106.3%	
4360 Insurance	6,661	7,517	856		856	88.6%	
4370 Subscriptions	2,793	3,000	207		207	93.1%	
4380 Office Expenses	9,715	3,613	(6,102)		(6,102)	268.9%	740
4381 Postage	241	700	459		459	34.5%	
4390 Telecomms	3,813	3,030	(783)		(783)	125.8%	
4400 Photocopying	1,037	2,020	983		983	51.3%	
4410 Youth Service-Staffing	14,240	14,240	(0)		(0)	100.0%	
4430 Training	711	2,500	1,789		1,789	28.5%	
4440 Council Comms	5,259	4,721	(538)		(538)	111.4%	
4450 Christmas Lights	9,327	10,000	674		674	93.3%	
4460 IT	5,947	4,387	(1,560)		(1,560)	135.6%	
4470 Room Hire	700	2,000	1,300		1,300	35.0%	
4500 BVH Utility Bills	0	3,000	3,000		3,000	0.0%	
4510 H&S and HR Support	0	2,000	2,000		2,000	0.0%	
General Admin :- Indirect Expenditure	<u>64,407</u>	<u>69,222</u>	<u>4,815</u>	<u>0</u>	<u>4,815</u>	<u>93.0%</u>	<u>740</u>
Net Income over Expenditure	<u>44,862</u>	<u>(61,120)</u>	<u>(105,982)</u>				
6000 plus Transfer from EMR	5,740						
6001 less Transfer to EMR	188,754						
Movement to/(from) Gen Reserve	<u>(138,153)</u>						
<u>230 Salaries</u>							
4000 Salaries	215,051	157,734	(57,317)		(57,317)	136.3%	
Salaries :- Indirect Expenditure	<u>215,051</u>	<u>157,734</u>	<u>(57,317)</u>	<u>0</u>	<u>(57,317)</u>	<u>136.3%</u>	<u>0</u>
Net Expenditure	<u>(215,051)</u>	<u>(157,734)</u>	<u>57,317</u>				
<u>240 Village Hall</u>							
4550 BCCC Improvement Loan	10,831	20,257	9,426		9,426	53.5%	
Village Hall :- Indirect Expenditure	<u>10,831</u>	<u>20,257</u>	<u>9,426</u>	<u>0</u>	<u>9,426</u>	<u>53.5%</u>	<u>0</u>
Net Expenditure	<u>(10,831)</u>	<u>(20,257)</u>	<u>(9,426)</u>				
<u>250 Highways</u>							
1300 Highways Income	28,088	27,702	(386)			101.4%	
Highways :- Income	<u>28,088</u>	<u>27,702</u>	<u>(386)</u>			<u>101.4%</u>	<u>0</u>
4610 Suction Sweeper Maintenance	3,959	2,525	(1,434)		(1,434)	156.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Other Highway Costs	7,921	5,050	(2,871)		(2,871)	156.9%	5,180
Highways :- Indirect Expenditure	<u>11,880</u>	<u>7,575</u>	<u>(4,305)</u>	<u>0</u>	<u>(4,305)</u>	<u>156.8%</u>	<u>5,180</u>
Net Income over Expenditure	<u>16,208</u>	<u>20,127</u>	<u>3,919</u>				
6000 plus Transfer from EMR	5,180						
Movement to/(from) Gen Reserve	<u>21,387</u>						
260 Lighting							
4650 Electricity	246	2,300	2,054		2,054	10.7%	
4660 Maintenance	0	2,300	2,300		2,300	0.0%	
Lighting :- Indirect Expenditure	<u>246</u>	<u>4,600</u>	<u>4,354</u>	<u>0</u>	<u>4,354</u>	<u>5.4%</u>	<u>0</u>
Net Expenditure	<u>(246)</u>	<u>(4,600)</u>	<u>(4,354)</u>				
270 Neighbourhood Wardens Support							
4700 Neighbourhood Wardens Support	68,761	70,000	1,239		1,239	98.2%	
4701 N/Wardens' accommodation	1,010	1,000	(10)		(10)	101.0%	
Neighbourhood Wardens Support :- Indirect Expenditure	<u>69,771</u>	<u>71,000</u>	<u>1,229</u>	<u>0</u>	<u>1,229</u>	<u>98.3%</u>	<u>0</u>
Net Expenditure	<u>(69,771)</u>	<u>(71,000)</u>	<u>(1,229)</u>				
280 Section 137							
4750 Section 137 Donations	2,662	2,500	(162)		(162)	106.5%	1,087
4760 Community Transport	2,000	2,000	0		0	100.0%	
4780 Luncheon Club Room S'Ship	0	606	606		606	0.0%	
4790 Billingshurst Centre	4,020	2,020	(2,000)		(2,000)	199.0%	
Section 137 :- Indirect Expenditure	<u>8,682</u>	<u>7,126</u>	<u>(1,556)</u>	<u>0</u>	<u>(1,556)</u>	<u>121.8%</u>	<u>1,087</u>
Net Expenditure	<u>(8,682)</u>	<u>(7,126)</u>	<u>1,556</u>				
6000 plus Transfer from EMR	1,087						
Movement to/(from) Gen Reserve	<u>(7,595)</u>						
300 83a High Street							
1255 83a High St flat net income	0	9,350	9,350			0.0%	
83a High Street :- Income	<u>0</u>	<u>9,350</u>	<u>9,350</u>			<u>0.0%</u>	<u>0</u>
4555 Purchase of 83a High St	20,780	0	(20,780)		(20,780)	0.0%	
83a High Street :- Direct Expenditure	<u>20,780</u>	<u>0</u>	<u>(20,780)</u>	<u>0</u>	<u>(20,780)</u>		<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4660 Maintenance	0	505	505		505	0.0%	
5000 PWLB Repayment	20,257	21,663	1,406		1,406	93.5%	
83a High Street :- Indirect Expenditure	<u>20,257</u>	<u>22,168</u>	<u>1,911</u>	<u>0</u>	<u>1,911</u>	<u>91.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(41,037)</u>	<u>(12,818)</u>	<u>28,219</u>				
Grand Totals:- Income	567,595	423,386	(144,209)			134.1%	
Expenditure	584,491	423,387	(161,104)	0	(161,104)	138.1%	
Net Income over Expenditure	<u>(16,896)</u>	<u>(1)</u>	<u>16,895</u>				
plus Transfer from EMR	69,682						
less Transfer to EMR	188,754						
Movement to/(from) Gen Reserve	<u>(135,968)</u>						

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Billingshurst Parish Council 2020/21



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Nominal Ledger Report by ACCOUNT

