



**To All Councillors on the Finance & General Purposes Committee,**  
**You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 29 September 2021, at 7.30pm.**

**Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.**

  
**G.C. Burt**  
**Clerk to the Council**

**22 September 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 July 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 July–August 2021, Appendix A.
8. To note Current and Reserve bank reconciliations to
  - a) 30 July 2021, Appendix B.
  - b) 31 August 2021, Appendix C.
9. To note Bonus Saver Reserve bank reconciliations to
  - a) 31 July 2021, Appendix D.
  - b) 31 August 2021, Appendix E.
10. To consider suggestion to add Phased Budgeting to Accounting package, Appendix F.

11. To consider any expenditure recommendations from other Committees over and above current budgetary provision:  
  
The Property Committee of 15 September 2021 agreed to move forward with Phase 1 of the new Skate Park at Jubilee Fields. The total cost of Phase 1 is £142,457, subject to any final design tweaks/changes in material prices. The Council has budgeted £100,000 and HDC has declined to contribute any S106 funds. The F&GP Committee is asked to approve the additional expenditure, which it can meet from forthcoming CIL or a POS Commuted Sum, to be decided at a future date.
12. To consider grant application from Billingshurst Community Transport (BCT), Appendix G. (**Note this is in addition to their usual budgeted grant of £2,000**) (Grant summary Appendix H.)
13. Highway Matters
  - a. To consider supporting the dedication of Okehurst Lane *etc al* as Quiet Lanes, Appendix I.
  - b. To consider response to WSCC Transport Strategy. (E-mail forwarded to all Cllrs on 14 July 2021)
  - c. To receive verbal update on traffic calming in High St and West St. (Clerk)
  - d. To receive verbal report on traffic calming meeting. (Cllr Paul Berry)
14. To consider making a response to the Local Flood Risk Management Strategy consultation. Weblink previously circulated. (Response from Billingshurst Flood Action Group, Appendix J.)
15. To consider options for new office photocopier, Appendix K
16. To consider options for new phones etc throughout Billingshurst Centre, Appendix L
17. Update on adoption of Public Open Space at Kingslea Farm development, Appendix M.
18. Verbal update from Clerk on Remembrance Day Parade Road Closure.
19. To note SCYP Termly youth reports - previously circulated.
20. Any other matters for information only.
21. Date of Next Meeting – **Wednesday 27 October 2021**

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

**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.**

## Current Bank A/c

## List of Payments made between 01/07/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2021	Parkfield Retail Ltd	CARD	8.87		Ironmongery
01/07/2021	Amberol Ltd	CARD	821.40		x2 new High St. planters
01/07/2021	Netcom IT Solutions	DD	559.56		IT support etc
05/07/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
06/07/2021	Baskets in Bloom Ltd	012932	402.00		Fill x2 new planters
06/07/2021	Clearance Express	012934	400.00		SRG green waste removal
13/07/2021	Unique Workwear Printing & Emb	012910	20.40		x2 HV vests
13/07/2021	Vision ICT Ltd	012911	288.00		Website hosting Sept 21- Aug23
13/07/2021	JWP Concrete & Stone Restorati	012912	1,104.00		Anchor grout to skate park
13/07/2021	Horsham District Council	012913	124.00		Bin emptying
13/07/2021	West Sussex County Council	012914	16,377.98		June salaries
13/07/2021	Kris King	012945	5.40		LW Mileage
13/07/2021	Southern Electric	012916	100.95		Street lighting energy
13/07/2021	Billingshurst Comm. & Conf. Ce	012917	1,628.34		May furlough owed to BCCC
13/07/2021	Mulberry & Co	012918	42.00		Training / Gale
13/07/2021	Wightman & Parrish Ltd	012919	64.20		Toilet cleaning materials
13/07/2021	CNG Energy Ltd	012920	5.99		Gas S/O
13/07/2021	Gary Steer Builders Ltd	012921	180.00		Skate studs LSR/Jub bridge rep
13/07/2021	Gary Steer Builders Ltd	012921A	890.00		Skate studs LSR/Jub bridge rep
13/07/2021	Quadrant Building Control Ltd	012922	840.00		83a Building Control
13/07/2021	Epoch Projects Ltd	012923	35,662.64		83a High St works Cert 01
13/07/2021	Cooper & Withycombe Ltd	012924	768.00		83a Principal Designer Service
13/07/2021	Kris King	012945	-5.40		Purchase Ledger Payment
13/07/2021	Kris King	012915	5.40		Purchase Ledger Payment
14/07/2021	Restream Inc.	CARD	14.15		Restream service
14/07/2021	Network One	DD	243.50		Phone charges etc
15/07/2021	A272 Design	SO	490.20		TWEET advert Aug
22/07/2021	S W Time Recorder (S&S) Ltd	CARD	115.00		Clocking in machine for LWs
23/07/2021	EE & T Mobile	DD	11.53		Mobile phone
26/07/2021	Siemens Fin Serv	DD	160.80		Copier rental
30/07/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper servicing
30/07/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
30/07/2021	NatWest	BACS	23.45		Bank charges
02/08/2021	Parkfield Retail Ltd	CARD	19.77		Ironmongery
02/08/2021	Sussex Land Services	SO	2,328.11		GM - July
02/08/2021	Horsham DC	BACS	-1,896.20		Refund of public loos NDR
02/08/2021	Netcom IT Solutions	DD	559.56		IT support etc
05/08/2021	Tennant UK Cleaning Sol.	DD	-161.40		Returned payment
05/08/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
06/08/2021	Horsham District Council	012925	450.00		9686134/9686142/9686126/971320
06/08/2021	Billingshurst Comm. & Conf. Ce	012926	2,974.00		Room hire/furlough/utilities
06/08/2021	Epoch Projects Ltd	012927	33,570.95		Works 83a High St Cert 2
06/08/2021	Sussex Clubs for Young People	012928	3,595.68		Youth serv Q2
06/08/2021	Glasdon UK Ltd	012929	28.40		Grips for litter barrow
06/08/2021	Rialtas Business Solutions Ltd	012930	240.00		Remote training
06/08/2021	Clares Office Supplies Ltd	012931	95.35		Various stationery
06/08/2021	Surrey Hills Solicitors LLP	012933	150.00		Prof advice

## List of Payments made between 01/07/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/08/2021	Wilbar Associates Ltd	012935	4,665.00		Prf fees-High+East St traffic
06/08/2021	Felicity Burnet	012936	100.00		Literacy help
06/08/2021	West Sussex County Council	012937	19,006.66		July salaries
06/08/2021	Maureen Chaffe	012938	150.00		DPO services 21-22
08/08/2021	Uni Silk Screen Printers & Sig	CARD	1.65		Gate closed sign / SRG
11/08/2021	KPCM Display Ltd	CARD	13.76		Playground sign
13/08/2021	Network One	DD	236.71		Phone charges etc.
16/08/2021	Automated Systems Ltd	DD	348.58		Copier charges
16/08/2021	Restream Inc.	CARD	14.16		Restreaming sub
16/08/2021	A272 Design	SO	490.20		Sept TWEET advert
20/08/2021	Tennant UK Cleaning Sol.	DD	307.16		Sweeper repair
23/08/2021	EE & T Mobile	DD	11.53		Mobile phone
23/08/2021	BNP Paribus Leasing	DD	508.54		Phone rental
23/08/2021	SSE	DD	140.73		Elec public loos
26/08/2021	Replacement Keys Ltd	CARD	14.45		New keys for LSRRG lock
26/08/2021	JPIMedia Publishing Ltd	DD	49.92		County Times sub
27/08/2021	Southern Electric	012939	221.40		Southern Electric
27/08/2021	West Sussex County Council	012940	18,505.81		August salaries
27/08/2021	Billingshurst Comm. & Conf. Ce	012941	1,180.01		Reimb July furlough
27/08/2021	Mulberry & Co	012942	42.00		Training / Day
27/08/2021	R G Prior Consultancy Services	012943	255.00		Prof fee LSRRG + Jub drainage
27/08/2021	Robin Nugent Architects	012944	2,577.60		83a H/St architect fees
27/08/2021	Clares Office Supplies Ltd	012945	14.71		Stationery
27/08/2021	Surrey Hills Solicitors LLP	012946	1,506.00		Legal: Adver Hall/S106 transf
27/08/2021	Sutcliffe Play Ltd	012947	324.45		Play area spare parts
27/08/2021	Roland Clark	012948	15.48		LW Mileage
27/08/2021	Kris King	012949	16.20		LW mileage
27/08/2021	Greg Burt	012950	32.43		Fuel + duster
27/08/2021	Colin Ellis	012951	19.43		Ironmongery + mileage
27/08/2021	Horsham District Council	012952	407.50		Bin emptying
27/08/2021	SSE	012939	-140.73		Cancel part payment as DD
27/08/2021	ICO	DD	35.00		Info Comm Off annual fee
31/08/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
31/08/2021	NatWest	BACS	23.80		Bank charges
31/08/2021	Sussex Land Services	SO	2,328.11		GM - Aug
<b>Total Payments</b>			<b>157,354.61</b>		

22/09/2021

**Billingshurst Parish Council Current Year**

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**Current Bank A/c**

**Cash Received between 01/07/2021 and 31/08/2021**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/08/2021	B'hurst Allotment Society	102541	Allotment Mgmt fee 21-22	354.96
01/07/2021	Billingshurst CCC	102539	June salary reimb.	4,335.90
30/07/2021	Billingshurst CCC	102540	Mgmt fee + July salaries	6,335.90
30/07/2021	Deacon Crickmay	BACS	JM cleaning April-July	3,521.04
03/08/2021	HMRC	BACS	VAT Refund Q1	8,061.21
30/07/2021	NatWest	BACS	Bank interest	2.60
31/08/2021	NatWest	BACS	Bank interest	2.26
<b>Total Receipts</b>				<b>22,613.87</b>

Date: 10/08/2021

Billingshurst Parish Council Current Year

Time: 12:06

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Bank Reconciliation Statement as at 06/08/2021  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/07/2021	419	100.00
Business Reserve Account	30/07/2021	321	276,153.34
			<u>276,253.34</u>
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
23/03/2021 012836	Aurac Sound & Vision Ltd	20.00	
11/05/2021 012865	Victim Support	75.00	
13/07/2021 012910	Unique Workwear Printing & Emb	20.40	
13/07/2021 012916	Southern Electric	100.95	
13/07/2021 012915	Kris King	5.40	
			<u>221.75</u>
			276,031.59
<b>Receipts not Banked/Cleared (Plus)</b>			
30/07/2021 102540		6,335.90	
			<u>6,335.90</u>
			282,367.49
	Balance per Cash Book is :-		282,367.49
	Difference is :-		0.00

