



**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 23 February 2022, 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**

**16 February 2022**

## **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 26 January 2022, 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 January 2022, Appendix A.
8. To note Current and Reserve bank reconciliation to 31 January 2022, Appendix B
9. To note Bonus Saver Reserve bank reconciliation to 31 January 2022, Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.  
From the Property Committee in respect of the Platinum Jubilee:
  - i. to spend up to £500 on a band to lead the walking procession on Sat 4<sup>th</sup> June.
  - ii. To spend up to £3,000 on a beacon on Adversane Green.

11. To consider Grant applications from

- a. BSRA, Appendix **D**.  
(Grant summary Appendix **E**.)  
(CIL summary Appendix **F**.)

[Note: Billingshurst Community Transport advise that due to a large donation, they will not require their usual £2,000 grant this financial year, or the £566 CIL allocation towards a new computer.]

12. Highways

- a. To consider suggestion referred from the Traffic Calming Working Party that the Council bulk purchase *Slow Down* type stickers to go on domestic wheelie bins and either offer them free to residents or charge. Sample attached, Appendix **G**.
- b. To receive an update from Cllr. Berry on a meeting at the Weald School and consider supporting measures to enable road safety improvements in Station Road – notes to follow.

13. To note delays in introducing new phone system throughout Billingshurst Centre, Appendix **H**.

14. Any other matters for information only.

15. Date of Next Meeting – **Wednesday 30 March 2022**

**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.**

Date: 10/02/2022

## Billingshurst Parish Council Current Year

Page 1

Time: 15:35

Current Bank A/c

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2022	Horsham District Council	013045	495.20		Bin emptying
04/01/2022	Netcom IT Solutions	DD	572.04		IT support
05/01/2022	Saxon Wield Homes Ltd	DD	70.29		Garage rental
07/01/2022	South Wales Timer Recorder Ltd	CARD	25.00		Clocking in cards
07/01/2022	Billingshurst Comm. & Conf. Ce	013034	59.85		Room hire
07/01/2022	West Sussex County Council	013035	19,685.82		Jan salaries
07/01/2022	Arthur J Gallagher Insurance B	013038	97.33		Xtra insurance / new garage.
10/01/2022	Sutcliffe Play Ltd	013023	62.98		Play equip. spares
10/01/2022	Southern Electric	013024	227.98		Street lighting energy
10/01/2022	Playsafe Playgrounds Ltd	013025	5,986.80		Playground repairs etc
10/01/2022	Surrey Hills Solicitors LLP	013026	1,236.00		Var legal advice
10/01/2022	West Sussex County Council	013027	19,685.82		Dec salaries
10/01/2022	Coolair Tollhurst Ltd	013028	158.40		Office aircon service
10/01/2022	Wilbar Associates Ltd	013029	3,645.00		Traffic calming consultancy
10/01/2022	GN Tree Surgery Specialists Lt	013030	6,360.00		Var tree works
10/01/2022	Light Angels Ltd	013031	11,811.83		2021 Xmas lights
10/01/2022	Clares Office Supplies Ltd	013032	11.94		Stationery
10/01/2022	Wilbar Associates Ltd	013029	-3,645.00		Cancel mislaid cheque 013029
11/01/2022	SCH (Supplies) Ltd	CARD	48.36		New battery for water bowser
11/01/2022	Aurac Sound & Vision Ltd	012836	-20.00		Cancel cheque
13/01/2022	Easy EPC	CARD	120.00		Adv VH Energy report
14/01/2022	Restream Inc.	CARD	14.25		Restream service
17/01/2022	A272 Design	SO	490.20		Feb TWEET advert
17/01/2022	Network One	DD	237.30		Phone charges etc
24/01/2022	EE & T Mobile	DD	16.00		Mobile phone
26/01/2022	Planning portal	CARD	-228.00		Refund on BCCC plan appli fee
27/01/2022	EE & T Mobile	CARD	50.00		New mobile phone up front cost
28/01/2022	SSE	DD	100.00		83a electricity
28/01/2022	Siemens Fin Serv	DD	397.34		Copier hire
31/01/2022	Sussex Land Services	SO	2,328.11		Gds maint - Jan
31/01/2022	NatWest	BACS	25.89		Bank charges

