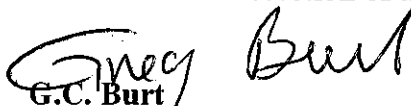




To All Councillors on the Finance & General Purposes Committee,

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 27 October 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 October 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 29 September 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 September 2021, Appendix A.
8. To note Current and Reserve bank reconciliations to 30 September 2021, Appendix B.
9. To note Bonus Saver Reserve bank reconciliations to 30 September 2021, Appendix C.
10. To note the 2nd quarter budget report, Appendix D.
11. To consider any expenditure recommendations from other Committees over and above current budgetary provision.

12. To consider Grant applications:

- a. Billingshurst Centre, Appendix E.
- b. Billingshurst Community Transport (BCT) - deferred from last meeting / see papers issued for September meeting.
- c. Wakoos Centre4Children Ltd, Appendix F.
- d. 4Sight Vision Support, Appendix G.

(Grant summary Appendix H.)

(CIL summary Appendix I.)

13. Insurance Renewal, Appendix J.

14. Any other matters for information only.

15. Date of Next Meeting – **Wednesday 24 November 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 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2021	Netcom IT Solutions	DD	562.98		IT support etc
05/09/2021	Robin Nugent Architects	012955	1,146.00		83a High St work
05/09/2021	Playsafe Playgrounds Ltd	012958	4,401.60		LSRRG play kit repairs
05/09/2021	Ballpoint Office Supplies Ltd	012959	55.42		Stationery
05/09/2021	CNG Energy Ltd	012962	6.53		Gas S/C 83a High St
05/09/2021	Plumridge & Peters Ltd	012973	384.06		Playground signage
06/09/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
09/09/2021	Parkfield Retail Ltd	CARD	30.26		Ironmogery & hardware
14/09/2021	Restream Inc.	14.15	14.15		Restream service
14/09/2021	Network One	DD	249.27		Phone charges etc
15/09/2021	A272 Design	SO	490.20		Village TWEET advert - Oct
16/09/2021	AMAZON	CARD	102.55		New office chair
18/09/2021	AMAZON	CARD	49.95		Office chair mat
23/09/2021	EE & T Mobile	DD	16.00		Mobile phone charges
28/09/2021	Royal British Legion	CARD	150.00		Donation for lamppost poppies
29/09/2021	Tennant UK Cleaning Sol.	DD	382.46		Sweeper service
29/09/2021	Business Stream	DD	212.80		Water/sewerage Public Toilets
29/09/2021	Mole Valley Count Stores	CARD	39.99		Litter Warden work boots
30/09/2021	NatWest	BACS	21.70		Bank charges
30/09/2021	Sussex Land Services	SO	2,328.11		GM contract - Sept
30/09/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service/repair

Total Payments 10,875.72

13/10/2021

Billingshurst Parish Council Current Year

09:40

Current Bank A/c

Cash Received between 01/09/2021 and 30/09/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/09/2021	BCCC	102541	Aug salary reimb.	4,335.90
09/09/2021	D Fuller	BACS	Donation for seat	1,036.09
01/09/2021	Dauxwood Pre-school	BACS	1/4ly gd rent	96.25
01/09/2021	Deacon Crickmay	BACS	JM cleaning - August	1,035.60
30/09/2021	Horsham DC	BACS	21-22 Precept Part 2	204,389.50
08/09/2021	J Gooderham	BACS	Jubilee Tree donation	100.00
15/09/2021	J Gooderham	BACS	Jubilee Tree donation	100.00
08/09/2021	Misc	102542	Sale of surplus Radios & PAT	113.60
30/09/2021	NatWest	BACS	Bank interest	1.74
20/09/2021	Openreach	102543	Wayleave / rent	10.00
24/09/2021	SSE	BACS	Natts Lane S/S ground rent	100.00
Total Receipts				<u>211,318.68</u>

Date: 13/10/2021

Billingshurst Parish Council Current Year

APPENDIX B

Time: 09:30

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/09/2021	428	100.00
Business Reserve Account	30/09/2021	323	402,302.33
			<u>402,402.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/03/2021 012836 Aurac Sound & Vision Ltd		20.00	
11/05/2021 012865 Victim Support		75.00	
27/08/2021 012946 Surrey Hills Solicitors LLP		1,506.00	
			<u>1,601.00</u>
			400,801.33
<u>Receipts not Banked/Cleared (Plus)</u>			
20/09/2021 102543		10.00	
			<u>10.00</u>
			400,811.33
		Balance per Cash Book is :-	400,811.33
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	98	186,360.34
			<u>186,360.34</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,360.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,360.34
		Balance per Cash Book is :-	186,360.34
		Difference is :-	0.00

BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY 27 OCTOBER 2021

Q2 BUDGET REPORT
REPORT BY CLERK
FOR INFORMATION

I attach reports setting out the budget position at the end of Quarter 2.