Bank Reconciliation Statement as at 01/09/2021  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/08/2021	423	100.00
Business Reserve Account	31/08/2021	322	219,632.09
			<u>219,732.09</u>
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
23/03/2021 012836	Aurac Sound & Vision Ltd	20.00	
11/05/2021 012865	Victim Support	75.00	
06/07/2021 012934	Clearance Express	400.00	
06/08/2021 012930	Rialtas Business Solutions Ltd	240.00	
27/08/2021 012939	Southern Electric	221.40	
27/08/2021 012940	West Sussex County Council	18,505.81	
27/08/2021 012941	Billingshurst Comm. & Conf. Ce	1,180.01	
27/08/2021 012942	Mulberry & Co	42.00	
27/08/2021 012943	R G Prior Consultancy Services	255.00	
27/08/2021 012944	Robin Nugent Architects	2,577.60	
27/08/2021 012945	Clares Office Supplies Ltd	14.71	
27/08/2021 012946	Surrey Hills Solicitors LLP	1,506.00	
27/08/2021 012947	Sutcliffe Play Ltd	324.45	
27/08/2021 012948	Roland Clark	15.48	
27/08/2021 012949	Kris King	16.20	
27/08/2021 012950	Greg Burt	32.43	
27/08/2021 012951	Colin Ellis	19.43	
27/08/2021 012952	Horsham District Council	407.50	
27/08/2021 012939	SSE	-140.73	
			<u>25,712.29</u>
			194,019.80
<b>Receipts not Banked/Cleared (Plus)</b>			
16/08/2021 102541		354.96	
			<u>354.96</u>
			194,374.76
	<b>Balance per Cash Book is :-</b>		<b>194,374.76</b>
	<b>Difference is :-</b>		<b>0.00</b>

Bank Reconciliation Statement as at 30/07/2021  
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	31/07/2021	96	186,357.18
			<u>186,357.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,357.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,357.18
		<b>Balance per Cash Book is :-</b>	<b>186,357.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 01/09/2021  
for Cashbook 3 - Bonus Saver Account

APPENDIX E

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/08/2021	97	186,358.81
			<u>186,358.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,358.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,358.81
		<b>Balance per Cash Book is :-</b>	<b>186,358.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**

**29 SEPTEMBER 2021**

**PHASED BUDGETING**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

The Council determines an annual budget in advance for each year, and actual against budget is reported to Councillors at the end of each quarter.

Cllr Phillip Day has suggested that Phased Budgeting, where you can apportion the budget say over 12 months, would be useful to Members and Officers.

Our accounting software provider (Rialtas) have shown me what this might look like and how it might be used. I attach a dummy I&E report of how it might look.

I also attach the quote to add this to our accounting package.

I have spoken to Clerks from other Councils who use Phased Budgeting, and they all find it very useful. However, they acknowledge that they are much larger Councils in terms of turnover, which Rialtas themselves say it is tailored to.

Personally I consider it will give limited added value to our existing budgeting process; it is though for the Council to decide they wish to have this enhanced budgeting ability. It will entail a little more work at budget-setting time, in that I will need to give more thought to how expenditure and income is likely to fall across the year. I can see how in a larger Council it could help plan cash flow.

The Committee is invited to consider this suggestion.

22/09/2021

15:21

## Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21

Page 1

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>											
1076 Precept	0	0	0	104,720	113,470	8,750	226,940			46.1%	
1090 Interest Received	0	0	0	6	5	(1)	5			115.0%	
<b>Administration :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104,726</b>	<b>113,475</b>	<b>8,749</b>	<b>226,945</b>			<b>46.1%</b>	<b>0</b>
4000 Salaries	50	5,000	4,950	6,270	25,000	18,730	60,000		53,730	10.4%	
4005 Employers NI	0	417	417	1,350	2,085	735	5,000		3,650	27.0%	
4010 Employers Pension	0	100	100	362	500	138	1,200	500	338	71.8%	
4050 Stationery	20	83	63	571	415	(156)	1,000	109	320	68.0%	
4055 Postage	0	17	17	0	85	85	200		200	0.0%	
4105 Rates	0	50	50	200	250	50	600		400	33.3%	
4110 Electricity	0	167	167	300	835	535	2,000		1,700	15.0%	
4115 Water	0	50	50	135	250	115	600		465	22.5%	
4120 Telephone/Internet	0	108	108	200	540	340	1,300		1,100	15.4%	
4180 Insurance	0	0	0	890	1,000	110	1,000		110	89.0%	
4185 Audit	0	0	0	1,000	400	(600)	1,800		800	55.6%	
4190 Other Professional Fees	0	167	167	305	835	530	2,000		1,695	15.3%	
4195 Conference/ Training	0	41	41	0	205	205	495		495	0.0%	
4200 Repairs & Maintenance	0	417	417	1,546	2,085	539	5,000		3,454	30.9%	
4300 Grass Cutting	0	500	500	300	1,000	700	1,500		1,200	20.0%	
<b>Administration :- Indirect Expenditure</b>	<b>70</b>	<b>7,117</b>	<b>7,047</b>	<b>13,429</b>	<b>35,485</b>	<b>22,056</b>	<b>83,695</b>	<b>609</b>	<b>69,657</b>	<b>16.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(70)</b>	<b>(7,117)</b>	<b>(7,047)</b>	<b>91,297</b>	<b>77,990</b>	<b>(13,307)</b>	<b>143,250</b>				

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## Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2020

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Town Hall</u>											
1000 Town Hall Lettings	0	167	167	1,909	835	(1,074)	2,000			95.5%	
Town Hall :- Income	0	167	167	1,909	835	(1,074)	2,000			95.5%	0
4000 Salaries	0	833	833	2,880	4,165	1,285	10,000		7,120	28.8%	
4100 Rent	0	600	600	1,800	3,000	1,200	7,200		5,400	25.0%	
4105 Rates	0	250	250	273	1,250	977	3,000		2,727	9.1%	
4110 Electricity	0	200	200	350	1,000	650	2,400		2,050	14.6%	
4112 Gas	0	250	250	0	1,250	1,250	3,000		3,000	0.0%	
4115 Water	0	83	83	0	415	415	1,000		1,000	0.0%	
4120 Telephone/Internet	0	58	58	235	290	55	700		465	33.6%	
4200 Repairs & Maintenance	0	500	500	425	2,500	2,075	6,000		5,575	7.1%	
Town Hall :- Indirect Expenditure	0	2,774	2,774	5,963	13,870	7,907	33,300	0	27,337	17.9%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,607)</b>	<b>(2,607)</b>	<b>(4,053)</b>	<b>(13,035)</b>	<b>(8,982)</b>	<b>(31,300)</b>				
<u>200 Sports Centre</u>											
1099 Grants	0	0	0	5,000	0	(5,000)	0			0.0%	2,500
1200 Sports Centre Hire	0	125	125	1,611	625	(986)	1,500			107.4%	
Sports Centre :- Income	0	125	125	6,611	625	(5,986)	1,500			440.7%	2,500
4110 Electricity	0	833	833	0	4,165	4,165	10,000		10,000	0.0%	
4112 Gas	0	667	667	0	3,335	3,335	8,000		8,000	0.0%	
4115 Water	0	83	83	0	415	415	1,000		1,000	0.0%	

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22/09/2021

15:21

## Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21

Page 3

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Telephone/Internet	0	42	42	0	210	210	500		500	0.0%	
4195 Conference/ Training	0	0	0	42	100	58	100		58	41.7%	
4200 Repairs & Maintenance	0	75	75	365	375	10	900		535	40.6%	
4205 Advertising	0	83	83	0	415	415	1,000		1,000	0.0%	
Sports Centre :- Indirect Expenditure	0	1,783	1,783	407	9,015	8,608	21,500	0	21,093	1.9%	0
<b>Net Income over Expenditure</b>	0	(1,658)	(1,658)	6,204	(8,390)	(14,594)	(20,000)				
6001 less Tfr to EMR	0			2,500							
<b>Movement to/(from) Gen Reserve</b>	0			3,704							
210 Recreations Areas											
1300 Market Rent	0	25	25	12,867	125	(12,742)	300			4288.9%	
Recreations Areas :- Income	0	25	25	12,867	125	(12,742)	300			4288.9%	0
4200 Repairs & Maintenance	1,000	417	(583)	1,174	2,085	911	5,000		3,826	23.5%	1,000
4300 Grass Cutting	0	1,333	1,333	613	2,666	2,053	4,000	1,200	2,187	45.3%	
4305 Line Marking	0	42	42	(279)	210	489	500		779	(55.7%)	
4310 Tree Work	0	0	0	0	0	0	5,000		5,000	0.0%	
4320 Flowers/Plants	0	200	200	812	400	(412)	600	86	(298)	149.7%	212
4340 Replacement Equipment	0	0	0	5,071	5,000	(71)	10,000	525	4,404	56.0%	4,167
4341 Playground Equipment	0	0	0	1,500	1,500	0	3,000		1,500	50.0%	
Recreations Areas :- Indirect Expenditure	1,000	1,992	992	8,891	11,861	2,970	28,100	1,811	17,398	38.1%	5,379
<b>Net Income over Expenditure</b>	(1,000)	(1,967)	(967)	3,976	(11,736)	(15,712)	(27,800)				
6000 plus Tfr From EMR	1,212			5,379							
<b>Movement to/(from) Gen Reserve</b>	212			9,355							

Continued over page

22/09/2021

15:21

**Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21**  
**Detailed Income & Expenditure by Phased Budget Heading 31/08/2020**

Month No: 5

Page 4

**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Allotments</u>											
1350 Allotment Rent											
4110 Electricity	0	0	0	665	200	(465)	200			332.5%	
4200 Repairs & Maintenance	0	83	83	665	200	(465)	200			332.5%	0
	0	75	75	134	415	281	1,000		866	13.4%	
Alotments :- Indirect Expenditure	0	158	158	0	375	375	900		900	0.0%	
<b>Net Income over Expenditure</b>	0	(158)	(158)	134	790	656	1,900	0	1,766	7.1%	0
<u>230 Allotments 2</u>											
1350 Allotment Rent											
4200 Repairs & Maintenance	0	0	0	350	800	450	800			43.8%	
4310 Tree Work	0	192	192	350	800	450	800			43.8%	0
	0	0	0	500	960	460	2,300	2,000	(200)	108.7%	
Alotments 2 :- Indirect Expenditure	0	192	192	0	0	0	200		200	0.0%	
<b>Net Income over Expenditure</b>	0	(192)	(192)	500	960	460	2,500	2,000	0	100.0%	0
<u>240 Cemetery</u>											
1400 Burial Income											
	0	667	667	5,651	3,335	(2,316)	8,000			70.6%	
Cemetery :- Income	0	667	667	5,651	3,335	(2,316)	8,000			70.6%	0