A/c Code	4130	Miscellaneous Repairs			Annual Budget	4,129
Centre	210	Parks and Open Spaces			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	27/03/2020	012628	Cashbook	LSRRG Imps part 3	36,001.65	
1	01/04/2020	XXX	Cashbook	xx	1.00	
1	01/04/2020	XXX	Cashbook	xxx		1.00
1	01/04/2020	59	Journal	S Gas Network refund due	30,000.00	
1	01/04/2020	62	Journal	YE Reverse journal 60	15,268.49	
1	16/04/2020	012625	Cashbook	LSRRG Imps. prof serv.	1,691.50	
1	16/04/2020	012625	Cashbook	Various prof work	340.00	
2	15/05/2020	012647	Cashbook	LSRRG Mgmt fee	880.60	
3	01/06/2020	012651	Cashbook	LSRRG works payment No 4	8,621.85	
3	16/06/2020	012661	Cashbook	LSRRG Project Mgt fee	737.80	
4	22/07/2020	012683	Cashbook	Jubilee barrier adjustment	150.00	
4	22/07/2020	012688	Cashbook	Living Roof on Bus Shelter	608.97	
5	04/07/2020	012696	Cashbook	LSRRG Imps pymt 5	3,338.28	
5	22/07/2020	012688	Cashbook	Correction to cheque inputed	0.02	
5	25/08/2020	012710	Cashbook	LSRRG Proj. Mgmt.	695.30	
5	25/08/2020	012710	Cashbook	Cancel incorrect cheque		695.33
5	25/08/2020	012713	Cashbook	LSRRG Consultancy	695.30	
5	25/08/2020	012710	Cashbook	Cancel cheque		695.30
5	25/08/2020	012710	Cashbook	Cancel cheques		695.33
5	25/08/2020	012710	Cashbook	Cancel entry	1,390.65	
6	04/09/2020	102530	Cashbook	Gas main move refund / LSRRG		37,723.74
6	21/09/2020	012719	Cashbook	LSRRG Imps Payment 6	1,720.00	
6	21/09/2020	012725	Cashbook	LSRRG Project mgmt	610.30	
6	21/09/2020	012727	Cashbook	LSRRG gate sign	46.00	
7	15/10/2020	012743	Cashbook	New bollard for V/Green	201.49	
7	15/10/2020	012744	Cashbook	LSRRG imp's mgmt	567.80	
7	15/10/2020	012746	Cashbook	Living roof sign	14.00	
7	15/10/2020	012749	Cashbook	LSRRG replace playground sign	125.00	
8	02/11/2020	CARD	Cashbook	Various ironmongery	29.57	
8	16/11/2020	012770	Cashbook	LSRRG imp's consultancy	1,081.20	
8	16/11/2020	012773	Cashbook	LSRRG 8th stage payment	28,661.66	
9	07/12/2020	012781	Cashbook	Sign fixings LSRRG	10.00	
9	15/12/2020	012787	Cashbook	Prof serv: LSRRG	440.30	
9	15/12/2020	012788	Cashbook	Various	835.00	
9	15/12/2020	012789	Cashbook	LSRRG Imps Valuation 8A	547.47	
10	22/01/2021	CARD	Cashbook	Fence materials for M/F Allot	2,127.99	
10	25/01/2021	012798	Cashbook	Prof serv: LSRRG	583.10	
10	25/01/2021	012798	Cashbook	Prof serv: JF TT drains	127.50	
11	02/01/2021	012811	Cashbook	Reimb / new garage prof fees	8,664.24	
11	15/02/2021	012818	Cashbook	Valuation 10 LSRRG imp's.	836.67	
11	15/02/2021	012819	Cashbook	Advice: LSRRG	212.50	
11	15/02/2021	012819	Cashbook	Advice: Sewer	297.50	
11	15/02/2021	012819	Cashbook	Advice: Trim Trail	127.50	
12	23/03/2021	012840	Cashbook	Install new allotment fence	2,664.00	

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Nominal Ledger Report by ACCOUNT

A/c Code 4130 Miscellaneous Repairs

Centre 210 Parks and Open Spaces

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
12	23/03/2021	012841	Cashbook	Prof serv: Trim Trail	255.00	
12	23/03/2021	012841	Cashbook	Prof serv: LSRR Imps	212.50	
Account Miscellaneous Repairs					151,419.70	39,810.70
Centre Parks and Open Spaces					Net Balance Month 12	111,609.00



A/c Code	4380	Office Expenses				Annual Budget	3,613
Centre	220	General Admin				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
1	08/04/2020	012620	Cashbook	Return of overpayment / Advert		150.00	
1	16/04/2020	012621	Cashbook	Local Plan prof. support.		4,596.15	
1	16/04/2020	012623	Cashbook	Accounting package 20-21		336.50	
1	23/04/2020	CARD	Cashbook	Extn. lead		11.65	
2	12/05/2020	012637	Cashbook	In Bloom entry fee		57.50	
2	15/05/2020	012645	Cashbook	Payroll bureau Oct 19-Mar 2020		348.30	
3	10/06/2020	BACS	Cashbook	Product refund		11.65	
3	10/06/2020	BACS	Cashbook	Refund adjustment			11.65
3	10/06/2020	BACS	Cashbook	Refund adjustment			11.65
3	10/06/2020	BACS	Cashbook	Refund adjustment		11.65	
3	10/06/2020	BACS	Cashbook	Refund adjustment			22.67
3	16/06/2020	012658	Cashbook	AirCon service		132.00	
3	16/06/2020	012666	Cashbook	Stationery		21.14	
4	07/07/2020	012678	Cashbook	Stationery		103.46	
4	27/07/2020	012682	Cashbook	Office utility charges Q1 + Q2		1,166.66	
5	10/06/2020	BACS	Cashbook	Refund adjustment		11.03	
5	04/07/2020	012695	Cashbook	Ink cartridge		42.20	
5	26/08/2020	CARD	Cashbook	Office catering supplies		38.20	
6	21/09/2020	012718	Cashbook	Skate Park survey set up		325.00	
6	21/09/2020	012723	Cashbook	Staionery		69.37	
7	15/10/2020	012738	Cashbook	Office utilities		583.33	
7	15/10/2020	012747	Cashbook	PPE + stationery etc		77.96	
7	28/10/2020	CARD	Cashbook	Coffee etc		40.41	
8	16/11/2020	012773	Cashbook	Eye Test reimb.		25.00	
8	16/11/2020	012774	Cashbook	Eye test reimb.		20.00	
8	16/11/2020	012773	Cashbook	Cancel cheque			25.00
8	16/11/2020	012775	Cashbook	Eye Test		25.00	
9	12/12/2020	012793	Cashbook	Final text amendments to NP		740.00	
9	17/12/2020	012792	Cashbook	Vill Centre CCTV advice		280.00	
9	21/12/2020	CARD	Cashbook	Xmas window shield engraving		11.63	
10	11/01/2021	CARD	Cashbook	Toner		53.34	
11	02/01/2021	012808	Cashbook	Eye Test reimb.		29.17	
12	17/03/2021	CARD	Cashbook	Land ownership enquiry		3.00	
12	23/03/2021	012838	Cashbook	Stationery		110.32	
12	31/03/2021	012845	Cashbook	Payroll cost 01/10/20-31/03/21		354.78	
		Account	Office Expenses	Account Totals		9,786.40	70.97
		Centre	General Admin	Net Balance Month 12		9,715.43	

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Billingshurst Parish Council 2020/21

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Nominal Ledger Report by ACCOUNT

A/c Code	4620 Other Highway Costs				Annual Budget	5,050	
Centre	250 Highways				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	06/04/2020	DD	Cashbook	Garage rental	57.71		
1	27/04/2020	CARD	Cashbook	Disposable gloves + masks	177.96		
2	05/05/2020	DD	Cashbook	Garage rental	57.71		
2	12/05/2020	012638	Cashbook	Hi Viz long coat	45.15		
3	01/05/2020	012648	Cashbook	New sockets for 5 Oaks SID	1,129.83		
3	01/06/2020	012656	Cashbook	PPE etc	55.50		
3	05/06/2020	DD	Cashbook	Garage rental	57.71		
4	06/07/2020	DD	Cashbook	Garage rental	57.71		
4	08/07/2020	CARD	Cashbook	Replace battery/cordless drill	32.43		
5	04/07/2020	012698	Cashbook	Street lighting maint. 19-20	1,080.27		
5	03/08/2020	012673	Cashbook	Sweeper fuel	20.81		
5	04/08/2020	012701	Cashbook	Disp. gloves	124.92		
5	05/08/2020	DD	Cashbook	Garage rental	57.71		
5	25/08/2020	012703	Cashbook	New highways trees	4,050.00		
5	25/08/2020	012708	Cashbook	Spare bowser battery	44.42		
5	25/08/2020	012709	Cashbook	Disp. gloves	51.58		
6	07/09/2020	DD	Cashbook	Garage Rental	57.71		
6	14/09/2020	CARD	Cashbook	Work boots	49.99		
6	21/09/2020	012715	Cashbook	Litter bag hoops	72.50		
6	21/09/2020	012716	Cashbook	Litter Warden Milage	34.40		
7	05/10/2020	DD	Cashbook	Garage Rental	57.71		
8	02/11/2020	012757	Cashbook	Litter Warden Mileage	19.35		
8	02/11/2020	CARD	Cashbook	Ironmongery	29.78		
8	26/11/2020	CARD	Cashbook	Diesel for sweeper	21.05		
9	05/11/2020	DD	Cashbook	Garage rental	57.71		
9	07/12/2020	DD	Cashbook	Garage rental	57.71		
9	16/12/2020	012791	Cashbook	Litter Warden mileage	15.48		
10	05/01/2021	CARD	Cashbook	Ironmongery	5.66		
10	05/01/2021	DD	Cashbook	Garage rental	57.71		
10	25/01/2021	012801	Cashbook	x2 long litter pickers	51.36		
11	02/01/2021	012812	Cashbook	Litter Warden mileage	15.48		
11	05/02/2021	DD	Cashbook	Garage rental	57.71		
11	15/02/2021	012822	Cashbook	Fire exting servicing - garage	35.07		
11	15/02/2021	012822	Cashbook	Fire exting servicing - Loos	35.08		
12	05/03/2021	DD	Cashbook	Garage rent	57.71		
12	23/03/2021	012832	Cashbook	Ironmongery	15.41		
12	23/03/2021	012834	Cashbook	Litter Warden mileage	15.48		
		Account	Other Highway Costs		Account Totals	7,921.48	0.00
		Centre	Highways		Net Balance Month 12	7,921.48	