Total Payments	70,126.73
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15:36

## Current Bank A/c

## Cash Received between 01/01/2022 and 31/01/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/01/2022	Billingshurst CCC	102546	Dec salaries reimb.	4,335.90
12/01/2022	BSRA	102546	Insurance cont. 21-22	1,250.00
11/01/2022	Deacon Crickmay	BACS	JM cleaning - Dec 2021	828.48
12/01/2022	Fowlers Letting Ltd	BACS	Flat rent 83a	552.80
28/01/2022	HMRC	BACS	VAT refund Q3	2,014.67
14/01/2022	Misc	102546	Sale of old desk	10.00
31/01/2022	NatWest	BACS	Bank interest	1.58
24/01/2022	Rebecca Evans	BACS	Plat. Jubilee Tree Fund	200.00
Total Receipts				9,193.43

Date: 10/02/2022

Billingshurst Parish Council Current Year

Page 1

Time: 15:33

**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022	444	100.00
Business Reserve Account	31/01/2022	327	165,032.72
			<u>165,132.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/05/2021 012865 Victim Support		75.00	
27/08/2021 012946 Surrey Hills Solicitors LLP		1,506.00	
10/01/2022 013024 Southern Electric		227.98	
10/01/2022 013027 West Sussex County Council		19,685.82	
10/01/2022 013028 Coolair Tollhurst Ltd		158.40	
			<u>21,653.20</u>
			143,479.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			143,479.52
		<b>Balance per Cash Book is :-</b>	<b>143,479.52</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/02/2022

Billingshurst Parish Council Current Year

Page 1

Time: 12:04

Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/01/2022	102	186,366.61
			<u>186,366.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,366.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,366.61
		Balance per Cash Book is :-	186,366.61
		Difference is :-	0.00



### APPLICATION FOR CIL FUNDING

1.	Name of Organisation	BILLINGSHURST SPORTS AND RECREATION ASSOCIATION
2.	Name, Address and Position of Contact in Organisation	DAVID NEWELL CHAIRMAN  BILLINGSHURST WEST SUSSEX
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	Yes/No
5.	Amount of CIL requested	£ 22,931
6.	For what purpose or project is the grant requested?	CONCRETE SECTIONAL GARAGE £5236 BAR ROOM FLOOR REPLACEMENT £3,600 GOODWINS HEATING £3,600 POLYBULD STORAGE SHED 5m x 6m £3495 FIELD MOWER JOHN DEERE £7,000
7.	What will be the total cost?	£ 22,931
8.	When will the money be spent?	AS SOON AS POSSIBLE
9.	Who will benefit from the project?	USERS OF JUBILEE FIELDS, INCLUDING MEMBERS OF - BILLINGSHURST FOOTBALL CLUB - BILLINGSHURST YOUTH FOOTBALL CLUB - BILLINGSHURST CRICKET CLUB USERS OF SPORTS PAVILLION
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	80-100%

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

Signed

Date

18.1.22

Name (In capitals) .DAVID NEWELL.

## Billingshurst Parish Clerk

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**From:** David Newell <  
**Sent:** 18 January 2022 15:56  
**To:** Billingshurst Parish Clerk  
**Subject:** Application for CIL Funding  
**Attachments:** scan\_dpn01\_2022-01-18-15-45-07.pdf

Dear Greg

Please find attached the BSRA application for CIL funding as discussed at our last meeting. Our most recent accounts will be sent direct by our treasurer, Zoe Stone.