Continued over page

**Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21**

**Detailed Income & Expenditure by Phased Budget Heading 31/08/2020**

Month No: 5

Page 5

**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Telephone/Internet	0	83	83	50	415	365	1,000		950	5.0%	
4200 Repairs & Maintenance	0	417	417	500	2,085	1,585	5,000		4,500	10.0%	
4300 Grass Cutting	0	1,000	1,000	308	2,000	1,692	3,000		2,692	10.3%	
4310 Tree Work	0	0	0	0	0	0	5,000		5,000	0.0%	
4315 Grounds Maintenance	0	62	62	154	310	156	750		596	20.6%	
4400 Grave Digging	0	125	125	0	625	625	1,500		1,500	0.0%	
Cemetery :- Indirect Expenditure	0	1,687	1,687	1,013	5,435	4,422	16,250	0	15,237	6.2%	0
<b>Net Income over Expenditure</b>	0	(1,020)	(1,020)	4,638	(2,100)	(6,738)	(8,250)				
<u>800 Projects</u>											
4300 Grass Cutting	0	2,500	2,500	545	5,000	4,455	7,500		6,955	7.3%	
4315 Grounds Maintenance	0	417	417	0	2,085	2,085	5,000	20	4,980	0.4%	
4800 Skate Park	0	0	0	0	0	0	25,000		25,000	0.0%	
4810 Pavilion Refurbishment	0	0	0	358	0	(358)	5,000		4,642	7.2%	
4820 Vehicle Replacement	0	0	0	4,625	0	(4,625)	5,000		375	92.5%	
4825 Asset Replacement	0	0	0	0	0	0	5,000		5,000	0.0%	
Projects :- Indirect Expenditure	0	2,917	2,917	5,528	7,085	1,557	52,500	20	46,952	10.6%	0
<b>Net Expenditure</b>	0	(2,917)	(2,917)	(5,528)	(7,085)	(1,557)	(52,500)				

Continued over page

22/09/2021

15:21

**Sometown TC (Omega Assets Photos Budgets) (Aug) 2020/21**

**Detailed Income & Expenditure by Phased Budget Heading 31/08/2020**

Month No: 5

Page 6

**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Grand Totals:- Income</b>	<b>0</b>	<b>984</b>	<b>984</b>	<b>132,779</b>	<b>119,395</b>	<b>(13,384)</b>	<b>239,745</b>				
<b>Expenditure</b>	<b>1,070</b>	<b>18,620</b>	<b>17,550</b>	<b>35,865</b>	<b>84,501</b>	<b>48,636</b>	<b>239,745</b>	<b>4,440</b>	<b>199,440</b>	<b>55.4%</b>	
<b>Net Income over Expenditure</b>	<b>(1,070)</b>	<b>(17,636)</b>	<b>(16,566)</b>	<b>96,914</b>	<b>34,894</b>	<b>(62,020)</b>	<b>0</b>			<b>16.8%</b>	
plus Tr From EMR	1,212										
less Tr to EMR	0			5,379							
<b>Movement to/(from) Gen Reserve</b>	<b>142</b>			<b>2,500</b>							
				<b>99,793</b>							



## QUOTATION

**Prepared for Billingshurst Parish Council**

**Dated 4<sup>th</sup> August 2021**

### **1a. Purchase of Additional Phased Budgets Module**

Purchase Installation of the following:

Phased Budgets Module £ 295

Online set up/training of software £ 100

**Outright Purchase of Software £ 395**

1<sup>st</sup> Year Annual Support and Maintenance 5 User Licence £ 143\*\*

**Total Costs 1<sup>st</sup> Year for Outright Purchase of Software £ 538**

### **1b. Ongoing costs for Outright Purchase**

Annual Support and Maintenance Multi 5 User Licence £143\*\* per annum

\*\* this is in addition to the basic Omega support fee.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name: .....

Position (Clerk/RFO): .....

Signature: .....

**Rialtas Business Solutions Ltd.**  
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB  
Company Number: 6361949 - Vat Registration Number: 920950827  
Tel: 01793 731296 - Fax: 01793 731938 - Web: [www.rialtas.co.uk](http://www.rialtas.co.uk)



## Netcom IT Solutions

Netcom IT Solutions, Premier House  
 7 St Leonards Road  
 Horsham United Kingdom RH13 6EH  
 Phone:01403 252995  
 Website:<http://www.netcomit.co.uk>  
 VAT Number :920026278

Quotation #	Quotation Date
Quot_2977	08/09/2021

P.O.Number	PO Date	Payment Term
New PC Graham	08/09/2021	Net 30

Ship By Date	Ship Method	Shipment Type
08/09/2021	Site Install	One Batch Shipment

Project	Sales Rep

Bill To
Billingshurst Parish Council Billingshurst Centre Roman Way Billingshurst, West Sussex RH14 9QW England

Ship To
Billingshurst Billingshurst Centre Roman Way Billingshurst, West Sussex RH14 9QW England

Name	Description	Product Number	Qty	Unit Cost	Total
PC	HP 290 G4 DDR4-SDRAM i3-10100 Micro Tower 10th gen Intel® Core™ i3 8 GB 256 GB SSD Windows 10 Pro PC Black		1.00	£477.60	£477.60
Onsite Labour	Onsite Labour :- Prep PC for user with Chrome Acrobat Reader Office 365 install email config apps and data		1.50	£75.00	£112.50

Total Discount:	£0.00
Items Ordered:	2.50
Total Price:	£590.10
Tax:	£118.02
Total Charges :	£0.00
Grand Total :	£708.12

# **DRAFT 2**

## **BILLINGSHURST COMMUNITY TRANSPORT LIMITED**

**(A Company Limited by Guarantee)**

**ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2020**

**Registered Number: 04826490**

**Registered Charity Number: 1101884**

	Page
General Information	1
Report of the Directors	2
Statement of Financial Activities	4
Balance Sheet	5
Statement of Cash Flows	6
Notes to the Accounts	7
Report of the Independent Examiner	10

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**General Information**

---

Registered Office: 4 Heath Square, Boltro Road  
Haywards Heath  
West Sussex, RH16 1BL

Board of Management: K A Johnson  
W Jones  
S A Stevens

Secretary: S A Stevens

Company Number: 04826490

Registered Charity Number: 1101884

Bankers: NatWest Bank Plc, 47 Carfax,  
Horsham, West Sussex, RH12 1FD

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**Report of the Directors for the year ended 30 June 2020**

The directors submit their report and accounts for the year ended 30 June 2020. The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**Status of the Company, principal activities and public benefit**

The Company is registered under the Companies Act 2006 as a company limited by guarantee and not having a share capital and is a registered charity; number 1101884. The trustees are all volunteers and the Company had two part time paid employees during the year. The charity was registered on 3 February 2004 and is governed by its Memorandum and Articles of Association.

The objects of the charity are to provide a community transport service for such of the inhabitants of the areas covered who are in need of such a service because of age, sickness or disability (learning or physical). The service is currently provided to the residents of Billingshurst and certain of its surrounding parishes.

As such, the Company and charity acts for the public benefit by providing these community transport services. Passengers comprise particularly those persons in the community who are unable to use local public transport. Provision of the service relies on the generous support of a large number of volunteer drivers using their own vehicles and the charity also has its own specially adapted wheelchair accessible vehicle.

**Directors**

The directors of the Company, who are also the trustees, are listed on page 1 as the Board of Management. The directors served throughout the year.

The appointment of directors is governed by the Memorandum and Articles of Association. All decisions are approved by the Management Committee.

**Results and review of the year**

Details of the results for the year are set out in the Statement of Financial Activities on page 4.

The company incurred a deficit in the year of £6,228 (2019: deficit £4,467).

The result for the year is very similar to the prior year, with a further small increase in the deficit incurred.

Although the year started well, the emergence of Covid-19 in early 2020 saw activity levels plummet and fare income fell well below the previous year. Some cost savings were achieved, but our deficit would have been greater but for an increase in donations and a very kind gift by way of legacy from one of our former passengers. An analysis of the grants and donations received is provided in Notes 9 and 10 to the accounts.

As our ordinary activities declined we also became involved in the local Covid Support Group Scheme to deliver prescriptions to those vulnerable persons requiring medicines but unable to get out due to shielding. An additional donation was received from Billingshurst Lions to assist with this activity which meant that our scheme administrator was able to keep working throughout the lockdown period. The Support Group Scheme has been extremely successful.

Despite incurring a deficit in consecutive years, and although the financial year 2020/21 may be similarly difficult, the directors believe that the finances of the charity remain healthy with a strong level of reserves.

Finally, the directors would like to record their thanks and appreciation to all the donors and other fund providers and in particular to our volunteer drivers and helpers who are so critical to the continuing success of BCT.

**Fixed assets**

The movements in fixed assets during the year are set out in note 3 to the accounts.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**Report of the Directors for the year ended 30 June 2020 (continued)**

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**Reserves policy**

The directors consider that general reserves are adequate to support the current activities of the charity.

The directors are aware that funding for small community schemes such as this can be susceptible to significant fluctuation as a result of changes in both political thinking and economic factors. The directors are therefore keen that the company should hold sufficient resources to guarantee the continued working of the scheme for at least two years and believe that current general reserves are adequate in this regard.

In addition, a designated reserve of £40,000 (represented by cash) has been set aside to fund a new wheelchair accessible vehicle in the event that one is required.

**Taxation status**

In the opinion of the directors the Company is exempt from taxation in respect of its income.

**Investment policy**

The directors do not consider it prudent to invest in anything other than very low risk investments. Cash required for operational purposes is held in an ordinary bank current account. Any surplus funds are transferred to interest bearing deposit accounts with the Charities Aid Foundation.

**Statement of trustees' responsibilities**

The charity trustees (who are also the directors of Billingshurst Community Transport Scheme Limited for the purposes of company law) are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the charity trustees to prepare accounts for each period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company exemptions**

The Report of the Directors has been delivered in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the Board on \_\_\_\_\_ and signed on its behalf.

**S A Stevens**  
Secretary

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**Statement of Financial Activities for the Year Ended 30 June 2020**  
(including income and expenditure account)

		Unrestricted income funds 2020 £	Total 2019 £
<b>Incoming resources</b>	<b>Note</b>		
Incoming resources from generated funds			
Voluntary income - donations	9		
Voluntary income - grants receivable	10	8,152	5,152
Legacies		2,772	4,000
Other income		2,500	-
Interest receivable		323	554
Incoming resources from charitable activities		107	88
Fares receivable			
Subscription income		19,073	28,535
<b>Total incoming resources</b>		<b>792</b>	<b>1,421</b>
		<b>33,719</b>	<b>39,750</b>
<b>Resources expended</b>			
Wages and salaries	2		
Volunteer drivers' expenses		(14,212)	(13,486)
Rent		(9,743)	(14,839)
Insurances		(1,854)	(1,845)
Fuel and other vehicle costs		(1,977)	(1,784)
Copying, postage and stationery		(1,917)	(2,947)
Telecommunications costs		(985)	(965)
Other office expenses		(1,364)	(1,364)
Depreciation		(1,271)	(586)
		(6,624)	(6,401)
<b>Total resources expended</b>		<b>(39,947)</b>	<b>(44,217)</b>
<b>Net (deficit) / income for the year</b>		<b>(6,228)</b>	<b>(4,467)</b>
Fund balances b/fwd at 1 July 2019		109,651	114,118
<b>Fund balances c/fwd at 30 June 2020</b>	<b>8</b>	<b>103,423</b>	<b>109,651</b>

All of the above results are derived from continuing activities. There are no recognised gains and losses in either year other than those included above.

