




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 30 March 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

24 March 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 23 February 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 February 2022, Appendix A.
8. To note Current and Reserve bank reconciliation to 28 Feb 2022, Appendix B
9. To note Bonus Saver Reserve bank reconciliation to 28 Feb 2022, Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
11. To consider update from Clerk on query raised during review of Corporate Risk Assessment at January meeting - Appendix D.

12. Highways: To note update on *Operation Watershed* project: Daux Road/Marringdean Road - Appendix E.
13. Any other matters for information only.
14. Date of Next Meeting – **Wednesday 27 April 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: 16/03/2022

Billingshurst Parish Council Current Year

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Time: 14:12

Current Bank A/c

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Post Office Ltd	CARD	575.00		Stamps
01/02/2022	Kevin Isaaks/Smartwheelie	CARD	89.00		Wheelie bin stickers
02/02/2022	Netcom IT Solutions	DDD	572.04		IT support
07/02/2022	Wilbar Ass Ltd	ERROR	-3,954.00		Delete wrong entry
07/02/2022	Wilbar Associates Ltd	013033	3,645.00		Replacement for 013029
07/02/2022	Unique Workwear Printing & Emb	013036	20.40		HV vests for Litter Wardens
07/02/2022	Epoch Projects Ltd	013037	3,954.00		Final works at 83a Hight St
07/02/2022	Wakoos Centre 4Children Ltd	013039	1,000.00		CIL Grant
07/02/2022	Leith Hill Plant Ltd	013040	300.00		Railing repairs / Alicks Hill
07/02/2022	Healthmatic Ltd	013041	170.48		Loo rolls
07/02/2022	Roland Clark	013042	15.48		L/W mileage
07/02/2022	Colin Ellis	013043	13.50		L/W mileage
07/02/2022	Ballpoint Office Supplies Ltd	013044	122.11		Stationery etc
07/02/2022	Keoghs LLP	013046	1,105.30		VAT on insurance claim work
07/02/2022	Deacon Crickmay Asset Manageme	013047	20.00		Xmas Lights elec. cont.
07/02/2022	Aurac Sound & Vision Ltd	013048	40.00		2020&21 Xmas lights elec cont
07/02/2022	Parkfield Retail Limited	013049	20.00		Xmas lights elect cont
07/02/2022	Fowlers Estate Agents	013050	20.00		Xmas lights elec cont
07/02/2022	Meadows Wellbeing	013.51	20.00		Xmas lights elec cont
07/02/2022	Hayman Hospitality Ltd	013052	20.00		Xmas lights elec cont.
07/02/2022	Wilbar Associates Ltd	CANCEL	3,954.00		R'ment 4 cheque 013029
09/02/2022	Ace 88 Ltd	CARD	20.97		Wild flower seed / no mow area
14/02/2022	Planning portal	CARD	259.00		P/A fee - Adversane Beacon
14/02/2022	Hampshire Flag Co Ltd	CARD	62.33		Ukranian Flag
14/02/2022	Network One	DD	228.09		Phone charges etc.
14/02/2022	Restream Inc.	CARD	14.45		Streaming service
15/02/2022	A272 Design	SO	490.20		March TWEET advert
16/02/2022	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
21/02/2022	Victim Support	012865	-75.00		Cancel unrepresented cheque
23/02/2022	EE & T Mobile	DD	27.51		Mobile phone charges
25/02/2022	Netcom IT Solutions	DD	394.44		IT support
28/02/2022	Netcom IT Solutions	DD	2,707.20		IT support etc
28/02/2022	Sussex Land Services	SO	2,328.11		GM - February
28/02/2022	NatWest	BACS	19.88		Bank charges
28/02/2022	SSE	DD	100.00		Electric / 83a
28/02/2022	Willbar Associates Ltd	013029	3,645.00		Traffic calming advice
Total Payments			22,105.89		