We have prioritised our list of improvements to those on the form, and below is an explanation of each, which we hope you find useful in considering our application. Our application is based on the increasing use of the Jubilee Fields facility as our sports clubs continue to grow with the increase in housing developments in the surrounding areas.

1. Concrete Sectional Garage and Polybuild Storage Shed are required as we are now storing equipment outside, which presents a security and health and safety risk. We are committed to reducing depreciation of our maintenance equipment, and secure storage will play a key role in this.
2. Bar Room Floor Replacement is required to increase the attractiveness and modernisation of the Pavillion for hire and other revenue streams for the BSRA. We are currently obtaining quotes for this.
3. Goodwins Heating refurbishment needed as the system requires overhaul due to heavy use, ensuring the Pavillion utilities are suitable for the members and groups that use it and to increase its attractiveness for hire all year round.
4. John Deere Field Mower required for regular care of the grounds and to ensure the use of Jubilee Fields by the various sports clubs and the public can continue throughout the year in the best possible conditions. Again, storage is required to ensure that depreciation is minimal.

Thank you for your consideration. We look forward to an ongoing and productive partnership with Billingshurst Parish Council, and thank you for your support in recent times.

Please contact me if you require further information

Yours Sincerely

**David Newell**  
Chairman, BSRA



## Billingshurst Sports & Recreational Association

Bank Balance as of 1st April 2020    **£ 2,501.74**

<b>Income</b>	
Bar	£ 23,589.04
Grants / Donations	£ 23,322.00
Club Hire	£ 5,765.50
BSRA Membership	£ 4,760.00
Fireworks Fund	£ 1,007.56
Clothes Bank	£ 230.46
<b>Income Total</b>	<b>£ 58,674.56</b>

Expenses    **£ (39,111.97)**

**Balance of Bank Account    £ 22,064.33**

<b>Purchases:</b>	
Bar Stock	£ 14,074.41
<b>Expenses:</b>	
Electric Bills	£ 4,624.55
Water (Business Stream)	£ 3,482.42
Telephone/Internet/TV	£ 3,034.30
Wages	£ 2,305.00
Insurance (Premises)	£ 2,217.40
Maintenance (Clubhouse)	£ 1,453.46
Alarm System	£ 1,267.40
Equipment (eg) Ipad/Vacuum	£ 1,015.95
Grounds Maintenance	£ 1,000.00
Cleaning	£ 1,000.00
Machinery Charges	£ 982.26
Horsham District Council	£ 612.00
Fuel (Oil)	£ 462.00
Card Machine Charges	£ 301.87
Sundry	£ 279.95
Machinery Insurance	£ 261.12
Covid Expenses	£ 221.72
TV Licence	£ 157.50
Accounts Fees	£ 156.00
Diesel	£ 133.35
Fire Safety	£ 69.31

Signed:

Treasurer: **ZM STONE**

Date: **03/02/22**

*I certify that these accounts  
are in accordance with the  
bills and other receipts and invoices  
presented to me*