The Company has no restricted funds.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

Balance Sheet as at 30 June 2020

	Note	As at 30 June 2020 £	As at 30 June 2019 £
<b>Tangible fixed assets</b>			
	3	445	6,401
<b>Current assets</b>			
Debtors			
Cash at bank and in hand	4	655	293
		<u>102,936</u>	<u>103,758</u>
		<b>103,591</b>	<b>104,051</b>
<b>Creditors: amounts falling due within one year</b>			
	5	<u>(613)</u>	<u>(801)</u>
<b>Net current assets</b>		<b>102,978</b>	<b>103,250</b>
<b>Net assets</b>		<u><b>103,423</b></u>	<u><b>109,651</b></u>
<b>Capital and funds</b>			
Unrestricted income funds			
Restricted income funds	7	63,423	69,651
Vehicle replacement designated fund	7	-	-
	7	<u>40,000</u>	<u>40,000</u>
		<u><b>103,423</b></u>	<u><b>109,651</b></u>

The notes on pages 8 to 9 form part of these accounts.

For the year ended 30 June 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The charity is not subject to an audit under the Charities Act 2011 and has decided to exercise its eligibility for an independent examination.

**Trustees responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These accounts were approved by the board on

and signed on its behalf.

**K A Johnson**  
Director

Company Number: 04826490

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Statement of Cash Flows for the Year Ended 30 June 2020**

	Year Ended 30-Jun 2020 £	Year Ended 30-Jun 2019 £
<b>Reconciliation of net (deficit) o net cash flow from operating activities</b>		
Net (deficit) for the year	(6,228)	(4,467)
Depreciation	6,624	6,401
Interest receivable	(107)	(88)
(Increase) / Decrease in debtors	(362)	37
(Decrease) in creditors	(188)	(295)
Net cash from operating activities	<u>(261)</u>	<u>1,588</u>
<b>Statement of cash flows</b>		
<b>Cash flows from operating activities</b>		
Net cash from operating activities	(261)	1,588
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(668)	-
Interest receivable	107	88
Change in cash and cash equivalents in the year	(822)	1,676
Cash and cash equivalents at the beginning of the year	<u>103,758</u>	<u>102,082</u>
Cash and cash equivalents at the end of the year	<u><u>102,936</u></u>	<u><u>103,758</u></u>

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**Notes to the Accounts for the Year Ended 30 June 2020**

---

**1. Accounting policies**

**(a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Billingshurst Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(b) Fund accounting**

The unrestricted funds are available for use at the discretion of the directors and trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**(c) Incoming resources**

Incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income. Grant income is recognised when all conditions necessary for receipt have been satisfied.

**(d) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**(e) Fixed assets**

Fixed assets are stated at cost, less depreciation calculated to write off the cost of the asset, less its estimated residual value, in equal annual instalments over the estimated useful life of the asset. Depreciation is calculated over the following estimated useful lives:

Motor vehicles:	4 years
Office / Computer equipment:	3 years

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

**Notes to the Accounts for the Year Ended 30 June 2020**

**2. Wages and salaries**

During the year, the company had three part time employees (2019: Two). Wages and salary costs can be analysed as follows:

	2020	2019
	£	£
Wages and salaries	14,212	13,486
Social security costs	-	-
	<u>14,212</u>	<u>13,486</u>

No remuneration was paid and no expenses were reimbursed to any of the directors/trustees during either year. The company does not operate any pension schemes.

**3. Tangible fixed assets**

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
As at 1 July 2019	25,604	1,100	26,704
Additions in the year	-	668	668
Disposals in the year	-	(775)	(775)
<b>As at 30 June 2020</b>	<u>25,604</u>	<u>993</u>	<u>26,597</u>
Depreciation:			
As at 1 July 2019	19,203	1,100	20,303
Charge for the period	6,401	223	6,624
Eliminated on disposals	-	(775)	(775)
<b>At 30 June 2020</b>	<u>25,604</u>	<u>548</u>	<u>26,152</u>
Net Book Value:			
<b>At 30 June 2020</b>	<u>-</u>	<u>445</u>	<u>445</u>
<b>At 30 June 2019</b>	<u>6,401</u>	<u>-</u>	<u>6,401</u>

Additions in the year relate to a new PC and server. Some older equipment was discarded.

**4. Debtors**

	2020	2019
	£	£
Other debtors	386	-
Prepayments	269	293
	<u>655</u>	<u>293</u>

**5. Creditors: amounts falling due within one year**

	2020	2019
	£	£
Deferred income	-	-
Accruals	613	801
	<u>613</u>	<u>801</u>

**6. Share capital**

The company is limited by guarantee and has no share capital, with each member being a guarantor in the sum of £1. At the balance sheet date the Company had nine members.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

Notes to the Accounts for the Year Ended 30 June 2020

**7. Funds**

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £
Balance b/fwd as at 1 July 2019			
Deficit for the year	69,651	-	40,000
Movement during the year	(6,228)	-	-
<b>Balance c/fwd at 30 June 2020</b>	<b><u>63,423</u></b>	<b><u>-</u></b>	<b><u>40,000</u></b>

In earlier years the directors had set aside an amount of £40,000 in a designated reserve for the replacement of the company's wheelchair accessible vehicle. The company did receive a new vehicle, funded by a Department for Transport grant, in late 2016 and the reserve has not been required to date. However, it is inevitable that this vehicle will need to be replaced in due course and it is by no means certain that funding will be obtainable for such a replacement. The directors therefore consider it appropriate to maintain this reserve and continue to set aside a sum of £40,000 to account for the potential cost of the next vehicle.

**8. Net assets**

The net assets of the company as at 30 June 2020 are analysed as follows:

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £	Total £
Fixed assets	445	-	-	445
Debtors	655	-	-	655
Cash	62,936	-	40,000	102,936
Liabilities	(613)	-	-	(613)
	<b><u>63,423</u></b>	<b><u>-</u></b>	<b><u>40,000</u></b>	<b><u>103,423</u></b>

**9. Donations**

Donations have been gratefully received from the following:

	2020 £
Billingshurst Parish Council	2,000
Plaistow & Ifold Parish Council	350
Billingshurst & District Lions Club	4,500
Passenger and other donations	1,302
	<b><u>8,152</u></b>

**10. Grants receivable**

Grants have been gratefully received from the following sources:

	2019 £
Revenue Grants:	
Government Job Retention Scheme	772
Horsham District Council - Revenue Grant	-
West Sussex County Council - Revenue Grant	2,000
	<b><u>2,772</u></b>

Toward the end of the year we took the decision to furlough one part time member of staff, following which we were able to recover 80% of that persons salary during the furlough period.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF**  
**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**YEAR ENDED 30 JUNE 2019**

We report on the accounts of the company for the year ended 30 June 2019 which are set out on pages 4 to 9.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to our attention.

**Basis of independent examiners' statement**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiners' statement**

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hilton Sharp and Clarke  
Chartered Accountants  
4 Heath Square  
Boltro Road  
Haywards Heath  
RH16 1BL

Date:

# 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															
West Sussex Association for the Blind / 4Sight	100.00	100.00		50.00	50.00	50.00	50.00	50.00	1,000.00	1,000.00	1,000.00				
Central & South Sussex CAB															
St Catherine's Hospice			50.00				100.00	100.00	100.00	100.00	100.00	240	250	300	
Billingshurst Community Partnership Limited	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00	100.00	250.00	275.00	100.00	200.00	200	200	200.00	200.00
Billingshurst Centre								100.00	100.00						
Billingshurst Centre CCTV						200.00			50.00						
Billingshurst Bowling Club															
Billingshurst Centre									500.00			2,260.00			
Billingshurst Community Partnership Luncheon Club				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
Friends of Station Road Gardens									561.29	382.36	600.00	600.00	600.00	606.00	618.00
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														
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00	50.00		200.00		250.00		250.00	300.00
Royal British Legion	20.00	16.50	16.50	16.50	18.50	18.50	18.50								
West Sussex Mobile Youth Trust															
Outset Youth Action				50.00		50.00	50.00								
Life Centre							50.00								
Billifest						50.00									
St Mary's Church Lighting	175.00	1,998.68	2,000.00		2,000.00	1,766.49									
Disability Awareness		175.00	140.00	140.00											
Just Different				50.00											
Girl Guides			100.00	50.00											
Billingshurst Football Club				100.00											
Women's Hall			685.00	350.00											
HDC Planning App Fee Jubilee Flagpole					500.00										
Sussex Crimestoppers			100.00		85.00										

APPENDIX  
H



## QUIET LANES INFORMATION FOR BILLINGSHURST PARISH COUNCIL MEETING 29<sup>th</sup> SEPT 2021 7.30pm

*Dear Parish Councillors,*

*We are all lucky to live, walk, jog and ride around our lanes, and we have many visitors who enjoy the area too. These are being used as a recreational amenity and our recent survey has attracted over 60 positive responses from residents and visitors in support of a "Quiet Lane" designation, as defined under the CPRE quiet lane scheme (Campaign for the protection of rural England).*

*Unfortunately, these lanes are also used as short cuts for local traffic and when the major routes are compromised as a result of road works. This made use of the lanes during these periods, on foot, cycle or horse unpleasant at best and dangerous at worst.*

*We would like to address this, to retain and protect the rural nature of our lanes, and apply to have them designated as **Quiet Lanes**.*

### **WHAT IS A QUIET LANE?**

*A quiet lane is a single-track rural road or network of roads, that are appropriate for shared use by walkers, cyclists, horse riders and other vehicles, with average vehicle movements less than 1000 per day. All of our lanes meet the criteria for this Community Highway Scheme.*

*The aim of **Quiet Lanes** is to maintain the character of minor rural roads by seeking to contain rising traffic growth and protect them from the adverse effects of intimidating traffic.*

*Designation as a **Quiet Lane** does not bring about any direct additional enforceable vehicle or speed restrictions, but attempts to advise drivers of the mixed-use zone they are entering.*

### **THE GROUPED LANE IMPACT:**

*The 7.7 miles of Okehurst Lane, Okehurst Road, Rowner Road and Haven roads uniquely provide essential links to 26.4 miles of public rights of way. The area is bounded by The Haven Road to the north, A272 to the south, A29 to the east and B2133 to the west, creating an ideal pocket for a **Quiet Lane** network with just 4 access points. See map.*

Local authorities are now able to designate 'Quiet Lanes' in rural areas under the Transport act 2000 with some Counties having already taken part in this scheme, indeed Highways & Transport Director Matt Davey of WSCC recognised the benefit of the scheme in a briefing note 17<sup>th</sup> Dec 2019.