17/05/2021

Billingshurst Parish Council 2020/21

14:35

Nominal Ledger Report by ACCOUNT

A/c Code	4790	Billingshurst Centre				Annual Budget	2,020
Centre	280	Section 137				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
8	01/10/2020	012754	Cashbook	Grants 19-20 & 20-21		4,020.00	
		Account	Billingshurst Centre		Account Totals	4,020.00	0.00
		Centre	Section 137		Net Balance Month 12	4,020.00	



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST DRAMATIC SOCIETY
2.	Name, Address and Position of Contact in Organisation	CARO ANDERSON COMMITTEE MEMBER
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£ 850
6.	For what purpose or project is the grant requested?	To repair a erect a storage shed for the groups set building items, costumes and props
7.	What will be the total cost?	£ 850 Cost of whole project £3350
8.	When will the money be spent?	JUNE 2021
9.	Who will benefit from the project?	Members of the drama society. Residents of Billingshurst who make up most of our audiences
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	80% of the members & audience Pre covid we had an average performance audience of 75 people per show and did 3 performances per year and 3 shows a year.

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed

Date 2/5/21

Name (In capitals) CARO ANDERSON



Dear Sir Madam,

I am writing on behalf of Billingshurst Dramatic Society to apply for a grant to help us repair and re erect our shed that we use to store all our items need to put on productions. We are a village non profit making group that has been putting on show in the village for over 75 years but had a problem regarding our storage facility during the last couple of years.

The group meets at The Womens Hall and had always been able to store our costumes, props and set building equipment either in the loft or a shed at the back of the hall. However when the hall but in initial plans for their new facilities we were asked to more our costumes, and after a change in their planning permission we were asked to take down our large shed and move it to a completely different area. Then Covid stopped everything, but we have still had to pay for a shed ground rent, even though the shed has not been up, and for off site storage of our things.

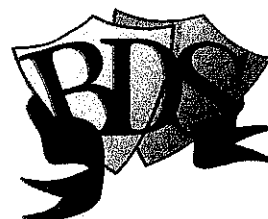
We have now started work on re erecting the shed on a new site at the Womens Hall and have very recently leveled as sloping area of grass and laid a new base at a cost of £2500 to the society. This amount has not come off the accounts that I have attached as they only go upto April 2020. The off site storage for the year has been £1950 and the ground rent a further £600.

Our current balance is just under £4000. Having to move the shed and store our recourses in a different location has made a bit dent in our funds especially as we do not know if we will be able to put on any productions this year, which is our main source of income, and we still have outgoings.

We still have the shed that we took down as it was only a few years old, and we now want to put it onto the new base, repair the damaged part and re felt the entire roof, and it is to do this that we are asking for the grant.

Yours faithfully

BILLINGSHURST DRAMATIC SOCIETY
STATEMENT OF ACCOUNTS TO 30 APRIL 2020



INCOME		Brought Forward	7,902.29
Friends' Subscriptions	735.00		
Online Ticket Sales - Net of 10% Charges	2,502.50		
Direct Ticket Sales	3,067.50		
Show Fees	375.00		
Script Sales to Members	32.00		
Programme Sales	37.95		
Bar Sales - Gross Income	1,599.25		
Drama Festival - Profit Share	100.00		
Horsham District Lottery Income	97.50		
Donations	50.00		
Interest on Deposit Account	9.37		
TOTAL INCOME			8,606.07
EXPENDITURE			
Women's Hall Hire	1,356.00		
Insurance - NODA	316.43		
Shed Rental @ Women's Hall	450.00		
Self Storage Rental - October Onwards	996.37		
Shed Clearance Costs @ Women's Hall	296.00		
Licence/Performing Rights	668.60		
Script Purchase	143.74		
Publicity	405.26		
Costume Hire/Purchase	143.91		
Props Hire/Purchase	148.27		
Set Build Costs	160.61		
Programme Printing	53.95		
Fish & Chips - October Production	959.00		
Bar Supplies	694.28		
Christmas Social Playreading - Food/Venue Hire	86.44		
Gifts	57.89		
Nevin's Plaque	146.10		
Surrey Performing Arts Library - Membership/Hire Charges	109.50		
Website & Online Storage Fees	85.54		
Stationery	38.56		
Miscellaneous	57.20		
TOTAL EXPENDITURE			7,373.65
Current Account	2,993.78		
Deposit Account	5,076.91		
Petty Cash	874.02		
Cash Floats	190.00		
TOTAL FUNDS CARRIED FORWARD			9,134.71

Prepared by:



Print Name:

Denise Robinson

Position:

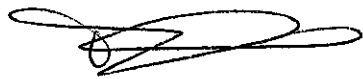
Treasurer

Seconded by:

Print Name:

Position:

I have seen and
checked these accounts



D N BORAWSKI

19/4/2021



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	St Catherine's Hospice
2.	Name, Address and Position of Contact in Organisation	Emma Peadon Philanthropy Assistant St Catherine's Hospice Malthouse Road Crawley RH10 6BH
3.	Telephone Number of Contact	01293 447365
4.	Is the Organisation a Registered Charity?	Yes
	If yes, Charity Number	281362
5.	Amount of grant requested	£200
6.	For what purpose or project is the grant requested?	<p>A Parish Council grant will help St Catherine's provide expert end of life care for people facing death and loss in Billingshurst during these incredibly challenging times.</p> <p>We care for around 8 in 10 patients in the comfort of their home as many people tell us it's important to them to remain close to the people and things that matter to them. Since the outbreak of the Covid crisis, we've seen a 16% increase in the number of patients we care for in the community and a 12% increase in the number of deaths at home.</p> <p>Equipped with appropriate PPE, we continue make home visits to monitor and review patients' medication, care for wounds, provide advice on managing symptoms and sensitively answer question about how a disease might progress. We help patients to keep mobile, independent and living well for as long as possible, arranging home adaptations and equipment where necessary to make life easier. And we help patients with their personal needs, washing and dressing for example, when this becomes too difficult to manage alone.</p> <p>Where COVID-19 has made personal contact unviable, we've embraced technology to provide our expert care virtually. Our clinical teams hold virtual medical consultations with patients and</p>



		<p>we hold regular wellbeing sessions, such as physiotherapist led exercise classes, online for patients and families to access from the comfort of home.</p> <p>We're also available 24 hours a day on the telephone for specialist medical advice and emotional support. Being able to pick up the phone to St Catherine's, day or night, brings reassurance and comfort to patients and their loved ones, and this is more important than ever with the increased isolation and anxiety caused by the pandemic.</p> <p>With continuing support from the Parish Council, we'll be there for people in Billingshurst facing the worst of times during this awful pandemic.</p>
7.	What will be the total cost?	£11,104
8.	When will the money be spent?	During 2021
9.	Who will benefit from the project?	Adults with a terminal illness, and their families and friends, living in Billingshurst.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	The number of Billingshurst parishioners we care for varies each year depending on local need and referrals. Based on previous years, we anticipate caring for between 5 and 10 adults and their loved ones.