Items to specifically draw to your attention are:

- a. Considerable expenditure has been incurred as agreed on the conversion works at 83a High Street. Most of this should be offset by reclaiming, once works are complete, S106 funds from Horsham District Council, totalling £90,812.11. When the final invoice is received, I will report to Members accordingly.
- b. Ignore the figures in the *Agreed* column for next year; this have been generated automatically.
- c. As previously advised *Miscellaneous Repairs* 100/4130 is largely made up of expenditure funded from Earmarked Reserves (EMR). It has to be spent through the cashbook in the first instance.

If members have any questions, it is always helpful to have them in advance so I can try to ensure I have the answers by the meeting.

The Committee invited to note this report

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Income									
1076 Precept	373,325	373,325	408,779	408,779	0	0	363,193	0	0
1078 CIL Receipts	0	0	0	38,051	0	0	0	0	0
1080 Bank Interest Received	600	260	450	99	0	0	250	0	0
1225 Parks income	500	1,138	0	0	0	0	0	0	0
1250 BCCC Management Fee Rcvd	2,000	2,000	2,000	2,000	0	0	2,000	0	0
1251 BCC Salary recharge	0	51,615	0	0	0	0	0	0	0
1399 Miscellaneous Income	0	0	0	114	0	0	0	0	0
	376,425	428,338	411,229	449,043	0	0	365,443	0	0
6001 Total Income									
	0	0	0	38,051	0	0	0	0	0
	376,425	428,338	411,229	410,992	0	0	365,443	0	0
210 Parks and Open Spaces									
1100 Sponsorships	1,807	1,900	1,843	515	0	0	1,789	0	0
1225 Parks income	0	0	685	1,634	0	0	0	0	0
	1,807	1,900	2,528	2,149	0	0	1,789	0	0
Total Income									
4110 Grass Cutting & Floral Display	30,000	23,690	30,000	13,391	0	0	30,000	0	0
4120 Trees	4,129	4,200	4,212	6,010	0	0	4,088	0	0
4130 Miscellaneous Repairs	4,129	111,609	4,212	133,254	0	0	4,088	0	0
4140 Churchyard Maintenance	808	0	800	0	0	0	800	0	0
4150 Skateboard Park/Ball Court	516	650	526	3,049	0	0	511	0	0
4160 Toilets	8,000	8,886	3,480	4,721	0	0	8,000	0	0
4170 Dog & Litter Bin Emptying	7,575	5,568	6,500	3,194	0	0	7,500	0	0
4180 Jubilee Fields-Grounds Maint.	2,000	2,744	2,040	405	0	0	2,000	0	0

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4190 Jubilee Fields Pavilion	1,000	0	1,020	0	0	0	1,000	0	0
4200 Jubilee Fields Skate Park	2,000	3,250	2,040	4,600	0	0	2,000	0	0
4210 Play Equip-Inspect/Repl/Repair	1,548	1,987	1,579	6,135	0	0	1,533	0	0
4220 SRG Ongoing Maintenance	2,000	0	2,000	892	0	0	2,000	0	0
Overhead Expenditure	63,705	162,585	58,409	175,649	0	0	63,520	0	0
210 Net Income over Expenditure	-61,898	-160,685	-55,881	-173,500	0	0	-61,731	0	0
plus Transfer from EMR	0	57,675	0	128,219	0	0	0	0	0
Movement to/(from) Gen Reserve	(61,898)	(103,009)	(55,881)	(45,280)	0	0	(61,731)	0	0
220 General Admin									
1077 Grants	0	104,094	0	14,914	0	0	0	0	0
1200 General Admin Income	8,102	5,175	8,264	0	0	0	8,022	0	0
1215 IT income	0	0	0	-14	0	0	0	0	0
Total Income	8,102	109,269	8,264	14,900	0	0	8,022	0	0
4781 Postage	0	0	0	240	0	0	0	0	0
Direct Expenditure	0	0	0	240	0	0	0	0	0
4310 Chairman's Allowance	200	84	200	0	0	0	200	0	0
4320 Solicitors	3,535	878	3,606	1,681	0	0	3,500	0	0
4330 Audit Fees	2,000	2,167	2,040	1,202	0	0	2,000	0	0
4340 Accountants Fees	500	560	510	0	0	0	500	0	0
4350 Bank Charges	259	275	264	132	0	0	256	0	0
4360 Insurance	7,517	6,661	5,700	0	0	0	10,400	0	0
4370 Subscriptions	3,000	2,793	3,000	2,255	0	0	3,000	0	0