*We would please ask for the Parish Council to support an application to WSCC Highways for these lanes to be designated Quiet Lanes to preserve the amenities held by them*

Two of many signing examples



Please compare the following :

Hayes Lane Slinfold (speed limit recently reduced to 40MPH)



Okehurst Lane Billingshurst (60 MPH)



Both have rural residential housing and public rights of way. The only difference is that Hayes Lane leads into a village.

proposed quiet lanes



Rudgwick Parish Council  
Rudgwick Hall  
Bucks Green  
Rudgwick  
West Sussex  
RH12 3JJ  
Tel: 01403 822678  
E-mail: clerk@rudgwickpc.co.uk



21<sup>st</sup> September 2021.

Hilary Jubert.  
Sherlocks  
Okehurst Lane,  
Billingshurst,  
West Sussex.  
RH149HR

Dear Ms Jubert,

**Reference: CPRE Quiet Lanes support for application to WSCC Highways**

Rudgwick Parish Council fully supports your proposed application to West Sussex CC to designate the lanes as in the area naturally bounded between the A29/A272/Haven Road and the Arun River as "Quiet lanes".

Yours sincerely

On behalf of Rudgwick Parish Council

*Anna Clayton*

Anna Clayton  
Clerk

**WSCC LOCAL FLOOD RISK STRATEGY****Q. Is the purpose of the Local Flood Risk Management Strategy clear?**

Yes

**Q. Do you agree or disagree with the 25 Priority Areas?**

Agree

**Q. Have any significant flood risk areas not been considered?**

No

**The Local Flood Risk Management Strategy is ....****Concise** .....? Neither agree nor disagree**Current knowledge** .....? Somewhat agree**Easy to understand** .....? Somewhat agree**Easy to search for required information** .....? Somewhat agree**Do you agree with the overall structure of the LFRM Strategy?** Yes**Is there anything you feel is missing from this Local FRMS or anything we should be aware of?**

Yes

**If yes, please tell us more here...**

I would class "assets" as all assets involved in water management, including SUDs and the watercourses that take the disposal of water from new developments. There should be a clear message (register) as to who owns and maintains these which should be clear to all residents and local authorities. When there is a problem it should be dealt with quickly before those assets cause flooding either upstream or downstream.

When flooding occurred in one area of Billingshurst, householders were told by the County Council that the land causing the flooding was "private land". It would have been more helpful if an asset register had been available to let the householders know who to contact.

**On a scale of 1 -5 where 1 represents 'not at all' and 5 represents 'very well', overall, how well do you think the Local Flood Risk Management Strategy will be successful in reducing flood risk?**

3

**Please tell us more about this...**

I would be more than happy if the LFRMS were to succeed; however we have experienced new developments where the developer has "forgotten" to install a Hydrobrake which caused flooding elsewhere.

A retaining wall collapsed into a watercourse and it took the developer three months to rebuild it, and even then only because enforcement was involved.

Secondary flows into a watercourse from a development headwall had to be pointed out to a developer to rectify, not done yet. Every time there is heavy rain on the highway a resident has to go out to clear any road gullies so that his house doesn't flood. This happens whilst traffic is moving through floodwater.

We have a development of 120 homes where SUDs disposes of its surface water into a ditch that goes nowhere, and floods fields and a roadway.

Leaving maintenance in the hands of maintenance companies on new developments can be disastrous and who is enforcing?

Climate change will increase the number of weather events, and some of our road drainage and watercourses cannot cope now. We have areas that constantly flood in heavy rain, and looking at the map of Billingshurst where the "wet spots" are noted, this has not changed since floods of 1960's and 1981.

**Do you feel this strategy contributes positively to addressing the potential impacts of climate change and compliments the WSCC Climate Change Strategy?**

Not really

**Please tell us more about this...**

In Billingshurst we have areas that are in the Billingshurst SWMP which gives details of 1 in 10 year event; 1 in 13.5 year event, and 1 in 2 year event. Billingshurst is included in the 25 Priority areas, but residents will be at risk with climate change if no upgrades to assets are carried out in the future.

**BILLINGSHURST PARISH COUNCIL****FINANCE & GENERAL PURPOSES COMMITTEE****WEDNESDAY 29 SEPTEMBER 2021****PHOTOCOPIER CONTRACT****UPDATED REPORT BY CLERK TO THE COUNCIL****FOR DECISION**

In January 2017 the Council accepted a quote from ASL to supply a new copier machine for the Parish Office.

This contract expires in early January 2022.

I have obtained four quotes, attached and summarised below. These are all based on existing levels of usage.

	Existing	New			
	ICA Digital	ICA Digital / ASL	A.L.E.	LIMPIO	Docex360
Item					
B/W copies	0.38 pence	0.3 pence for extra copies	0.28 pence	0.45 pence	0.29pence
Colour copies	3.8 pence	2.5 pence for extra copies	2.8 pence	3 pence	2.9 pence
Rent per 1/4 based on 5 years	134	285	151.1	241.2	226.35
Purchase	2,294.00			3,600.00	
Machine	Toshiba E-Studio 2505AC	Toshiba 3015ac	Ricoh IM C2500	Xerox C8030	Toshiba E2515AC
Other	First 20k of mono copies f.o.c.	Incl. 8,000 b/w + 3,000 colour copies per quarter			

I would suggest that the choice is either ASL, A.L.E or Docex360.

ASL is more expensive per quarter, but includes considerable free copies. However, A.L.E still works out cheaper per quarter by paying per copy. A.L.E. were the only company that came out to see us!

Docex360 are offering a three tier charging system, where if a document is only partially colour, they only charge 1.9 pence.

The Committee is invited to choose a new provider for the office photocopier.

**From:** John Fox <John.Fox@asl-group.co.uk>  
**Sent:** 23 August 2021 13:03  
**To:** Billingshurst Parish Clerk  
**Cc:** Jamie Browne  
**Subject:** RE: Old Photocopier  
**Attachments:** BR\_e-STUDIO5015AC-series\_0918.pdf

Good Morning Greg,

Please see the Proposed comparison below for a new replacement device for a new inclusive agreement that will also save you £260 per year.

**Current Expenditure, Average Total = £350.25 per quarter**

Toshiba 2505ac, Lease Rental Agreement = £134 per quarter  
Average 8082 mono pages at 0.557p per page, per quarter  
Average 3080 colour pages at 5.564p per page, per quarter

**Proposed, New Lease and Service inclusive agreement = Total £285.00 per quarter**

**New Toshiba 3015ac 30ppm colour A3 colour MFP with Cabinet.**

New Agreement includes 8,000 mono and 3,000 colour pages per quarter  
Any excess pages are at low rate of 0.3p per mono / 2.5p per colour page  
Delivery, installation and collection included

*Service includes all parts, call out, toners, local engineers and maintenance.  
We will cancel the last quarter rental on your behalf so you can benefit sooner*

Please let me know your thoughts of if you require anything further. I have suggested the latest Toshiba model which will make an easier transition and ease of use.

N.B. Do you produce booklets or manually fold documents for services? You can have the option of a booklet fold and staple finisher that will enable you to print in booklet and the device will fold and staple for you. This is an additional option and cost would be £68 per quarter, however it may save time.

Regards

John Fox Account Manager



PRINT | COMMS | IT

making work flow

☎ 0345 207 7000  
☎ 07789 924461  
🌐 asl-group.co.uk

🏆 Lexmark Partner of the Year 🏆 Epson Dealer of the Year 🏆 Kyocera Service Award 🏆 PrintIT Service Team of Year



Unit 56  
Thomas Way  
Canterbury  
CT3 4 JZ

Phone: 0845 841 7311

Billingshurst Parish Council

Dear Greg,

Thank you for your time and help this morning, it was great to meet with you and the team.

As promised, I have put together my recommendations for you to consider. A.L.E. is a family-owned business who pride ourselves on our honest and transparent agreements parallel with our highest levels of service.

I will be your dedicated account manager along side our local engineers and IT help desk who are able to assist remotely.

My recommendations.

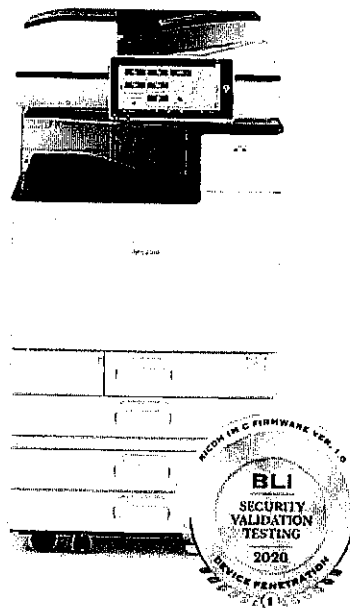
1 X new Ricoh IM C2500  
25 pages per minute mono and colour  
Print, copy and scan (scan to email/ folder)  
4 x 550 sheet paper feed trays for A4 & A3 use.

Quarterly lease rental- £151.10

Mono copies will be charged at 0.28p and colour at 2.8p. included within this cost is all toner, call outs, parts and labour. There is no minimum volume or hidden costs. You will only pay for what you use.

Kind Regards

James Mackenzie  
07501 096977



All costs exclude VAT.

A.L.E. BUSINESS MACHINES

**Subject:** FW: Quote  
**Attachments:** Xerox Altalink C81 series.pdf

**From:** Steve Barlow <sbarlow@limpio-os.co.uk>  
**Sent:** 24 August 2021 11:18  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Cc:** Terri Smith <terri@copysolutions.org.uk>  
**Subject:** FW: Quote

Hi Greg, please find enclosed the costs to supply the latest Xerox C 8130 to replace the Toshiba currently supplied by ASL

1 x Xerox C8030  
Purchase price £3600.00  
3 years rental option £352.80 per quarter  
5 years rental option £241.20 per quarter  
Colour unit charge 3p Mono unit charge 0.45p  
All prices are net of vat.

Kind regards,

**Steve Barlow**



Head Office  
13-14 Raleigh Court  
Priestley Way  
Crawley  
RH10 9PD  
Mobile: 07739 590891  
Phone: 0870 850 5521

[sbarlow@limpio-os.co.uk](mailto:sbarlow@limpio-os.co.uk)  
[www.limpio-os.co.uk](http://www.limpio-os.co.uk)

**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**WEDNESDAY 29 SEPTEMBER 2021**

**TELEPHONE CONTRACT**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

In January 2017 the Council appointed Overline to provide telephone services throughout the Billingshurst Centre. (The Council then recharges the Billingshurst Centre and Community Transport.)