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed

Date 05 May 2021

Name (In capitals) EMMA PEADON

Mr Greg Burt
Billingshurst Parish Council
The Billingshurst Village Hall
Roman Way
Billingshurst
RH14 9QW

05 May 2021

Dear Mr Burt,


Please find enclosed an application for consideration by the Parish Councillors, for a grant towards St Catherine's Hospice end of life care within the community. We are most grateful to the Councillors for their previous support of our care, and hope this may continue into 2021.

It was so great to speak to you a few weeks ago to discuss how the pandemic has impacted the Billingshurst Community, and some of the changes we have made at St Catherine's to ensure that we've been able to continue providing care to those who need us over the last year.

A grant of £200 will help our Community Nursing Team to provide expert care for people in Billingshurst living with a terminal illness at home, and to offer support to those closest to them. Please find enclosed a detailed application outlining the support we offer, and the impact that a grant can make, along with a copy of our most recently audited accounts.

I appreciate the Councillors' consideration of my request. If any further information is required please do contact me; otherwise I hope to hear from you in due course.

Yours sincerely,


Emma Peadon
Philanthropy Assistant



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Billingshurst Street Pastors
2.	Name, Address and Position of Contact in Organisation	Don Newport, Chairman.
3.	Telephone Number of Contact	01403
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No NO
5.	Amount of grant requested	£ 500.00
6.	For what purpose or project is the grant requested?	Recruiting, training and equipping new Street Pastors; refresher training for existing SPs; general expenses. See email for more details
7.	What will be the total cost?	£ 2,500.00
8.	When will the money be spent?	Over the next 12 months
9.	Who will benefit from the project?	The community of Billingshurst - all those who live, work, visit, or study in the village. See email for more details
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	An estimate would be 90% of all those in contact with our teams.

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed

Date 12th May, 2021

Name (In capitals) DON NEWPORT

Billingshurst Parish Clerk

From: Don Newport < >
Sent: 12 May 2021 11:49
To: Billingshurst Parish Clerk; Paul Berry
Cc: billingshurst streetpastors
Subject: RE: Billingshurst Street Pastors - funding application
Attachments: BPC application 120521.pdf; BSP Accounts 2020-21 Audited.pdf

Dear Paul and Greg

Please find attached the completed application form for a grant of £500 for the work of the Billingshurst Street Pastors. As mentioned earlier, this is being sought in parallel with an application to the Sussex Community Foundation for a grant of £2000 – the outgoing High Sheriff of West Sussex (2020/21), Dr Tim Fooks, kindly acted as our referee in this respect. The closing date for the current round of applications to SCF was 7th May, so we should know in the next few weeks to what extent we have been successful.

Billingshurst Street Pastors (BSP) is an unincorporated charity, started in May 2013, affiliated to the umbrella organisation Ascension Trust. We provide a reassuring presence on the streets of Billingshurst offering support to any member of the community who needs it, or just a friendly chat. In addition to running patrols during evenings, we also operate during the day including at school leaving times. BSP is led by a Management team who are all members of churches in the village and familiar with local needs. We work closely with Local Authorities, Sussex Police and other local charities and agencies covering such fields as homelessness, addiction, suicide prevention and mental health. Our teams are responsive to the circumstances prevailing at the time of a patrol and will schedule their activities to address the needs of the moment, thus ensuring that the outcomes are focused on those in the community who most need our support. It's important to emphasise that, while our members are practicing Christians, the beneficiaries of the service are anybody and everybody in the community who may have a need or wish to engage with us – irrespective of their faith (or none), cultural background, ethnicity or gender.

The police experience nationally has consistently been that the existence of a Street Pastor group brings benefit to the community within which it operates, particularly at a time when policing budgets are stretched. However, we take great care to ensure that the local community see Street Pastors as entirely independent of the police. With instances of anti-social behaviour, for example, the Street Pastors can often defuse a situation where the police acknowledge their presence might inflame tensions. Our late patrols regularly spend time with people who have enjoyed a few drinks and may need assistance to keep themselves safe. On one occasion most of the evening was spent at the railway station with a rowing couple who were intent on throwing each other on the tracks. Our patrols will regularly litter-pick as they make their way around the village, in particular removing bottles and glass which could otherwise be used inappropriately. This encourages others to care for their environment and also assists engagement with young people when our teams visit the areas where they regularly congregate. So the Street Pastors' impact on the community is very varied and will depend on the needs of individuals encountered at the time.

The budget breakdown for this current funding requirement is:

Recruit four new Street Pastors at a cost of £350 each being £200 for training and £150 for all-weather uniforms = £1400.

Annual levy payable to Ascension Trust (includes insurance costs) = £800*

General expenses, including refresher training for existing SPs = £300

Total = £2500

*Over the last two years this has increased from about £100pa

Please let me know if I can help with any further information in support of this request. In addition to the application form I attach a copy of the annual accounts for BSP to 31st March 2021.

Thank you for considering this application.

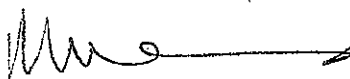
Billingshurst Street Pastors

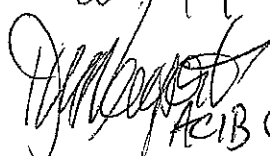
Statement of Financial Activities (including Income & Expenditure Account) for year ending 31 March 2021

	2021 Total Funds £	2020 Total Funds £
Incoming resources		
Donations received	224.10	300.00
Expenses refunded	0.00	365.00
Total incoming resources	<u>224.10</u>	<u>665.00</u>
Resources expended		
Training & Safeguarding	155.53	451.50
Catering	0.00	68.32
Insurance	103.00	103.00
Fees to Ascension Trust	405.00	45.00
Uniforms	98.40	0.00
Total resources expended	<u>761.93</u>	<u>667.82</u>
Net incoming (outgoing) resources	(537.83)	(2.82)
Total funds brought forward as at 1 April 2020	<u>2,934.03</u>	<u>2936.85</u>
Total funds carried forward as at 31 March 2021	<u>2,396.20</u>	<u>2,934.03</u>

Balance Sheet as at 31 March 2021

	2021 £	2020 £
Fixed assets	0.00	0.00
Current assets		
Cash in bank	2,396.20	2,934.03
Creditors: amounts falling due within one year	-	-
Net current assets	<u>2,396.20</u>	<u>2,934.03</u>
Net assets	<u>2,396.20</u>	<u>2,934.03</u>
Capital and Reserves	<u>2,396.20</u>	<u>2,934.03</u>


Treasurer

Audited 29/4/21

ACIB CDAF

Grants awarded by Billingshurst Parish Council

Summary

Applicant	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Victim Support Sussex		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	100.00	75.00
Age UK / Village Agent						50.00	50.00	50.00	1,000.00	1,000.00	1,000.00				
West Sussex Association for the Blind / 4Sight Vision Support	100.00	100.00		50.00	50.00	50.00	50.00	50.00	50.00		100.00	240	250	300	
Central & South Sussex CAB							100.00	100.00	100.00	100.00		150		200.00	
St Catherine's Hospice			50.00		100.00		100.00	250.00	275.00	100.00	200.00	200	200		
Billingshurst Community Partnership Limited	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00		100.00	100.00						
Billingshurst Centre						200.00			50.00						
Billingshurst Centre CCTV												2,260.00			
Billingshurst Bowling Club									500.00						
Billingshurst Centre				34.97			2,500.00		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,020.00	22,000.00
Billingshurst Community Partnership Luncheon Club									561.29	382.36	600.00	600.00	600.00	606.00	618.00
Friends of Station Road Gardens								300.00	400.00						
Billingshurst Community Transport	1,000.00	1,000.00	1,000.00	1,000.00		2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	£2,000.00	2,000.00	2,000.00	2,000.00
West Sussex Mediation Service	50.00		100.00	100.00	100.00	100.00		100.00	125.00	125.00	150.00				
Kent, Surrey & Sussex Air Ambulance	100.00							50.00		200.00		250.00		250.00	300.00
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00								
Royal British Legion	20.00	16.50	16.50	16.50	18.50	18.50	18.50								
West Sussex Mobile Youth Trust				50.00		50.00	50.00								
Outset Youth Action							50.00								
Life Centre						50.00									
Billifest		1,998.68	2,000.00		2,000.00	1,766.49									
St Mary's Church Lighting	175.00	175.00	140.00	140.00											
Disability Awareness				50.00											
Just Different			100.00	50.00											
Girl Guides				100.00											
Billingshurst Football Club			685.00	350.00											
Women's Hall					500.00										
HDC Planning App Fee Jubilee Flagpole					85.00										
Sussex Crimestoppers			100.00												

APPENDIX

H

Billingshurst Parish Clerk

From: Jan Turner <
Sent: 29 April 2021 14:02
To: Billingshurst Parish Clerk
Subject: Trees

Dear Greg

I would be grateful if the Council could give its consideration to planting a few more trees on grass verges around the village/parish. The new trees are proving to be a real delight now they are in blossom.