14:15

Current Bank A/c

Cash Received between 01/02/2022 and 28/02/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/02/2022	Billingshurst CCC	102547	Reimb of extn planning fee	490.00
01/02/2022	Billingshurst CCC		Reimb of Jan salaries	4,335.90
10/02/2022	Deacon Crickmay	BACS	JM Cleaning - Jan	1,035.60
28/02/2022	Deacon Crickmay	BACS	JM cleaning: Oct+Nov+Feb	2,692.56
10/02/2022	Fowlers Letting Ltd	BACS	83a Flat rent	522.80
28/02/2022	NatWest	BACS	Bank interest	1.20
Total Receipts				9,078.06

Date: 16/03/2022

Billingshurst Parish Council Current Year

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Time: 14:08

Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	448	100.00
Business Reserve Account	28/02/2022	328	127,918.73
			<u>128,018.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
27/08/2021 012946	Surrey Hills Solicitors LLP	1,506.00	
10/01/2022 013027	West Sussex County Council	19,685.82	
07/02/2022 013036	Unique Workwear Printing & Emb	20.40	
07/02/2022 013039	Wakoos Centre 4Children Ltd	1,000.00	
07/02/2022 013042	Roland Clark	15.48	
07/02/2022 013044	Ballpoint Office Supplies Ltd	122.11	
07/02/2022 013048	Aurac Sound & Vision Ltd	40.00	
07/02/2022 013.51	Meadows Wellbeing	20.00	
14/02/2022 CARD	Planning portal	259.00	
			<u>22,668.81</u>
			105,349.92
<u>Receipts not Banked/Cleared (Plus)</u>			
01/02/2022 102547		490.00	
01/02/2022		4,335.90	
			<u>4,825.90</u>
			110,175.82
		Balance per Cash Book is :-	110,175.82
		Difference is :-	0.00

Date: 09/03/2022

Billingshurst Parish Council Current Year

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Time: 13:19

Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	103	186,368.04
			<u>186,368.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,368.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,368.04
		Balance per Cash Book is :-	186,368.04
		Difference is :-	0.00

BILLINGSHURST PARISH COUNCIL

F&GP COMMITTEE

WEDNESDAY 30 MARCH 2022

CORPORATE RISK ASSESSMENT

FOR INFORMATION

REPORT BY CLERK

The Committee reviewed the Annual Corporate Risk Assessment at the January meeting.

Many sections included matters where it says *X* is done annually, bi-annually etc. During the discussion, a Councillor asked the very pertinent question “How can Councillors be assured that these matters are undertaken?” suggesting perhaps an additional column indicating what date a particular task was last undertaken etc

I undertook to consider how best to demonstrate to Members that these tasks were being undertaken.

Last year we entered into a contract with Ellis Whittam (now Worknest) to supply H&S and HR services. Part of this service is that they become the Council’s Competent Person.

[HSE say: As an employer, you must appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. If you run a low-risk business, health and safety is something you may be able to manage yourself without needing to buy in expert help.

This includes an annual visit where they inspect premises and ask about any changes to the organisation. They visited on the 21 May last year and their report takes the form of a list of required actions, appended below.

They visited again on 22 March this year and reviewed the outstanding actions.

Sadly the portal that we use does not lend itself to printing off reports, hence the screenshot.

The portal allows the client to upload such things as Tree Surveys, ROSPA annual playground inspections, Fixed Wiring Inspections etc so Worknest can see what has and hasn’t been done at a glance.

Any Councillor is welcome to come to the office to view the portal so they can see what has and hasn’t been done or has been raised as a new action by the H&S consultant.

Hopefully this will go some way to satisfy the Committee’s concern.