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4380 Office Expenses	3,613	9,715	4,000	12,037	0	0	3,577	0	0
4381 Postage	700	241	700	132	0	0	0	0	0
4390 Telecomms	3,030	3,813	5,000	2,512	0	0	3,000	0	0
4400 Photocopying	2,020	1,037	1,500	701	0	0	2,000	0	0
4410 Youth Service-Staffing	14,240	14,240	14,525	10,787	0	0	13,719	0	0
4430 Training	2,500	711	1,000	1,210	0	0	2,500	0	0
4440 Council Comms	4,721	5,259	5,000	3,221	0	0	4,674	0	0
4450 Christmas Lights	10,000	9,327	12,000	4,015	0	0	7,665	0	0
4460 IT	4,387	5,947	6,500	4,026	0	0	4,344	0	0
4470 Room Hire	2,000	700	2,040	1,337	0	0	2,000	0	0
4480 Members Allowances	0	0	0	0	0	0	1,500	0	0
4490 Swimming Pool	0	0	0	0	0	0	10,000	0	0
4500 BVH Utility Bills	3,000	0	3,060	0	0	0	3,000	0	0
4510 H&S and HR Support	2,000	0	3,900	4,027	0	0	2,000	0	0
Overhead Expenditure	69,222	64,407	74,545	49,275	0	0	79,835	0	0
220 Net income over Expenditure	-61,120	44,862	-66,281	-34,614	0	0	-71,813	0	0
6000 plus Transfer from EMR	0	5,740	0	9,333	0	0	0	0	0
6001 less Transfer to EMR	0	188,754	0	17,117	0	0	0	0	0
Movement to/(from) Gen Reserve	(61,120)	(138,153)	(66,281)	(42,399)	0	0	(71,813)	0	0
230 Salaries									
1251 BCC Salary recharge	0	0	52,271	26,015	0	0	0	0	0
Total Income	0	0	52,271	26,015	0	0	0	0	0
4000 Salaries	157,734	215,051	227,407	115,038	0	0	153,140	0	0

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**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
270	<u>Neighbourhood Wardens Support</u>								
4700	70,000	68,761	71,400	0	0	0	55,000	0	0
4701	1,000	1,010	1,020	1,010	0	0	1,000	0	0
	71,000	69,771	72,420	1,010	0	0	56,000	0	0
	<u>(71,000)</u>	<u>(69,771)</u>	<u>(72,420)</u>	<u>(1,010)</u>	<u>0</u>		<u>(56,000)</u>		
280	<u>Section 137</u>								
	Movement to/(from) Gen Reserve								
4750	2,500	2,662	2,500	2,458	0	0	2,500	0	0
4760	2,000	2,000	2,000	0	0	0	2,000	0	0
4780	606	0	618	0	0	0	600	0	0
4790	2,020	4,020	22,000	0	0	0	2,000	0	0
6000	7,126	8,682	27,118	2,458	0	0	7,100	0	0
	0	1,087	0	0	0	0	0	0	0
	<u>(7,126)</u>	<u>(7,595)</u>	<u>(27,118)</u>	<u>(2,458)</u>	<u>0</u>		<u>(7,100)</u>		
300	<u>83a High Street</u>								
1255	9,350	0	9,537	0	0	0	9,350	0	0
	9,350	0	9,537	0	0	0	9,350	0	0
4555	0	20,780	0	16,365	0	0	0	0	0
	0	20,780	0	16,365	0	0	0	0	0
	505	0	515	145	0	0	500	0	0
5000	21,663	20,257	21,663	0	0	0	19,580	0	0

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	22,168	20,257	22,178	145	0	0	20,080	0	0
300 Net Income over Expenditure	-12,818	-41,037	-12,641	-16,510	0	0	-10,730	0	0
plus Transfer from EMR	0	0	0	3,730	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(12,818)</u>	<u>(41,037)</u>	<u>(12,641)</u>	<u>(12,781)</u>	<u>0</u>		<u>(10,730)</u>		
Total Budget Income	423,386	567,595	512,085	496,105	0	0	412,032	0	0
Expenditure	423,387	584,491	512,085	374,653	0	0	412,032	0	0
Net Income over Expenditure	<u>-1</u>	<u>-16,896</u>	<u>0</u>	<u>121,452</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	69,682	0	141,966	0	0	0	0	0
less Transfer to EMR	0	188,754	0	55,168	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1)</u>	<u>(135,968)</u>	<u>0</u>	<u>208,250</u>	<u>0</u>		<u>0</u>		