With the loss of so many trees due to increased housing development and in order to improve the green credentials for the area, further trees would only be a bonus.

I note from your website that the Council committed Community Infrastructure Levy money towards the previous project, could it please consider committing a similar sum again ready for further planting this coming Autumn?

Thank you

Jan Turner

Sent from my iPad

Specification

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SPECIFICATION

1. GENERAL**1.1 Security of Works**

The design and operational capabilities and limitations of the security installation covered by this specification are secret matters and shall be safeguarded at all times.

The Contractor shall therefore take careful note of the contractual conditions relating to security of information. Failure to comply with these conditions by way of an act of negligence by the Contractor shall, at the discretion of the Purchaser, lead to the determination of the Contract.

1.2 Quality of Materials and Workmanship

All goods, materials and plant for permanent works shall be new, of proven reliability, of well-established design, of the best quality and shall comply with all the relevant British Standards and British Standard Codes of Practice as published by the British Standards Institution. Also, other statutory local or national regulations governing any aspect of this type of work shall be complied with unless otherwise agreed in writing by the Engineer. The design, layout and workmanship in every case shall be of the best character and the whole shall be to the approval of the Engineer.

No workman shall be allowed to execute any type of work, which is normally carried out by a skilled tradesman unless he is thoroughly experienced and proficient in the trade concerned.

All proprietary items shall be to the approval of the Engineer and the Contractor shall be responsible for delays caused by the submission of unacceptable details in connection with such approval.

1.3 Siting of Equipment

Before the commencement of the Works, the Contractor shall determine from the Engineer locations of all equipment.

1.4 Making Good

The Contractor shall make good after any new work or after modifications to or removal of existing equipment. All holes or damage to finished surfaces shall be filled or rectified as necessary, ready for final decoration. This clause is in addition to clauses in the General Conditions of Contract and does not replace them.

1.5 Prototype

Site work, which is repeated in its general form or in detail, shall follow a procedure approved by the Engineer when the first instance arises. The result, when approved, shall be treated as the prototype for that particular work, to be followed exactly in all subsequent instances. When more than 10 components are specially made, whether on Site or in a works (but in the latter case excluding components which are of a maker's standard design), the first shall be made and approved as the prototype before work begins on the remainder.

SPECIFICATION

1.6 Electrical Power Supply

A 230V, 50HZ, single-phase supply shall be available on site. The Contractor shall be permitted to make free use of the supply entirely at his own risk and without any guarantee that electrical power shall be available at all times, subject to the conditions of use and the limitations set out in documents and drawings available from the Engineer.

1.7 Emergency Personnel

The Contractor shall submit to the Engineer at the start of any site work, the name and address and telephone number of a member (or members) of his staff who can be contacted at all times outside normal hours, by the Purchaser or Police in any emergency affecting the Works. The staff member shall be competent and have authority to take any necessary action.

1.8 Inspection

In order that the Engineer may satisfy himself that the Works are being properly executed, the Contractor is to make available to the Engineer without any additional cost, the full use of his plant and labour as may be required by the Engineer to enable supervisory inspections to be made whilst work is in progress or after completion of the Works.

All new works shall be entirely under the control of the Engineer and he or his representative shall have access to the same at all times. The Engineer shall also have access to offices, workshops and stores, or other places used by the Contractor at all reasonable times.

1.9 Call Out

During the twelve months defects liability period after any new works, the Contractor or his agent shall respond in the event of a fault or breakdown of the equipment within twelve hours of being notified by the Purchaser or Engineer or his representative of such a fault. The Contractor or his agent shall be available for call out at any time during the defects liability period.

1.10 Progress Meetings

If any new works entails on-site work in excess of six weeks, the designated project manager will be expected to attend fortnightly progress meetings from the commencement of the contract until the works are handed over.

A director of the Contractor shall attend meetings if and when requested by the Purchaser.

1.11 Project Manager

The Contractor shall provide a Project Manager to manage all aspects of any new works from the time it is signed until expiry of the Defects Liability Period. The Project Manager is to be authorised to negotiate directly, on behalf of the Contractor, any subsequent changes to the instruction and/or specification that may be authorised by the Purchaser or the Engineer. The Project Manager shall be responsible for the progress of the Contract following the agreed programme of works; for establishing close working relationships with the Purchaser and representatives of other Contractors and for being available on site whenever required.

1.12 Training

The Contractor shall provide training to the Purchaser's system operators at the completion of new works, as necessary, at the rates shown in the Appendices.

SPECIFICATION

1.13 Testing

The acceptance tests shall be after installation and commissioning of all equipment as part of the hand over procedure.

The Contractor shall submit to the Engineer two copies of test sheets or reports of all tests or inspections carried out by him, or on his behalf, to comply with the requirements of the Contract.

The Engineer shall have the option of writing the acceptance tests specifications. Any such specifications shall be forwarded to the supplier two weeks before the agreed date of such tests.

The Contractor shall show the dates of the acceptance tests in his Programme of Works agreed prior to the start of any work on-site. Changes to the date of any such tests shall be agreed with the Engineer.

1.14 Security Control Room (SCR)

The Contractor shall provide all necessary assistance for any necessary alterations within the Security Control Room.

SPECIFICATION

2. TECHNICAL SPECIFICATION**2.1 Scope of Work**

- 2.1.1 It is the intent of this Specification that the Contractor shall provide design, supply, installation and commissioning of a CCTV system that shall be capable of functionally performing as described herein. Any omissions in this Specification shall not relieve the Contractor of his obligation to furnish operational systems and equipment that are complete, meet the necessary standards and operate satisfactorily.

The systems shall be user friendly and capable of being operated by non-technical staff. The objective is the creation of a town centre CCTV system capable of providing video coverage of activity at selected places in Billingshurst, and providing live monitoring of camera pictures, storing video recordings and transmitting live or recorded video to mobile telephones and other locations via the Internet.

The equipment shall include the following:

1. External cameras,
2. CCTV control equipment to allow the control, monitoring and recording of pictures,
3. UPS system,

New works shall include the supply of all fixings, cable, conduit, ducting, trunking and equipment necessary to fulfil the requirements of the specification.

All new equipment to be installed shall be of modern design.

2.2 Internal and External Areas

- 2.2.1 Cable and equipment supplied by the Contractor shall be new unless prior approval is given by the Engineer.

- 2.2.2 The Contractor may use existing security equipment trunking and conduit where available provided specified capacity conditions are maintained.

- 2.2.3 Any additional conduit, ducting, trunking and associated supports and brackets necessary to fulfil the requirements of the Specification shall be supplied and installed by the Contractor at the Contractor's cost.

- 2.2.4 Deviation from the segregation of system cables as specified in the General Specification for Electrical Services shall be only by agreement in writing by the Engineer.

- 2.2.5 Final placement positions of conduit boxes for devices shall be agreed with the Engineer.

2.3 IEE Regulations

All installed works shall be fully in accordance with the 18th edition of the IEE Wiring Regulations, BS 7671:2018

SPECIFICATION

2.4 System Life

2.4.1 All equipment supplied as additions or modifications to the existing equipment shall be such that it can be fully expected to meet the specified performance specifications 10 years after the installation date; with the proviso that the systems have been maintained and serviced as specified in the contract manuals.

2.4.2 Spares and software support shall be available for ten years from date of final commissioning.

2.5 Fire Regulations

Fire regulations must be considered and adhered to, with suitable fire resisting materials used where required or as directed by the Engineer.