Date: **3/2/22**

# Grants awarded by Billingshurst Parish Council

## Summary

Applicant	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Victim Support Sussex		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	100.00	75.00
Age UK / Village Agent						50.00	50.00	50.00	1,000.00	1,000.00	1,000.00				
West Sussex Association for the Blind / 4Sight Vision Support	100.00	100.00		50.00	50.00	50.00	50.00	50.00	50.00		100.00	240	250	300	300.00
Central & South Sussex CAB							100.00	100.00	100.00	100.00		150		200.00	
St Catherine's Hospice			50.00		100.00		100.00	250.00	275.00	100.00	200.00	200	200		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						
Billingshurst Centre						200.00			50.00			2,260.00			
Billingshurst Centre CCTV															
Billingshurst Bowling Club									500.00						
Billingshurst Centre				34.97			2,500.00		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,020.00	11,966.00
Billingshurst Community Partnership Luncheon Club									561.29	382.36	600.00	600.00	600.00	606.00	
Friends of Station Road Gardens								300.00	400.00						
Billingshurst Community Transport	1,000.00	1,000.00	1,000.00	1,000.00		2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	£2,000.00	2,000.00	2,000.00	
West Sussex Mediation Service	50.00		100.00	100.00	100.00	100.00		100.00	125.00	125.00	150.00				
Kent, Surrey & Sussex Air Ambulance	100.00							50.00		200.00		250.00		250.00	300.00
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00								
Royal British Legion	20.00	16.50	16.50	16.50	18.50	18.50	18.50								
West Sussex Mobile Youth Trust				50.00		50.00	50.00								
Outset Youth Action							50.00								
Life Centre						50.00									
Billifest		1,998.68	2,000.00		2,000.00	1,766.49									
St Mary's Church Lighting	175.00	175.00	140.00	140.00											
Disability Awareness				50.00											
Just Different			100.00	50.00											
Girl Guides				100.00											
Billingshurst Football Club			685.00	350.00											
Women's Hall					500.00										
HDCC Planning App Fee Jubilee Flagpole					85.00										
Sussex Crimestoppers			100.00												





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 April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall	11,695.24		
		New kitchen at Women's Hall (remaining amount)	1,304.76		
		Two new planters in High St	684.5		
		Xmas Lights power supply	2,760.53		
		New trees on highway	4,050.00		
		Living roof on bus shelter	608.97		
		Cont. to new play area at Dauxwood Pre-School	5,000.00		
2019-20 (1st October 2019-31 March 2020)	23,287.31				
		Water bowser	559		
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11				
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24		
		New Litter Wardens base	47,711.50		
		New Litter Wardens base	18,888.50		







### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - 1030PDC  
Size: 220 x 300mm

1030PDC (Bulk)	
Bulk packs	
Bulk pack of 100 ▼	
£ 89.00	1



### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - 1030FOR  
Size: 220 x 300mm

1030FOR (Bulk)	
Bulk Packs	
Bulk pack of 100 ▼	
£ 99.00	1



### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - 1020PDC  
Size: 220 x 300mm

1020PDC (Bulk)	
Bulk Packs	
Bulk Pack of 100 ▼	
£ 89.00	1



### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - 1040PDC  
Size: 220 x 300mm

1040PDC (Bulk)	
Bulk Packs	
Bulk Pack 100 ▼	
£ 89.00	1



### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - PNSD  
Size: 220 x 300mm

PNSD (Bulk)	
Bulk packs	
Bulk pack of 100 ▼	
£ 89.00	1



#### Wheelie bin stickers - Bulk Packs


Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - 1020ZONE  
Size: 220 x 300mm

1020ZONE (Bulk)	
Bulk Packs	
Bulk pack of 100 ▾	
£ 89.00	<input type="text" value="1"/> 



#### Wheelie bin stickers - Bulk Packs

Each sticker is screen printed onto a high quality self adhesive vinyl using fade resistant ink.  
Product code - SKPSD  
Size: 220 x 300mm

SKPSD (Bulk)	
Bulk Packs	
Bulk pack of 100 ▾	
£ 89.00	<input type="text" value="1"/> 

**Billingshurst Parish Clerk**

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**Subject:** FW: Hosted Phone, New Proposal Netcom

**From:** James Martlew <[james@netcomit.co.uk](mailto:james@netcomit.co.uk)>

**Sent:** 08 February 2022 09:03

**To:** Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)>

**Subject:** Hosted Phone, New Proposal Netcom

Good morning Greg,

First of all, I am so sorry we have had to stop with your original order for hosted phones. We have had to partner with another communications provider. After a recent takeover of our old one that has caused me to completely lose faith in them. And they would not let me place the order.

I have had to go through some training in order to get back to this point.

Effectively the new system we have will proceed slightly differently but long turn it works out better for you.

Best Wishes



**James Martlew**

**IT Services and Hosted Solutions**