Detailed Income & Expenditure by Budget Heading 13/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	408,779	408,779	0			100.0%	
1078 CIL Receipts	0	38,051	0	(38,051)			0.0%	38,051
1080 Bank Interest Received	0	99	450	351			22.0%	
1250 BCCC Management Fee Rcvd	0	2,000	2,000	0			100.0%	
1399 Miscellaneous Income	0	114	0	(114)			0.0%	
<u>210 Parks and Open Spaces</u>								
1100 Sponsorships	0	515	1,843	1,328			27.9%	
1225 Parks income	0	1,634	685	(949)			238.6%	
4110 Grass Cutting & Floral Display	0	(13,391)	(30,000)	16,609		16,609	44.6%	
4120 Trees	0	(6,010)	(4,212)	(1,798)		(1,798)	142.7%	
4130 Miscellaneous Repairs	0	(133,254)	(4,212)	(129,042)		(129,042)	3163.7%	126,090
4140 Churchyard Maintenance	0	0	(800)	800		800	0.0%	
4150 Skateboard Park/Ball Court	0	(3,049)	(526)	(2,523)		(2,523)	579.7%	2,129
4160 Toilets	0	(4,721)	(3,480)	(1,241)		(1,241)	135.7%	
4170 Dog & Litter Bin Emptying	0	(3,194)	(6,500)	3,306		3,306	49.1%	
4180 Jubilee Fields-Grounds Maint.	0	(405)	(2,040)	1,635		1,635	19.8%	
4190 Jubilee Fields Pavilion	0	0	(1,020)	1,020		1,020	0.0%	
4200 Jubilee Fields Skate Park	0	(4,600)	(2,040)	(2,560)		(2,560)	225.5%	
4210 Play Equip-Inspect/Repl/Repair	0	(6,135)	(1,579)	(4,556)		(4,556)	388.5%	
4220 SRG Ongoing Maintenance	0	(892)	(2,000)	1,108		1,108	44.6%	
<u>220 General Admin</u>								
1077 Grants	0	14,914	0	(14,914)			0.0%	17,117
1200 General Admin Income	0	0	8,264	8,264			0.0%	
1215 IT income	0	(14)	0	14			0.0%	
4781 Postage	0	(240)	0	(240)		(240)	0.0%	
4310 Chairman's Allowance	0	0	(200)	200		200	0.0%	
4320 Solicitors	0	(1,681)	(3,606)	1,925		1,925	46.6%	
4330 Audit Fees	0	(1,202)	(2,040)	838		838	58.9%	
4340 Accountants Fees	0	0	(510)	510		510	0.0%	
4350 Bank Charges	0	(132)	(264)	132		132	49.8%	
4360 Insurance	0	0	(5,700)	5,700		5,700	0.0%	
4370 Subscriptions	0	(2,255)	(3,000)	745		745	75.2%	
4380 Office Expenses	0	(12,037)	(4,000)	(8,037)		(8,037)	300.9%	9,333
4381 Postage	0	(132)	(700)	568		568	18.9%	
4390 Telecomms	0	(2,512)	(5,000)	2,488		2,488	50.2%	
4400 Photocopying	0	(701)	(1,500)	799		799	46.7%	
4410 Youth Service-Staffing	0	(10,787)	(14,525)	3,738		3,738	74.3%	
4430 Training	0	(1,210)	(1,000)	(210)		(210)	121.0%	
4440 Council Comms	0	(3,221)	(5,000)	1,779		1,779	64.4%	