Outstanding audit action points

[Download](#)

Location	Audit	Priority	Section	Compliance point	Sub point	Auditor comment
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	ELECTRICAL SAFETY- FIXED WIRING	Action: Electrical Installation Condition Report	An Electrical Installation Condition Report (EICR) should be obtained for the recent fixed wiring test and held on file. Arrange for remedial works to be carried out by a competent electrician and ensure that appropriate certification is provided (e.g. a minor works certificate or a re-issued satisfactory report).
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	FIRST AID AT WORK- PERSONNEL	Action: Adequate number of first aiders (EFAW trained) required	As determined by your first aid needs assessment, consider training your litter pickers in the Emergency First Aid at Work qualification.
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	MANAGING MANUAL HANDLING OPERATIONS	Action: Manual handling risks not assessed	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury. Please refer to the EW client portal for Manual Handling Risk Assessment Template
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	GAS- CONTROLS	Action: Ensure leakage procedure communicated	Instruct employees on the action to take in the event of a gas leak.
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	CLEANING- GLASS AND SHARPS	Action: Needle stick procedure	A 'needle stick' procedure should be implemented and communicated to all employees concerned.
Billingshurst Parish Council	18/05/2021	Medium	CORE TOPICS	CLEANING- EQUIPMENT	Action: Inspection/testing required	Ensure that portable electrical equipment is subject to suitable inspection and/or tests by a competent person.
Billingshurst Parish Council	18/05/2021	Medium	HAZARDOUS SUBSTANCES & AGENTS	LEGIONELLA MANAGEMENT- GENERAL CONTROLS	Action: Legionella assessment required	Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.
Billingshurst Parish Council	18/05/2021	Medium	TOOLS, EQUIPMENT & SYSTEMS	MOBILE ACCESS TOWERS- CONTROLS	Action: Edge protection & toe guards required	We could not verify that the mobile access tower had toe guards. If it does not please ensure that a safe system of work is in place to ensure that nobody is permitted to be below the working platform when there is a risk of objects falling from it.
Billingshurst Parish Council	18/05/2021	Low	HAZARDOUS SUBSTANCES & AGENTS	ASBESTOS SURVEY	Asbestos survey not conducted	Although the Community Centre has not been surveyed for asbestos, procedures are in place to ensure that any activities likely to displace asbestos containing material will not take place unless and until the relevant area has been assessed. Ensure all relevant persons are informed of this.
Billingshurst Parish Council	18/05/2021	Low	CORE TOPICS	DISPLAY SCREENS- WORKSTATIONS	Action: Assessments required	Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.
Billingshurst Parish Council	18/05/2021	Low	CORE TOPICS	DISPLAY SCREENS- WORKSTATIONS	Action: Assessment reviews required	Review your workstation assessments at least annually or where there are equipment changes or staff changes.
Billingshurst Parish Council	18/05/2021	Low	CORE TOPICS	MANAGING MANUAL HANDLING OPERATIONS	Action: Manual handling training required	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training.

Billingshurst Parish Clerk

Subject: FW: Daux Ave, Billingshurst

From: Kevin Macknay <kevin.macknay@westsussex.gov.uk>

Sent: 11 March 2022 16:24

To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>;

Subject: FW: Daux Ave, Billingshurst

Greg,

This week we finally investigated and repaired the broken culvert under Daux Avenue. It would appear that the culvert was damaged during the construction of the new houses at the eastern end of Daux Avenue. Our contractor found a large hole in the top of the culvert that had been covered with a concrete filled sand bag, over time this had fallen into and blocked the culvert. While on site the contractor also dug out the downstream ditch behind No. 65 and constructed a bag work headwall at the end of the culvert, so hopefully it will not get lost again.




I will now contact 'Drainline' to get the jetting work completed and also the trash screen fitted.

Regards,

Kevin

Kevin Macknay

Flood Risk Management – Team Leader
Highways, Transport and Planning
Place Services
West Sussex County Council

 CALL  IM  EMAIL

Location: Western Area Office, Drayton Lane, Nr. Chichester, West Sussex. PO20 2AJ.

Contact: Internal: 26429 | External: +44 (0)330 222 6429 | Mobile: +44 (0)7540 641819

E-mail: kevin.macknay@westsussex.gov.uk

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