Overline were chosen on a combination of costs and service offered.

However, although the product has been very good, Overline have been disappointing when we have asked for assistance with what we thought were straightforward requests, such as call forwarding during the first lockdown, changing answer messages and call recording to name but three. They have also been poor at responding to enquires.

The contract with Overline expires in January 2022 and we are not minded to ask them to requote.

I have received 3 new proposals, attached. All propose to move from ISDN Lines (which BT will be turning off in the future) to internet-based systems and utilise the fibre optic cable that is already available in the vicinity. This will hopefully address the slow internet speed currently being experienced in the Centre.

As all three quotes are slightly different, it is difficult to easily compare them and I would therefore be pleased to hear the thoughts of Members at the meeting who are more versed in interpreting such information. (Netcom already provide all our IT needs.)

I have done my best here to tease out the main costs of each proposal:

<b>Company</b>	<b>Set up /lease</b>	<b>Monthly running cost</b>
Global 4	£2,700 up front or monthly lease charge.	£192.04
Netcom	£1,156.26	£204.00
Infinity	£1,179.00	£143.45

The Committee is invited to choose a new provider for telephony accordingly.

**Billingshurst Parish Clerk**

---

**From:** Elliot Edgcombe <elliot.edgcombe@global4.co.uk>  
**Sent:** 10 August 2021 08:41  
**To:** Council  
**Subject:** Global 4 quote  
**Attachments:** 42182 - Global 4 - Billingshurst Parish Council - Quotation (1).pdf

Morning Greg,

Thanks for your time yesterday, it was great to catch up.

As I mentioned in our meeting, we can either charge upfront for the installation and hardware or split it over the term. What ever would be easier for yourselves. The quotation attached is for splitting it over the term, but if you would rather pay upfront for this then it would be £2700.00 and this would remove the 'monthly hardware & setup' part of the proposal.

## The License Types

Firstly, the 8x8 solution packages up its licenses allowing us to build a bespoke plan around your requirements, this means we can start you off on a lower level of licensing then properly support you as you grow / change as a business.

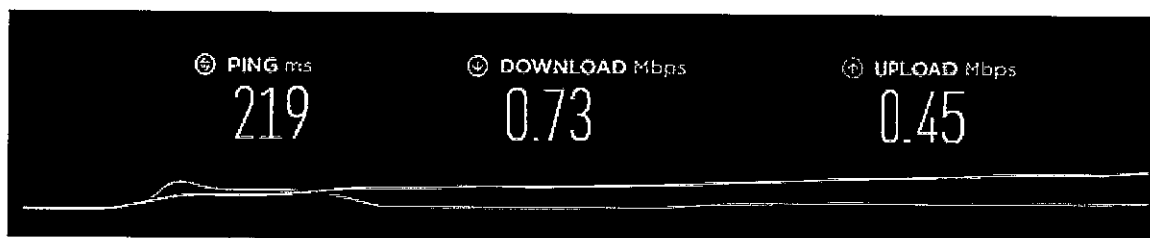
- Lobby Licence – This is a phone on a desk, simple as that. Only internal calls can be made, cannot be involved in any ring groups, cannot have any music on hold or promotional material when it rings out, no mobile app or softphone, can't report on call statistics or have call recording either, it's just a basic handset on a desk for internal use.
- X1 Licence – This is the first proper user licence on the system if you want to make external calls that 99% of our estate agent customers are on. You get Unlimited UK Landline/Mobile calls included, each user can have a softphone and mobile application if desired in any combination, can be in ring groups, instant messaging with other users and currently able to have video conferencing too (promo on 8x8 running for X1 users). All calls will be logged in the stats platform and calls can be recorded. From our meeting, I think this will be the most suitable license.
- X2 Licence – This user has everything from X1 with call ques, Internet Fax and calls to 14 countries
- X3 Licence – This user has everything from X1/2 but also include the operator switchboard and calls to 32 countries rather than 14.
- X4 Licence – This user has everything from X1/2/3 and also allow you to access the statistics platform and 46 countries of calls rather than 32.

## Reasons For Global 4 Proposing 8x8

- ✓ Creating an end to end solution via one provider
  - 8x8 is the only provider on the market who offer a complete end to end solution meaning guaranteed call quality over public internet, and an industry leading SLA on uptime (99.999%) – this is far better than any other platform
  - The other system that you've been quoted is the Gamma Horizon product, there's a place for this in the market however compared to the 8x8 solution it's a long way behind in terms of platform and functionality. Gamma use multiple 3<sup>rd</sup> parties to deliver the solution with their Reporting, Apps, Call Recording all being provided by someone else. This not only leads to a clunky experience when using it, but there is also a lot of issues with them working together. I used to sell the Gamma product at my previous company and there was issues with the apps whenever Apple updated their software the apps wouldn't work, when you got a phone call your app and phone would ring, then if you answered your handset the mobile app would continue to ring even though you're on the phone. There was also service reliability, because they only had 2 data centers and an infrastructure that isn't as resilient there was a few times where there was significant downtime / disruption.
  - Consistently ranking as a leader in the Gartner Magic quadrant which reviews all of the leading platforms on the market
  - Has the best codecs in the industry to ensure good quality calls at all times
  - Best security credentials on the market, can be found here
- ✓ Managing a full inventory

- Global 4 are able to offer a broad portfolio to Billingshurst Parish Council, this allows us to build a long standing relationship by supporting yourselves with not only the latest technology and services but with the peace of mind of having the point of contact meaning managing your services goes from a headache to a simple case of speaking with someone you are familiar with. Our portfolio includes phones, mobiles, connectivity, IT support and even energy. I appreciate that currently your IT company are supporting you with some aspects but this is something we can help you with later down the line
- One of the issues that you are currently facing with the current phone system is supporting your users who are working remotely. By moving onto a cloud solution you will enable your team to be able to communicate as if they were all in the office together.
- Another issue you've been facing is the support from your current supplier (or lack of) moving forward you will have the one point of contact to deal with, over 80% of our support calls are handled first time, and this removes the frustration you're getting from Overline with a bombardment of Ticket emails.
- As we went over in the meeting, we can either provide you with a fully managed support package or you can be on a 'pay as you go' service, you will receive complete training on your admin portal so that you can make changes yourselves if you wish
- We can utilise features like auto attendants and hunt groups to route calls through to the correct department / team member efficiently
- ✓ Dedicated points of contact
  - Elliot Edgcombe – Business Development Manager
- ✓ Future Proofing
  - 8x8 are constantly developing and enhancing the platform with non-intrusive updates to ensure that customers are getting the most out of their investment. It truly is a platform that will grow with you and remove the requirement of ever investing in a new platform again, due to the license structure there's little to nothing this system can't do
  - Detailed analytics are available allowing you an incredibly granular view of how calls are being handled. You can easily see if there are numbers that are ringing for a long time before being answered, you can even see if there are calls that have been missed and not returned.
- ✓ Proactive relationship management
- ✓ Ongoing rate and service reviews

One of the instant and huge benefits we can deliver to the council will be upgrading your broadband to a new FTTC service, as we saw the speeds that the council is currently receiving are below 0.73mbps download, and 0.45mbps upload, by moving you onto a FTTC service the minimum download speeds you will receive are 35mbps – a huge improvement. This means you and the team will benefit from faster speeds and better reliability. I noticed on the quote from your IT company they recommended having a backup ADSL service in place, I would recommend opting for a backup 3G/4G service instead as this will provide better redundancy. The ADSL service your IT team are suggesting wouldn't be enough to support your PC's and Phones and wouldn't work at all. This would result in your phones being down.



BTW FTTC 80/20 Mkt B	BT WHOLESALE	FTTC	<b>Best</b> 55.00 Mbps	<b>Best</b> 9.60 Mbps	35.00 Mbps	9 working days
			<b>Worst</b> 35.00 Mbps	<b>Worst</b> 6.20 Mbps		

We understand that your needs and requirements are entirely bespoke to you however we have plenty of experience dealing with councils, a huge amount have adopted the 8x8 solution over the last 18 months. You can rest assured that the processes that we have in place coupled with the experience we have gained over the last 22 years implementing systems like this will mean you are in more than capable hands.

I am very keen to support you through this process and happy to discuss this further with you, If you have any questions please do not hesitate in getting in contact with us and we are more than happy to answer any outstanding questions you might have.

Kind regards,

Elliot Edgcombe  
Business Development Manager

Email: [elliot.edgcombe@global4.co.uk](mailto:elliot.edgcombe@global4.co.uk)  
Office: 01403 272910  
Direct: 01403 916346  
Mobile: 07704 399934



Click [here](#) to visit our website



Hosted  
Telephony



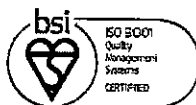
Mobile



Energy



Connectivity



Global 4 Communications Ltd, Global House, 60B Queen Street, Horsham,  
West Sussex, RH13 5AD

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# Quotation

Quotation Date: 09/08/2021 (Valid for 30 days)  
Quotation Reference: 42182

After reviewing your current information we have the great pleasure of detailing this compelling offer:

Type	Description	Item Qty	Unit Price	Total
<b>Set up charges</b>				
	DrayTek Vigor 2620LN	1	£0.00	£0.00
	Solution Discovery	1	£0.00	£0.00
	8x8 Extension Activation Fee	9	£0.00	£0.00
	Porting (ISDN2 Circuit)	1	£0.00	£0.00
	Polycom® VVX® 250 4-line Business IP Phone	8	£0.00	£0.00
	Yealink W52P IP Cordless Handset & Base Unit	1	£0.00	£0.00
	Platform setup, inc visit to install handsets	1	£0.00	£0.00
	Fibre Broadband Plus Setup	1	£0.00	£0.00
	Shipping and Delivery	1	£0.00	£0.00
			<b>Sub Total</b>	<b>£0.00</b>
<b>Monthly charges</b>				
	X Series - X2 Lite - Unlimited UK minutes	9	£10.00	£90.00
	Unlimited Fibre Plus Broadband Rental	1	£30.00	£30.00
	Broadband Line Rental	1	£12.85	£12.85
	Monthly Setup & Hardware Fee	1	£59.19	£59.19
			<b>Sub Total</b>	<b>£192.04</b>
<b>Annual charges</b>				
	Annual Service Fee	1	£30.00	£30.00
			<b>Sub Total</b>	<b>£30.00</b>

Contract Term 60 months

Quote subject to site survey

Total Monthly £192.04

Total Annually £30.00

All prices plus VAT

If you have any questions regarding your quote, please contact on 01403 788541 or email sales@global4.co.uk

**Billingshurst Parish Clerk**

**From:** James Martlew <james@netcomit.co.uk>  
**Sent:** 03 September 2021 12:11  
**To:** Billingshurst Parish Clerk  
**Subject:** RE: Phones

Hi Greg

Also sorry o forgot to mention let me know a good time to call in with a phone to demo , the system

Many Thanks



James Martlew  
 @support@netcomit.co.uk  
 www.netcomit.co.uk  
 01403 252995

**From:** James Martlew  
**Sent:** 03 September 2021 12:09  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Subject:** Phones

Good Morning Greg,

Sorry for the delay in getting back to you regarding the phones,

After having a look around onsite, knowing that there are multiple number ports (Billingshurst Community Transport / Reception and your main number) and limited cabling structure, I have revised the quote with these in mind.