Detailed Income & Expenditure by Budget Heading 13/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450 Christmas Lights	0	(4,015)	(12,000)	7,985		7,985	33.5%	
4460 IT	0	(4,026)	(6,500)	2,474		2,474	61.9%	
4470 Room Hire	0	(1,337)	(2,040)	703		703	65.6%	
4500 BVH Utility Bills	0	0	(3,060)	3,060		3,060	0.0%	
4510 H&S and HR Support	0	(4,027)	(3,900)	(127)		(127)	103.3%	
230 Salaries								
1251 BCC Salary recharge	4,336	26,015	52,271	26,256			49.8%	
4000 Salaries	0	(115,038)	(227,407)	112,370		112,370	50.6%	
240 Village Hall								
4550 BCCC Improvement Loan	0	(10,182)	(20,257)	10,075		10,075	50.3%	
250 Highways								
1300 Highways Income	0	3,997	28,256	24,259			14.1%	
4610 Suction Sweeper Maintenance	0	(2,422)	(3,000)	578		578	80.7%	
4620 Other Highway Costs	0	(1,583)	(5,151)	3,568		3,568	30.7%	685
260 Lighting								
4650 Electricity	0	(287)	(500)	213		213	57.5%	
4660 Maintenance	0	0	(1,100)	1,100		1,100	0.0%	
270 Neighbourhood Wardens Support								
4700 Neighbourhood Wardens Support	0	0	(71,400)	71,400		71,400	0.0%	
4701 N/Wardens' accommodation	0	(1,010)	(1,020)	10		10	99.0%	
280 Section 137								
4750 Section 137 Donations	0	(2,458)	(2,500)	42		42	98.3%	
4760 Community Transport	0	0	(2,000)	2,000		2,000	0.0%	
4780 Luncheon Club Room S'Ship	0	0	(618)	618		618	0.0%	
4790 Billingshurst Centre	0	0	(22,000)	22,000		22,000	0.0%	
300 83a High Street								
1255 83a High St flat net income	0	0	9,537	9,537			0.0%	
4555 Purchase of 83a High St	0	(16,365)	0	(16,365)		(16,365)	0.0%	3,730
4660 Maintenance	0	(145)	(515)	370		370	28.2%	
5000 PWLB Repayment	0	0	(21,663)	21,663		21,663	0.0%	
Grand Totals:- Income	4,336	496,105	512,085	15,980			96.9%	
Expenditure	0	374,653	512,085	137,432	0	137,432	73.2%	
Net Income over Expenditure	4,336	121,452	0	(121,452)				
plus Transfer from EMR	0	141,966						
less Transfer to EMR	0	55,168						
Movement to/(from) Gen Reserve	4,336	208,250						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Bus Shelters	3,025.00		3,025.00
322 EMR Cemetery	0.00		0.00
323 EMR Christmas Lights	0.00		0.00
324 EMR Civil Engineering	0.00		0.00
325 EMR Community Speedwatch	1,500.00		1,500.00
326 EMR Elections	0.00		0.00
327 EMR Finger Signs	0.00		0.00
328 EMR Five Oaks Traffic Calming	6,176.17		6,176.17
329 EMR HR Support	0.00		0.00
330 EMR Ins Claim-Clock	0.00		0.00
331 EMR IT / AC Software	0.00		0.00
332 EMR JF Commuted Sum	1,507.00		1,507.00
333 EMR Jubilee Mains Sewer	0.00	-5,244.26	-5,244.26
334 EMR Lower Station Rd Rec-Imps	10,000.00	-280.40	9,719.60
335 EMR Memorials	0.00		0.00
336 EMR Neighbourhood Plan	1,663.95	-45.00	1,618.95
337 EMR Open Spaces	0.00		0.00
338 EMR Parish Office Phone	0.00		0.00
339 EMR Planning Consultants	0.00		0.00
340 EMR Play Equipment	16,637.00		16,637.00
341 EMR Public Conveniences Refurb	0.00		0.00
342 EMR Road Sweeper	0.00		0.00
343 EMR Skate Parks	100,000.00		100,000.00
345 EMR Station Road Gardens	500.00		500.00
346 EMR Street Lights	0.00		0.00
347 EMR Tree Maint	10,000.00		10,000.00
348 EMR Tree Surveying	4,550.00		4,550.00
349 EMR Trespass Legal Fees	2,000.00		2,000.00
350 EMR Trim Trail Resurfacing	0.00		0.00
351 EMR Village Hall	0.00		0.00
352 EMR Website Imps	0.00		0.00
353 EMR Youth Grants	4,431.00		4,431.00
354 EMR UKCOG / Env Imps	4,689.10		4,689.10
355 EMR Ins Claim MR Play area	0.00		0.00
356 EMR Pav Imps/Maint	0.00		0.00
357 EMR Jub Driveway Maint.	0.00		0.00
358 CIL Levy	72,216.47	33,845.77	106,062.24
359 83a High St Loan	43,439.85	-111,223.11	-67,783.26
360 EMR PCC sports taster grant	942.32		942.32
361 EMR MF Allotment Fence	0.00	4,791.99	4,791.99
362 Operation Watershed Grant	11,680.00	-11,680.00	0.00
363 EMR Village traffic calming	0.00	3,037.50	3,037.50
	294,957.86	-86,797.51	208,160.35

BILLINGSHURST PARISH COUNCIL**FINANCE & GENERAL PURPOSES COMMITTEE****WEDNESDAY 27 OCTOBER 2021****GRANT TO BILLINGSHURST CENTRE****REPORT BY CLERK****FOR DECISION**

The Council has traditionally given an annual grant of approximately £2,000 to the Billingshurst Centre, of which is its sole-managing trustee.