2.6 Electrical Specifications

The General Specification for Electrical Services applies for this Contract. Copies are available from the Engineer on request.

2.7 Equipment Racks and Enclosures

Where racks and enclosures are required, they shall meet the following requirements:

2.7.1 All equipment racks and enclosures shall be finished in a uniform British Standard colour previously submitted to and approved by the Engineer. Exceptions to this rule shall be at the discretion of the Engineer.

2.7.2 All equipment racks and enclosures shall be identified by traffolyte labels with 5mm black characters on a white background.

2.7.3 All terminals which receive incoming cables shall be orientated in such a way that the person connecting the external cables is not forced to work in an uncomfortable position when connecting the cores.

2.7.4 Adequate space shall be allowed between terminal rails. Internal cable connections shall not be mixed with incoming cable connections in the same space on a terminal rail.

2.7.5 Each terminal on each terminal rail shall be numbered sequentially from one upwards. Also, each terminal rail shall be uniquely identified. Where different blocks of terminals are combined on one rail, individual blocks shall be separated by partitions.

2.7.6 All terminals for 230V incoming cables shall be shrouded.

2.7.7 Each wire of each cable in the systems shall be identified with a cable marker at each end (excluding internal wiring of proprietary equipment). The wire identifiers shall be reflected on the system drawings in the maintenance manual.

2.8 Electromagnetic Interference

2.8.1 The Contractor shall provide noise suppression as required for system immunity from internally and externally generated sources of electromagnetic and radio frequency interference, including that from portable two-way radios used by the Contractor during the Contract Period.

SPECIFICATION

2.8.2 The Contractor shall also suppress electromagnetic and radio frequency interference, originating from equipment supplied under this contract.

2.9 Setting-up and Re-configuring Equipment

All equipment required to set-up or re-configure the systems shall be supplied as part of this contract.

2.10 Environmental Conditions

2.10.1 All external components shall be protected in cabinets and enclosures meeting IP65.

2.10.2 The external equipment shall operate under the following conditions.

Ambient temperature range: -15°C to 40°C

Relative humidity range: 45% to 85% RH

2.10.3 The internal equipment shall operate under the following conditions:

Ambient temperature range: 5°C to 30°C

Relative humidity 50% to 65% RH

2.11 Power Supplies

The mains power shall be 230V ac +/- 10%, frequency 50Hz +/- 1%.

2.12 Earthing

It can be assumed that the SCR building shall have an earth bar with an earth resistivity of 1 ohm or less, provided by others.

2.13 Documentation**2.13.1 Operator's Handbook**

The Contractor shall provide 2 copies of the handbook for new equipment and systems supplied. These shall be suitable for use by non-technical staff who have no specialized training and may lack any understanding of the technical nature of the system.

2.13.2 System Documentation

The Contractor shall provide 2 copies of system documentation (including existing systems). This shall comprise detailed descriptions of the systems and their operation in all their parts for the benefit of technical staff who have no specialist knowledge of the system. Block diagrams shall be used wherever they are appropriate. This documentation shall be used as a basis for first line maintenance. The names and addresses of all manufacturers and suppliers shall be included.

SPECIFICATION

The following sets of documents are required as a minimum per system component:

- (a) System description and operating principle.
- (b) Installation instructions.
- (c) Connection diagrams.
- (d) Detailed maintenance instructions, schedules & manufacturers trouble shooting guide.

2.13.3 Drawings and Schedules

Two copies of drawings and schedules shall be provided within eight weeks of the start of the Contract. The drawings shall include all installed and existing equipment and inter-equipment cables. The Purchaser shall provide the basic information on quantities and locations.

They shall consist of as a minimum:

- (a) System block diagrams.
- (b) Cabling schedules and diagrams. (All field wiring to be included for new installations.)
- (c) Termination diagrams.
- (d) Plan drawings showing positional detail.
- (e) As-installed drawings and schedules for new installation works.

2.13.4 CD-ROM/DVD or Memory Stick

A single copy of all data requested in 2.15.1 to 2.15.3 shall be provided on a CD-ROM or DVD or memory stick.

2.14 List of Spares and Consumables

The Contractor shall insert in the Schedules (in the appendices) a full list of recommended spares and consumables (together with costs) necessary to keep the systems fully operational for a period of five years. The Contractor is to supply only the spares and consumables instructed by the Engineer at the rates listed in the Schedule. The Purchaser does not bind himself to purchase all or any of the items listed.

2.15 Keys

A set of keys for all new installed cabinets shall be provided. All keys shall have key identifiers.

2.16 Audible Alarms

No equipment supplied under this contract shall emit an audible alarm or signal in the Security Staff Room unless it is either specified or agreed with the Engineer.

SPECIFICATION

3. SPECIFIC SPECIFICATIONS FOR CCTV SYSTEM

The systems to be provided are first and foremost security systems. Therefore the systems shall not have any characteristics or features that could be interpreted as failing to meet fundamental security aspects or procedures.

3.1 System Hardware

An outline of the System requirement is indicated in the drawing in Section 6 showing 9 cameras and the Security Control Room (SCR). A video management system (VMS) and video recording unit will be located in the SCR together with two CCTV monitors, one CCTV keypad and a UPS.

3.1.1 Future Expansion

The system design will take into account future expansion of up to 4 further cameras.

3.1.2 Servers, Routers Switches and Printers

All necessary servers, PCs, switches and routers shall be provided by the Contractor in line with the requirement.

3.2 CCTV System**3.2.1 General**

3.2.1.1 The system shall meet BS EN 62676. The security grade aspects shall be minimum Grade 2.

3.2.1.2 The CCTV system shall be an independent networked system of network cameras, a video management system (VMS) with recording facilities, control units and monitoring facilities.

3.2.1.3 Camera pictures shall be able to be viewed in the SCR and other authorised networked PCs.

3.2.1.4 There shall be no deterioration in picture quality during the defects liability period.

3.2.1.5 The system cameras as shown in the schedules shall be IP based and utilise MPEG4 or H264 encoding. Other encoding methods may only be used by prior written approval by the Engineer.

3.2.1.6 One 64 bit PC based program application (VMS) shall be used for all system configuration, administration, camera control, monitoring and recording control.

3.2.1.7 The system shall permit the addition of cameras manufactured by companies other than the control system manufacturer.

3.2.1.8 The total latency experienced at the control room for any remotely controllable (e.g. PTZ) camera on the system shall not exceed 150 milliseconds.

3.2.1.9 Administration of the system shall be possible at Administrator password level only.

3.2.2 Control Equipment

3.2.2.1 The PCs installed to run the system shall be 64 bit Windows or Linux based and capable of supporting full system functionality under full load. The control system and operator's PC's shall be capable of supporting graphics screens on which to display site maps.

3.2.2.2 The system software shall be capable of accommodating up to 16 camera inputs, 4 monitor outputs and 2 camera control keypads.

3.2.2.3 Monitor output displays shall have time, date and camera identification of up to 20 characters. The size and position of the characters shall be variable for each particular camera picture.

SPECIFICATION

3.2.2.4 Remote control functions from system keypads shall include camera/monitor selection, variable speed pan, tilt and zoom, wash, wipe, manual iris control where relevant, output for switching lights on/off and with presets as per the CCTV schedule per controllable camera.

3.2.3 CCTV system control operator positions

3.2.3.1 Operator position shall comprise CCTV keypad and two video monitors.

3.2.4 Video motion detection (VMD)

3.2.4.1 Video movement detection (VMD) shall be available on all camera pictures where if movement occurs within selectable segments of the picture an alarm is generated.

3.2.4.2 The number of selectable segments across the picture shall be between one and all segments out of a minimum of 100 segments.

3.2.4.3 The VMD alarms shall provide the following possible alarms:

3.2.4.4 A signal to the video management system that brings up the relevant picture or pictures on a monitor if the VMD alarm occurs within a pre-specified time window.

3.2.4.5 The VMD and associated alarms shall be easily re-configurable by the system administrator using the appropriate password controls. Configuration shall include the sending of alarms to mobile phones with pictures.