I recommend a second internet connection to segregate this from the PC's and the internet speeds will be massively improved with the FTTC. Than ADSL . I know users are struggling with internet speeds there

36-month contract	Monthly	Set Up
Package 1 to include 2000 mins L/L UK 2000 mins mobile		
9x Subscriber, 2000/2000 call plan, VVX411 handset POE (exc. PSU), fixed contract 36 month £13.00 each, with minutes included	£117.00	
Hunt Group x two, if out of hours voicemail required, if not just one would be ok	£10.00	
Analogue voice line, PSTN premium x2	£30.00	£156.00
FTTC :- to 40Mb down, 10Mb up, unlimited x2	£47.00	£60.00
Optional Call Recording	£8.50	
Dubber Lite Call Recording	Each	

Per user, on top of basic Subscription, always on. Records kept for 6 months	Subscriber ?	
Netgear 24 port gigabit PoE+ smart managed SFP – to drive phones and PCs		£261.26
X2 5 port POE Switch for community transport office + Reception back office		£83.10
Labour connect phones to desks using existing cables for computers then sharing these with phones – demo on the phones + connecting FTTC to router		£475.00
TP Link router for Phones only FTTC		£65.90
Misc parts :- BT open reach modem for FTTC + Patch leads for cabling phones to PC network		£55.00
Totals	£204	£1,156.26

Any Questions please let me know

Best Wishes



James Martlew

@support@netcomit.co.uk

www.netcomit.co.uk

01403 252995

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**Billingshurst Parish Clerk**

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**From:** James Baldock <james.baldock@infinitygroup.co.uk>  
**Sent:** 22 September 2021 22:05  
**To:** Billingshurst Parish Clerk  
**Subject:** RE: Telephony Requirements  
**Attachments:** Billingshurst Parish Council.pdf

Hi Greg,

Thank you again for your time today.

As promised, please find attached a quote for the new VoIP telephone solution. As discussed there is no initial costs for the hardware or the system, just the labour that we need to be able to set up and install the new solution. The attached document gives an overview of Infinity Group but more importantly gives you the costs. I have quoted for 9 licenses (you get the handsets FOC) and these are £12.50 per user per month and for this fee you get all calls to local, national and UK mobile numbers free of charge and also unlimited remote support from our telephone service team, 7am to 7pm Monday to Friday. The only call charges will be for international calls or calls to premium rate numbers. I have also included a POE switch as you will need to power the handsets and this is the easiest way of doing this. I have also included the costs for Infinity to take over an analogue line and provide a Fibre to the Cabinet internet circuit. We can simply provide the telephone solution if you already have a FTTC circuit in place. Below is an overview of the solution along with an image of the handsets that you will be provided.

The Horizon solution is a VoIP solution that will provide you with the following functionality 'out of the box':

- Auto Attendant
- Hunt Groups
- Call Pick Up
- Call Transfer
- Company Directory
- Call Forwarding
- Hold Music
- Call Waiting
- Voice Mail (both company and individual)
- Online portal so that you can view call stats (missed calls, made calls, received calls etc.)

The solution also comes with call recording and you can just action this by pressing \*1 during a call and this will then record the call from the start. You can record all calls but you will need to manage the portal where the calls are saved as you are charged for the amount of data that is on your account. You get 900mb of data for £20.00 per month and if move the data from the portal to a local drive or a USB drive then you won't get charged any more than the £20.00 per month going forward. If you don't require call recording this service can simply be left alone and there will be no additional charges.

The cost of the Horizon solution is £12.50 + VAT per user per month and this fee includes all calls to local, national and UK mobile numbers and also support from our telephone team, Monday to Friday 7.00am to 7.00pm. If you take the solution out on a 36 month contract I can provide you with the Polycom VVX450 handsets free of charge and they would look like this:



These are very modern and user friendly devices – you can have speed dials on the screen and have a button for voice messages, call forwarding, company directory etc. They also have USB ports on the back so headsets can be easily plugged in and they just work!


In short you can therefore have a VoIP telephone solution without any hardware costs for £12.50 per user per month which includes unlimited remote support and calls to local, national and UK mobile numbers if you take a 36 month contract. There will be a day and half labour required to configure and come to site to install the solution.

I hope that this all makes sense Greg but if you have any questions please do not hesitate to contact me.

Many thanks,  
James



**James Baldock**  
External Account Manager

 0345 450 4600

 [www.infinitygroup.co.uk](http://www.infinitygroup.co.uk)

**feefo**  
500+ reviews

**Service Rating**  
A+ (from 10)

**From:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>

**Sent:** 22 September 2021 15:51

**To:** James Baldock <james.baldock@infinitygroup.co.uk>

**Subject:** RE: Telephony Requirements

Hi James,

Infinity Group

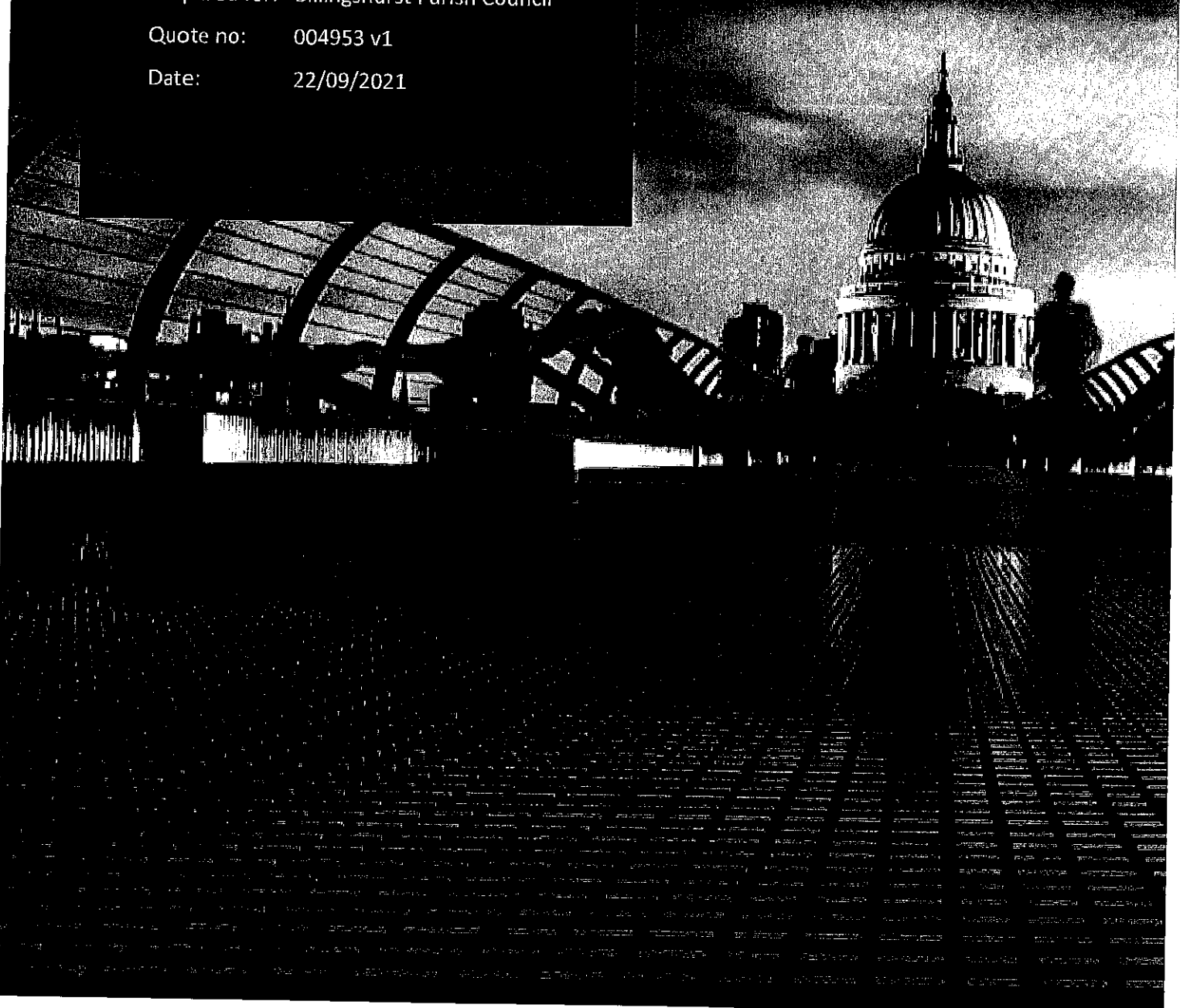
# Solution Proposal

Title: Telephony

Prepared for: Billingshurst Parish Council

Quote no: 004953 v1

Date: 22/09/2021



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Wednesday, 22 September, 2021

Billingshurst Parish Council  
Greg Burt

clerk@billingshurst.gov.uk

Dear Greg,

Thank you for giving Infinity Group the opportunity to quote for your services.

We have enclosed and outlined details of:

- Our Company
- Our Services
- Proposal
- Process to sign and accept the order

We very much hope that all will be self explanatory, however if you would like to discuss anything raised in this document further, please do not hesitate to contact me by return.

Yours sincerely,



James Baldock  
Account Manager  
Infinity Group HQ

## About Infinity Group

### Overview

Infinity Group are proud to be recognised as one of the top Microsoft Managed Gold Partners in the UK. We are a leading provider of award-winning IT Support, IT Consultancy, Digital Transformation and Microsoft Dynamics 365 Consultancy. Since 2001, our specialist team has supported over 1000 clients across the UK.

With offices in London, and the South East we employ a large team of over 70 specialist Consultants. These are highly qualified and specialise in IT Security, Infrastructure and Digital Transformation. We also employ Technical Project Managers, Account Managers, Analysts and Functional Consultants.

In the past 5 years, Infinity Group has won over 20 leading industry awards and was ranked as the 5th best MSP in the UK at the Global MSP 501 awards. We have also won the Feefo Gold and Platinum Customer Service awards for the past two years.