I understand that this has been to cost-neutralise the £2,000 management fee that the Council charges the Centre, for overseeing the management of the Charity.

In 2018-19 and 2019-20 the Centre recorded losses of £19,937 and £20,312 respectively. The Independent Examiner of the Centre's accounts reported that whilst he had no concerns about this due to the Centre's healthy reserves, it was of course unsustainable and the Council, as Trustee should address the issue.

Accordingly, in the 2021-22 budget the Council made provision for a grant of £22,000.

However, for 2020-21 the Centre lost £11,966.

Councillors of course could resolve to pay the £22,000, but I would suggest that in the light of the Council's own financial position, and other demands upon its resources, the Committee may like to consider the following suggestions:

That the Committee:

- a. In future always budget a grant for the Centre for say £22k, but only pays the amount that the Centre lost in the previous year.
- b. Increase the overall grants budget for the current year by £1,000.
- c. Transfer the residue, £9,034 to general reserves.



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Wakoos Centre4Children Ltd.
2.	Name, Address and Position of Contact in Organisation	Stephen Robinson (Committee Trustee) Wakoos Centre4Children Station Road Billingshurst West Sussex RH14 9RY
3.	Telephone Number of Contact	0140378600 (office)
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No Yes 1136968
5.	Amount of grant requested	£ 1000
6.	For what purpose or project is the grant requested?	Replacement and improvement of our play area surfacing which covers a large part of our main outdoor space.
7.	What will be the total cost?	£ 5954 +VAT
8.	When will the money be spent?	Early 2022
9.	Who will benefit from the project?	All of our children who attend the nursery and pre-school, which forms the core of our centre. Children attending Wakoos come from many local parish families with various backgrounds.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	100

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 17/10/21

Name (In capitals) ..Stephen Robinson..

Billingshurst Parish Clerk

From: Steve Robinson <
Sent: 18 October 2021 11:36
To: Council
Subject: Wakoos Grant Application
Attachments: WAKOOS GRANT APPLICATION.pdf; Wakoos accounts 1920.pdf

Dear Billingshurst Parish Council,

Please find attached a grant application form and most recent certified accounts (2019/2020) for Wakoos Centre4Children.

Wakoos Centre4Children is a non-profit organisation and registered charity based in Billingshurst, which runs a year round nursery, after school and holiday club for children aged 3 months- 11 years. We are currently looking to replace the floor surface in our outdoor play and garden area, as the current flooring has suffered water damage and is lifting up and will soon become too hazardous for the children to use. We hope at the same time to improve the drainage of this area to prevent the problem reoccurring in the future.

We are working towards a quote of £5954 +VAT for the new flooring, plus £1388 +VAT for the extra drainage works.

Whilst COVID has impacted our finances and fundraising ability over the last 18 months, we have so far raised approx £950 towards the flooring (£700 from a sponsored 'bunny hop' and £250 match funding from British Airways). We have more of our own fundraising events planned such as a Christmas nativity and spring fete, and have approached the Billingshurst Lions for a contribution- they have agreed to consider our request at their next Committee meeting. We also applied to the John Lewis and Waitrose Community Matters schemes but believe they were suspended due to COVID.

We are applying for a grant in the hope that the Parish Council may be able to contribute towards the total required. We do not anticipate being able to fundraise the entire amount needed, so will also use some of our cash reserves to ensure the works are completed and the children have a safe area to continue to enjoy.

The new flooring will greatly improve the safety of the outdoor space and enhance the physical, social and cognitive development of many local children of the Parish.

Thank you so much for your consideration of our application. If you require any additional information please let us know. We look forward to hearing from you.

Best regards,

Stephen Robinson
Wakoos Trustee

www.wakoosc4c.co.uk

Email: (Trustee)
(Office) office@wakoos.co.uk

Some further background information on Wakoos:

Wakoos aims to create a safe, fun learning environment for children from many local families. We have indoor and outdoor areas to our setting, and can provide childcare for to 80 children per day. As a non-profit organisation we