3.2.5 System Operation

3.2.5.1 Operator control of the CCTV system shall be by use of a CCTV keypad.

3.2.5.2 CCTV system set-up and configuration shall be from a dedicated server and screen in the SCR.

3.2.5.3 It shall be possible for the same camera picture to be viewed at a number of operator stations simultaneously.

3.2.6 Video Recording System

3.2.6.1 The Contractor shall supply and install a digital video management system in the SCR. Video recorders providing optimum HD quality recording shall be located in the SCR.

3.2.6.2 The Video Recording system shall contain sufficient capacity to record all cameras for the duration and frame rates detailed in the CCTV Camera Schedule.

3.2.6.3 It shall be possible to export recordings to DVD or memory stick along with any player software necessary to view them on a standard Windows-based PC.

3.2.6.4 The size of the main recording suite in the SCR equipment room shall be calculated from detail given in the schedules plus 20%.

3.2.6.5 The hard drives on which the images are stored shall be IDE industry standard types. They shall not be unique in any way, such that replacements for the drives shall be possible from other manufacturers in five years time. The hard drives shall have a minimum life expectancy of 5 years – see Schedule of Information Required.

3.2.6.6 All Recorders shall be able to be partitioned such that there are two areas on the recording medium. One area where normal recordings are stored and where the recordings can be automatically overwritten when the partition is full, and another area that is reserved for alarm event recording where recordings are stored until deleted manually, both locally and from the SCR. Configuration of setting the sizes of the partitions shall be available to the system administrator under password control.

3.2.6.7 All recorders within the system shall be capable of simultaneous recording and replay.

3.2.6.8 When the recording medium is full the system shall continue recording by recording over the oldest material.

SPECIFICATION

3.2.6.9 The system shall have activity detection. When activity is detected on any number of selected cameras, the recording rate shall change to a faster preset rate (see CCTV camera schedule) for as long as the activity is detected. Where selected, the activity detection shall initiate the switching of the relevant camera picture(s) to specific monitor(s) within the SCR.

3.2.6.10 The system shall be able to download recorded material to a portable medium without interruption to the recording activity. The system shall also have the ability to download the configuration settings. The portable medium disk/cards shall have a minimum capacity of 32GB.

3.2.6.11 The units shall be able to play back material from pre-recorded portable medium without interruption to the recording activity.

3.2.6.12 The system shall have an easy to use variable speed search function. The review speed shall be capable of x64 with clear images. The system shall be able to search on:

- (a) alarm events,
- (b) time and date,
- (c) increased recording activity for individual cameras

3.2.6.13 The retrieval time for starting the replay of recorded material from a full disk and to display it on a monitor shall not take more than two seconds once the criteria for selection has been made by the operator.

3.2.6.14 On the reinstatement of power after a power cut the video recorders shall automatically restart and load the last pre-set configuration settings.

3.2.7 Cameras

3.2.7.1 The Contractor shall refer to the Camera schedule for details of field of view requirements for each camera.

3.2.7.2 Cameras shall have excellent video compensation enabling identification of persons in bright sunlight at any time of day.

3.2.7.3 Cameras and camera systems shall conform to the following minimum specifications:

3.2.7.3.1 External fixed HD day/night colour cameras

- a) Resolution 1920 x 1080 pixels
- b) Focal Length see camera schedule
- c) Focus Automatic with manual override
- d) Min Illumination colour: 0.25 lux
- e) Shutter Speed 1/50 - 1/50,000 s
- f) Wide Dynamic Range
- g) Backlight compensation
- h) Noise reduction
- i) Iris Control Automatic with manual override
- j) Gain Control Automatic with manual override
- k) White balance control
- l) Signal to noise ratio >50dB

SPECIFICATION

3.2.7.3.2 External day/night PTZ dome colour camera

3.2.7.3.2.1 The imaging unit shall conform to the following as a minimum:

(a) Resolution	1920 x 1080
(b) Optical Zoom ratio	30x
(c) Focus	Automatic with manual override
(d) Min Illumination	colour: 0.5 lux B-W: 0.04 lux
(e) Shutter Speed	1/50-1/30,000 s
(f) White Balance	Automatic with manual override
(g) Iris Control	Automatic with manual override
(h) Gain Control	Automatic/ off
(i) Video Signal-to-Noise	≥50 dB

3.2.7.3.2.2 The variable speed pan and tilt drive unit shall meet or exceed the following design and performance specifications:

a) Pan Speed	Variable between 180° per second continuous pan to 0.1° per second
b) Vertical Tilt	Unobstructed tilt of +2° to -92°
c) Presets	Preset positions with a 20-character label for each (see CCTV schedule)
d) Zone Blanking	Yes
e) Proportional Pan/Tilt Speed	Speed decreases automatically in proportion to the increasing depth of zoom
f) Alarm Action	Going to pre-assigned preset positions
g) Resume after Alarm	After completion of alarm, dome returns to previous programmed state or its previous position
h) Auto Flip	Rotates camera picture 180° at bottom of tilt travel
i) Min rating	IP66

3.2.7.4 The external functional cameras shall give good quality pictures under average day and night conditions. If required the Contractor shall provide extra infra-red LED lighting attached to the cameras to meet this requirement.

3.2.8 Camera Lenses

3.2.8.1 Camera lenses shall be appropriate for the cameras they are fitted to.

3.2.8.2 Lenses for HD cameras shall be high quality aspherical lenses suitable for 3 megapixel cameras.

3.2.9 Camera Housings

3.2.9.1 External housings shall be supplied with all external fixed cameras. They shall be fitted with tamper contacts, sunshields, blowers and tamperproof locks. Wash wipe units shall also be fitted where necessary or as directed by the Engineer.

SPECIFICATION

3.2.10 Camera columns

3.2.10.1 Should camera towers be necessary, they shall be purpose made tilt down camera columns each with a combined cabinet base column. The height of the poles shall be 6m unless specified elsewhere. The poles shall be as manufactured by Altron Communications Equipment Ltd, UK type: AW1697 or similar and approved by the Engineer.

3.2.10.2 The actual proposed column type to be installed shall be approved by the Purchaser before work starts on site.

3.2.10.3 Civil work for the foundations and services shall be provided by the Contractor.

3.2.11 Infra-red illuminators

3.2.11.1 All I/R illuminators shall be LED based and evenly distribute infra-red light over the target area. The spread and length of the illuminators at each location shall be agreed with the Engineer prior to supply. They shall be rugged and have an expected life in excess of 5 years.

3.2.11.2 The frequency of the light output of the units shall match the spectral sensitivity of the cameras viewing the area.

3.2.12 Monitors

3.2.12.1 Alarm colour monitors shall be 23 inch (minimum) quality industrial grade 16:9 CCTV monitors from a well-known manufacturer.

3.2.13 Commissioning

3.2.13.1 During commissioning of the CCTV system, a permanent video test recording shall be made of picture quality of each and every camera.

3.2.13.2 For the test to be meaningful, tests shall be undertaken using a rotating type Rotakin as designed by the UK Home Office Scientific Research and Development Branch Laboratories at Sandridge, UK - PSDB Test Chart No. 1, or the National Operational Requirement Mannequin (NORMAN) as supplied by Tavcom Training; <http://www.tavcom.com/tavcom-shop/norman-target.html> or similar and approved by the Engineer.

3.2.13.3 The parameters considered in these tests shall be:

- (a) Image size
- (b) Resolution Focus (horizontal and vertical)
- (c) Colour Rendering
- (d) Facial Recognition
- (e) Vehicle number plate recognition

3.2.13.4 The methods and set-up for each camera test shall be detailed in writing and agreed with the Engineer prior to tests been done.

3.2.13.5 The results of the tests as recorded on the test record shall be used as a bench mark at hand over and as a means of determining any deterioration over the defects liability period. Recordings of the SAT results and at the end of the defects liability period tests shall be exported to DVD or memory stick for reference purposes.

SPECIFICATION

3.3 Uninterruptible Power Supply

3.3.1 The Contractor shall supply a suitably sized UPS in the Security Control Room.

3.3.2 The UPS shall be of sufficient capacity to supply the power requirements of the security system components for 20 minutes, including:

- (f) Video Management System, keypad and monitors
- (g) All other components that may have an effect on the reliability of the system when power is lost.