### Specialist Services

**IT Support** - We specialise in providing outsourced IT support to businesses of all sizes to deliver faster, more scalable and flexible IT Support in comparison to an expensive in-house IT team.

**Cloud** - Our consultancy team are specialists at migrating businesses to the Cloud to boost efficiency, added value and maximum security.

**Infrastructure** - Our team of specialist infrastructure consultancy design IT infrastructure solutions to suit the specific needs of a business as well as further enhancing existing setups.

**UNITE Business Transformation Solutions** - Built on the Microsoft Cloud, UNITE's affordable solutions have been professionally designed to scale as your business grows. There are 10 solutions on offer to transform every element of your business.

**Telephony** - We cater for all business telephony needs, from Mitel on-premise setups to Microsoft 365 Business Voice deployed within Microsoft Teams.

### Certifications

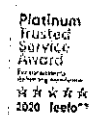
We also hold the below accreditations and certifications:



Gold Cloud Platform  
Gold Cloud Productivity  
Gold Support and Maintenance Cloud Solution



Active Data Analytics  
Server Application Development  
Server Collaboration and Content  
Server Cloud Customer Relationship Management



## About UNITE

### UNITE Business Solutions

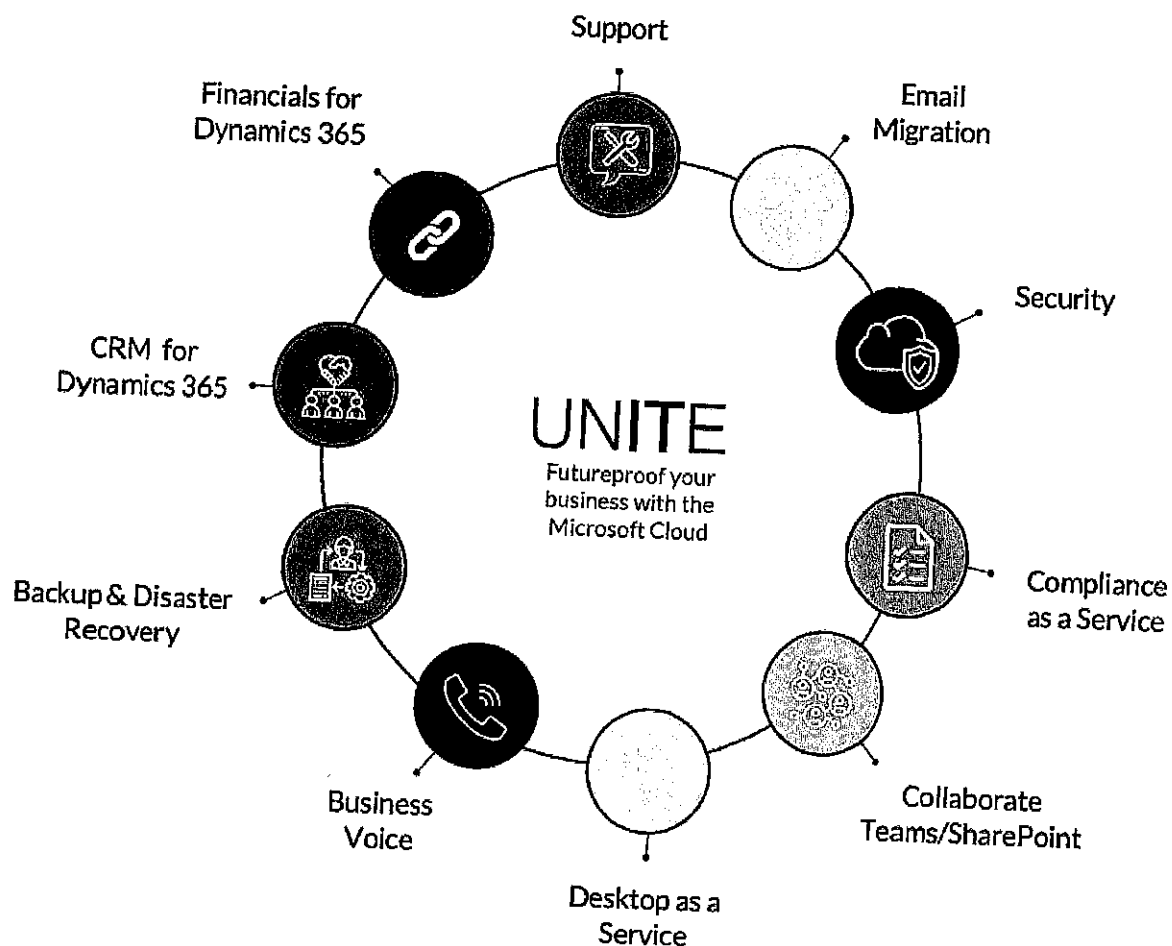
With the ever-changing working landscape, now's the time to move your business to the Cloud. **UNITE** is our suite of fixed cost solutions designed to support your business needs in the office and at home. Built on the Microsoft Cloud, all our UNITE solutions have been professionally designed to scale as your business grows.

With UNITE, you can pick and choose from a variety of fixed price, fixed outcome solutions that are designed to transform every area of your business.

#### Other benefits:

- Rapid enablement delivered remotely minimising the need for onsite engagement
- Powered by Microsoft and other leading vendors to ensure your business IT is secure, optimised and running efficiently at all times

>> [Visit our website for more information about each of our UNITE solutions](#)



## Sale of Goods

Qty	Product Details	Initial Charges	SC Code
9	Horizon - Handset - Polycom VVX 450	£0.00	H
1	D-Link WebSmart 24 Ports Manageable Ethernet Switch - 2 Layer Supported - Twisted Pair - PoE Ports - Desktop, Rack-mountable	£254.00	S

Subtotal: **£254.00**

## Network Services

Qty	Product Details	SC Code	Initial Charges	Recurring Charges	Min Month Period
9	Horizon Licence	H	£0.00	£112.50	36 Months
1	WLR Line Takeover	N	£25.00	£0.00	Not Recurring
1	WLR Analogue B2 Line Rental	N	£0.00	£11.00	36 Months
1	IN Business FTTC 40:10 ULTD	A	£0.00	£19.95	36 Months

Monthly Subtotal: **£143.45**

Subtotal: **£25.00**

## Labour

Qty	Product Details	Initial Charges	SC Code
1	Labour Telecom Engineer Day	£600.00	E
4	Labour: Infinity Telecom Engineer per Hour	£300.00	E

Subtotal: **£900.00**

## Telephony



Prepared by:  
**Infinity Group HQ**

James Baldock  
0345 450 4600  
07469 891974  
james.baldock@infinitygroup.co.uk

Prepared for:  
**Billingshurst Parish Council**

Greg Burt  
(0140) 3782555  
clerk@billingshurst.gov.uk

Quote Information:

**Quote #: 004953**

Version: 1

Delivery Date: 22/09/2021

Expiration Date: 22/10/2021

## Quote Summary

Description	Amount
Sale of Goods	
Network Services	£254.00
Labour	£25.00
	£900.00
Subtotal:	<b>£1,179.00</b>
UK-VAT @20%:	<b>£235.80</b>
Total:	<b>£1,414.80</b>

## Monthly Expenses Summary

Description	Amount
Network Services	£143.45
Monthly Subtotal:	<b>£143.45</b>
UK-VAT @20%:	<b>£28.69</b>
Monthly Total:	<b>£172.14</b>

I accept and understand that this order will only create a contract once accepted by Infinity when it shall become subject to Infinity's Standard Terms and Conditions, the applicable Supplementary Terms and Conditions, Infinity's Privacy Policy, Microsoft Customer Agreement and the terms and details on this Order Form, including as to minimum periods and the "Important Information". I also accept and understand this order is subject to survey before acceptance.

The Standard and Supplementary Terms and Conditions, along with Microsoft Customer Agreement, can be viewed at <https://www.infinitygroup.co.uk/terms-and-conditions/>

### CONTRACT FOR THE SUPPLY OF EQUIPMENT AND/OR SERVICES

1. This Contract is made up of the following:

- The accepted Order Form.
- The Supplementary Terms and Conditions set out in the Schedule that apply to the supplies ordered in the Order Form.
- Microsoft Customer Agreement.
- The Standard Terms and Conditions.
- The Privacy Policy.

2. If there is any conflict or ambiguity between the terms of the documents listed in paragraph 1, a term contained in a document higher in the list shall have priority over one contained in a document lower in the list.

SC Codes: N - Network Services, S - Sale of Goods and Equipment, H - Hosted Telephony Services, M - Maintenance Services

(PBX), SW - Software Consulting Services, E - Labour / Engineering Services, A - Access Services, C/T - Cloud Services and Techplan, L - Lease Rental Terms

**Infinity Group HQ****Billingshurst Parish Council**

Signature: \_\_\_\_\_



Name: \_\_\_\_\_

James Baldock

Title: \_\_\_\_\_

Account Manager

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

22/09/2021

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Greg Burt

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

**BILLINGSHURST PARISH COUNCIL**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**29 SEPTEMBER 2021**

**PUBLIC OPEN SPACE (POS) ADOPTION, KINGSLEA FARM**

**REPORT BY CLERK TO THE COUNCIL**

**FOR INFORMATION**

At the last meeting, the Committee considered an option to adopt Public Open Space (POS) at Kingslea Farm and **RESOLVED** that the Council accept responsibility for the site subject to the following conditions:

- a) That the site is completed to the District and Parish Councils' satisfaction;
- b) That the trees have been inspected and any works carried out;
- c) That the Council is not obliged to ring-fence the committed sum. This is because the Council manages its portfolio via a multitude of contractors and in-house teams. It is not practical to try to tease out exact sums from these contracts etc and apportion to a ring-fenced budget. In addition, the Council would probably need its own vehicle if it were to take on this site, which it would wish to fund from this sum.
- d) Noting that some play equipment is still to be completed or installed, we would appreciate some input into its location / choice, given our experience in providing and maintaining such equipment.
- e) The Developer meets the Parish Council's legal fees incurred in the transfer.

Following discussions and a site meeting, I can confirm that the developer is in agreement with all the conditions, but regrettably, in respect of d) this is not possible as the type and positions of kit has already been agreed as part of the planning agreement. Having looked at what has already been installed / or to be installed, I see no problems with what has been proposed.

In addition, it is confirmed that:

- a. The footway and lighting inside the hedge parallel to Marringdean Road will be the responsibility of the highway authority, however, the Parish Council will be b for cutting the inside of the hedge.
- b. The balancing pond will be the responsibility of a Management Company which will also be responsible for some communal green spaces in the centre of the development, along with a strip of short mown grass around the whole site abutting the built part.

In summary, what we thought the Parish might be responsible for is less than originally envisaged.

Given the time taken to formalise the transfer, I have suggested a target transfer date of 1<sup>st</sup> April 2022.

The Committee is invited to note this report.