BILLINGSHURST PARISH COUNCIL

APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	4Sight Vision Support
2.	Name, Address & Position of Contact in Organisation	Jessica Passmore 36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE Community Fundraising Officer
3.	Telephone number of Contact	01243 838 001
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes 1075447
5.	Amount of grant requested	£300
6.	For what purpose or project is the grant requested?	We support people in West Sussex who are living with sight loss, by ensuring that a sight loss diagnosis is not a one-way road to isolation and loss of independence. We aim to make a positive difference in their lives by providing support, advice, advocacy and training to improve their quality of life and help them to retain their independence after sight loss. We are seeking funding for our Outreach Service, so that we can continue supporting people living with sight loss.
7.	What will be the total cost?	The total cost is £950 for the 19 members living in your Parish of Billingshurst for a year (£50 per person). We are asking if you would consider supporting the cost of 6 of these members with a grant of £300.
8.	When will the money be spent?	Over a period of the next 12 months.
9.	Who will benefit from the project?	Our charity provides help and support to anyone living with sight loss, as well as their family and carers. We do not charge our members subscription or for our services as we do not want there to be a financial barrier to anyone receiving our help and support.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	There are currently 19 4Sight Vision Support members residing in the Parish of Billingshurst who can benefit directly from our support. Any funding that we receive will help us to support the residents of your Parish who are living with sight loss.

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 and Conditions included within the policy.

Signed Date23/09/21.....

Name (in capitals)JESSICA PASSMORE.....

1
1921 - 2021

4Sight
vision support



Bognor Regis Vision Support Centre
36 Victoria Drive,
Bognor Regis,
West Sussex
PO21 2TE

23 September 2021

Dear Mr Greg Burt

On behalf of the staff, board, our members and volunteers at 4Sight Vision Support, I must begin by thanking Billingshurst Parish Council for generously supporting our work over past years, most recently in 2020 with a grant of £300. Your support enabled us to help people in your parish to continue leading positive independent lives after sight loss. Further to my email, I am writing today to ask if the Billingshurst Parish Councillors would consider supporting our work again.

West Sussex has the largest incidence of age-related sight loss in the UK, with 4,840 people registered with severe sight loss/blindness (RNIB Sight loss Data Tool 2020). Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits.

Covid-19 – the impact on people with sight loss

There is now a collection of evidence which has identified strong links between emotional well-being and being blind and sight impaired. This can take the form of depression, relationship difficulties, loneliness, and low morale. The diagnosis of mental health conditions amongst people who are blind and sight impaired is twice that of the general population. Covid has exacerbated these feelings.

In addition, many of our members live with progressive sight conditions which need regular reassessment to help them make best use of remaining sight and continue living independently. However, during the pandemic people with sight loss faced disproportionate challenges when trying to access rehabilitation/sensory support, low vision clinics and other face-to-face services such as GPs and Social Services.

Many of our members have reported a deterioration to their sight over the past year, with some even missing vital appointments at hospital eye clinics out of fear, lack of transportation or limited mobility and the visual nature of social distancing further alienated people with sight loss, limiting their social interactions and independence and increasing isolation. **Many of our members have described it like their world had shrunk and their levels of isolation and loneliness have increased.**

Supporting our members through Covid-19

As the events of 2020 unfolded, we adapted swiftly to provide support by phone, email and video conferencing, offering everything from advice on eye health, emotional support, guidance around daily living aids and assistance with a broad range of accessible technology – including phones, tablets, TVs and home speakers. Since the start of the first lockdown our team of staff and volunteers have made over **7,000** support calls and spent over **700** hours assisting members. Please find a few words of thanks from our members, below:

"Thank you so much for keeping in contact, it really is good to know you are there for us."



Telephone: 01243 828555
Email: enquiries@4sight.org.uk
www.4sight.org.uk



Registered Office: 4Sight Vision Support,
36 Victoria Drive, Bognor Regis,
West Sussex PO21 2TE

Registered Company No. 3740647
Registered Charity No. 1075447

"Thank you I do appreciate everything you are doing for me; you have got everything sorted out so quickly, and have taken the time to find out what would be best for me."

Fit for the future – developing our specialist services:

During the pandemic we conducted a strategic review of our services, using what we learnt over the past year and from across the sector, to create a new 'Future Services' model. The aim of which is to transition to provide greater levels of more specialist and technical one-to-one support, ensuring the organisation is best placed to serve the growing and changing needs of our community. The new services will offer dedicated support around Accessible Technology and Low Vision, as well as Vision Support tailored to the needs of: Children, Young People and Families (0-30), Living Well (31-64) and Ageing Well (65+) - offering a journey of specialist interventions from childhood to adulthood and later life.

We are also introducing a new Pathways Team who will work to ensure that every person who contacts the organisation is registered into the organisation as a 'member'. Their needs will then be assessed through a tailored Sight Loss MOT to identify the appropriate front-line service to refer onto. Depending on the complexity of their needs, this can either be addressed quickly within the 4Sight Vision Support service team or referred onto other organisations. We will conduct regular checks to review progress and re-assess any changes needed.

Please help us to continue to be there for our members:

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our growing membership, which currently stands at 2,113. Over the past year we have supported members remotely, however there is a limit to what we can do by phone and we now have a huge backlog of face-to-face appointments.