SPECIFICATION

4. MAINTENANCE

The maintenance of the new equipment and systems is a prime requirement of the tender. The contract shall be awarded to the company that shows it can provide an adequate service provision at a reasonable price. The proposed service should be detailed and fully justified.

4.1 Maintenance and Service Personnel

4.1.1 All Contractor personnel attending the site shall be familiar with the CCTV system components. At least two of the Contractor's personnel familiar with the site shall have a working knowledge installed systems and shall have completed a supplier's training course on the systems.

4.1.2 All Contractor personnel attending the site shall have been screened by the Contractor in line with BS 7858:2004, Code of Practice for Security Screening of Individuals employed in a Security Environment.

4.2 Routine Maintenance

4.2.1 The Contractor shall carry out routine maintenance inspections once or twice a year at the site and meet the requirements of the latest British Standards. The list of checks and service on each visit shall be agreed at the start of the contract and shall be reviewed and agreed each year.

4.3 Corrective Maintenance

4.3.1 The Contractor or his agent shall be available for call out at any time during the Contract period.

4.3.2 The Contractor or his agent shall respond to system faults within twelve hours of being notified by the Purchaser or Engineer or his representative of such a fault.

4.3.3 The Contractor or his agent shall respond and correct or repair 85% of faults or breakdown of any security equipment within twenty-four hours of being notified by the Purchaser or Engineer or his representative of such a fault.

4.3.4 Where the fault of any part of the systems' operations do not lie with maintained security equipment, (e.g. electrical power fault) the Contractor shall provide a written report on the problem within four hours of identifying the fault. The Contractor shall ensure the message has been received and acknowledged within the four hours.

SPECIFICATION

5. CCTV Schedule

Camera	Internal/ External	PTZ (with presets)	New/ Existing	Housing Ext/ Int/Dome	Approx. 1/4" varifocal lens fl (mm)	Iris	Normal recording rate (f/s)	Alarm (or activity) recording rate (f/s)	Min. Recording (days)	Object	Comments
C 1	Ext	PTZ	New	Ext	2.8 - 6	auto	4	15	30		
C 2	Ext	PTZ	New	Ext		auto	4	15	30		
C 3	Ext	F	New	Ext	2.8 - 6	auto	4	15	30		
C 4	Ext	PTZ	New	Dome		auto	4	15	30		
C 5	Ext	PTZ	New	Dome		auto	4	15	30		
C 6	Ext	PTZ	New	Dome		auto	4	15	30		
C 7	Ext	PTZ	New	Ext		auto	4	15	30		
C 8	Ext	F	New	Ext	2.8 - 6	auto	4	15	30		
C 9	Ext	F	New	Ext	2.8 - 6	auto	4	15	30		

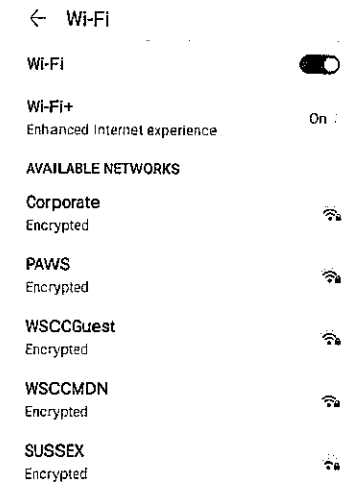
6. Drawings

SPECIFICATION

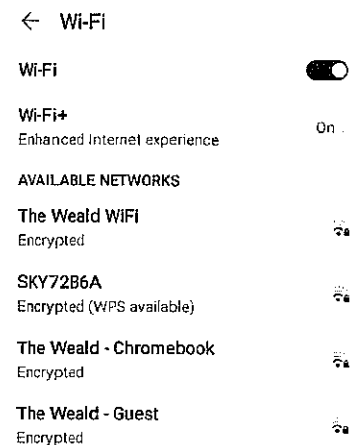


7. Siting Report

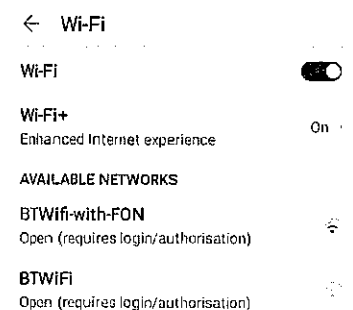
Station Road Gardens



Location Next to sheds in Station Road Gardens
Power WSCC family centre
Wi-Fi WSCC family centre



Location Rear gate near leisure centre
Power Leisure Centre
Wi-Fi The Weald



Location Lamppost in Lawrence Mews
Power Lamppost
Wi-Fi BT

We felt that there was no scope to site cameras to the top end of the gardens on Station Road due to the lack of visibility from the trees


High Street

← Wi-Fi


Wi-Fi 

Wi-Fi+ 
Enhanced Internet experience

AVAILABLE NETWORKS

Guest BPC 
Connected (average quality)

BTWifi-with-FON 
Open (requires login/authorisation)

VickiNet 
Encrypted (WPS available)

Location Roundabout bottom of Roman Way

Power Lamppost


Wi-Fi BPC

← Wi-Fi

Wi-Fi 

Wi-Fi+ 
Enhanced Internet experience

AVAILABLE NETWORKS

BTWifi-with-FON 
Open (requires login/authorisation)

BTWifi-fi 
Open (requires login/authorisation)

BTWifi-X 
Encrypted

Location Jengers Mead Roundabout

Power Lamppost


Wi-Fi BT


← Wi-Fi


Wi-Fi 

Wi-Fi+ 
Enhanced Internet experience

AVAILABLE NETWORKS

BTWifi-fi 
Open (requires login/authorisation)

4GEE_WiFi_6005_2.4GHz 
Encrypted

DIRECT-2E-HP ENVY 5540 series 
Encrypted (WPS available)

Location Outside Morrison's Site

Power Lamppost

Wi-Fi BT

Jubilee Fields

← Wi-Fi

Wi-Fi 

Wi-Fi+  On

Enhanced Internet experience

AVAILABLE NETWORKS

Senior Relay

Encrypted (WPS available)



Location Jubilee Fields Car Park

Power Lampost

Wi-Fi None

← Wi-Fi

Wi-Fi 

Wi-Fi+  On

Enhanced Internet experience

AVAILABLE NETWORKS

BTWi-fi

Open (requires login/authorisation)



BTBHub6-3ZHM

Encrypted (WPS available)



Location Jubilee Fields Pavilion


Power Pavilion

Wi-Fi BT

We were advised while on site that there is Wi-Fi in the Pavilion so the signal maybe improved with a booster.

← Wi-Fi

Wi-Fi 

Wi-Fi+  On

Enhanced Internet experience

AVAILABLE NETWORKS

BTWifi-with-FON

Open (requires login/authorisation)



BTHub6-X7Q6

Encrypted (WPS available)



PLUSNET-8RCNQR

Encrypted (WPS available)



PLUSNET-GN768T

Encrypted (WPS available)



SaxonMobile

Encrypted



Location Manor Fields

Power Unknown

Wi-Fi BT

Manor Fields is for info only, power supply could be an issue here.

Subject: FW: WCCTV Trail Overview

Importance: High

From: Ross Johnstone <rossjohnstone@wcctv.com>
Sent: 17 May 2021 11:08
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Debbie Dawson <debbiedawson@wcctv.com>; Graeme Acraman <graeme.acraman@billingshurst.gov.uk>
Subject: RE: WCCTV Trail Overview
Importance: High

Hi Greg,

To confirm the offer from WCCTV to trail a camera is simply that. If you'd like to borrow a HD 4G Deployable CCTV camera I will lend you one. You will be sent a loan form from our Support Team, after completion of this form we will be send you a camera. The client is normally responsible for the installation which WCCTV would support remotely. WCCTV would also provide our viewing software and secure VPN to allow you to connect and monitor the camera during the trial period. The trial period is normally 1-2 weeks depending on the application and trial specification.

All trials are slightly different and I will support and guide you where required. Any questions please let me know.

Kindest regards,

Ross

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