A donation, however great or small, will enable us to:

- Be there for our members with specialist Low Vision advice to help them make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Advise on, and coordinate, delivery of specialist pieces of equipment to support independence.
- Be a listening ear and source of support to ensure members do not feel isolated and alone.
- Assist with setting up and using a broad range of tech devices, providing members with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones and the wider world – reducing isolation.

£300 would enable us to support 6 members for a year.

Our Chief Executive, Kirstie Thomas, would welcome the opportunity to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support more people living with sight loss in your parish. If this would be of interest to you, please email me at: Jessica.passmore@4sight.org.uk or phone me on: 01243 838001 to discuss this further.

Thank you very much for taking the time to consider our request.

Yours sincerely,

Jessica Passmore
Community Fundraising Officer



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															
Vision Support	100.00									1,000.00	1,000.00				
Central & South Sussex CAB		100.00		50.00	50.00	50.00	50.00	50.00	50.00		100.00	240	250	300	
St Catherine's Hospice			50.00				100.00	100.00	100.00	100.00		150		200.00	
Billingshurst Community Partnership Limited	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00		100.00	100.00		200.00	200	200		200.00
Billingshurst Centre															
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	400.00						
West Sussex Mediation Service	50.00		100.00	100.00	100.00	100.00		100.00	1,000.00	1,000.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00
Kent, Surrey & Sussex Air Ambulance	100.00								125.00	125.00	150.00				
Unitarian Chapel								50.00		200.00					
Royal British Legion	50.00		75.00	75.00	75.00	75.00	75.00					250.00			
West Sussex Mobile Youth Trust	20.00	16.50	16.50	16.50	18.50	18.50	18.50								
Outset Youth Action				50.00		50.00	50.00								
Life Centre							50.00								
Billifest															
St Mary's Church Lighting	175.00	175.00	2,000.00		2,000.00	1,766.49									
Disability Awareness			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

Billingshurst Parish Council		Community Infrastructure Levy (CIL)			
The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.					
Year received	Amount received	Spent on....	Amount spent	Balance	
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre	1,575.00		
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area	380		
		Install above	98		
		Community Notice Board in Library Car Park	880		
		Sign for above	15		
2019-20 (1st Oct 2019 - 31 March 2020)	42,433.55	New Notice Board at Women's Hall	1,295.24		
		New Notice Board at Women's Hall (renewing amount)	3,334.5		
		Two new bollards in High St	33.3		
		Street lights power supply	2,268.1		
		New trees on Highway	1,111.1		
		Living roof on bus shelter	1,111.1		
		Cost to pay for area of 100sqm for 3 years	1,111.1		
2019-20 (1st October 2019-31 March 2020)	23,287.31				
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11	Water bowser	559		
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24		
		New Litter Wardens base r/o BCCC	66,600.20		
		Improvements to FP Lordings Road	2,150.00		

2020-21 (1st October 2020-31 March 2021)	£35,997.11				
	£2,054.35				
		Additional drainage works to Trim Trail / path at Jubilee Fields.	820.00		
		Investigation into failure of concrete base at Natts Lane Skate Park	2,129.19		
		Investigation into failure of concrete base at Natts Lane Skate Park	2,870.81		
		Perch seat at Manor Fields Play Area	487		
		Install above	98		
2021-22 (1st April 2021-30 September 2021)	£28,765.22				
	176,707.40		113,430.44		63,276.96
Red text indicates yet to be paid					

BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 27 OCTOBER 2021

INSURANCE RENEWAL

REPORT BY CLERK

FOR DECISION

The Council's insurance is due for renewal on the 1 November 2021.

The rates vary considerably from year to year and between suppliers so it is always worth keeping under review.

In both 19-20 and 20-21, the Council selected to go with the cheapest quote, albeit for one year, rather than the cheaper 3-year deal, just in case their service was below par.

For 20-21, the Council choose BHIB on this basis.

However, the number of claims made against the Council (most fortunately repudiated) and of course claims that the Council makes, seems to be on the increase, meaning more and more contact with the insurers. This past year, officers have been particularly frustrated by BHIB, the brokers, who it seems don't talk to the actual insurer.

Whilst significant savings have been made in the past by choosing the cheapest provider, officers ask that Councillors do not reappoint BHIB for 2021-22.

Getting quotes this year has proved particularly complicated, as each insurer wants up to date details of all ongoing claims etc, and, it seems, don't keep details or records about you / insurance needs, even though they have insured you in the recent past.

The Committee invited to consider insurance cover for 2021-22. Quotation summary (and history) to follow by e-mail.