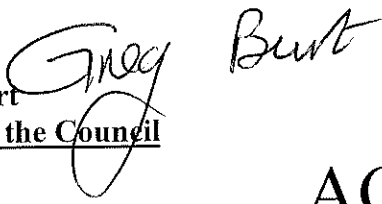




To All Councillors on the Finance & General Purposes Committee,

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 March 2023, 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 March 2023

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 21 February 2023, 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 2023 - Appendix A.
8. To note Current and Reserve bank reconciliation to 28 February 2023 - Appendix B.
9. To note Bonus Saver Reserve bank reconciliation to 28 February 2023 - Appendix C.
10. Grants
 - a. To consider request from BSRA for funding for drainage works at Jubilee Fields to improve pitch drainage – deferred from previous meeting – see papers for 21 Feb. (Cllrs Barnes and Gale to report accordingly.)

- b. To consider request from Speedwatch for grant of £190.77 to make up difference between what is held by the Council on their behalf (£1,494.18)) and what they require for a new speed gun £1,684.95 - Appendix **D**.

CIL overview – Appendix **E**)
(Grant overview – Appendix **F**)

- 11. To consider level of insurance cover for properties following recent revaluation - Appendix **G**.)
- 12. To consider budgetary provision for Coronation events - Appendix **H**.
- 13. Any other matters for information only.
- 14. Date of Next Meeting – **Wednesday 26 April 2023**

Committee Members: BB, 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.

APPENDIX A

Date: 10/03/2023

Billingshurst Parish Council Current Year

Page 1

Time: 12:09

Current Bank A/c

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
01/02/2023	Horsham DC	DD	124.00		Bin emptying
01/02/2023	Sussex Clubs for Young People	013265	3,666.88		Youth pvn Jan-Mar 2023
01/02/2023	Horsham DC	DD	66.00		Bin emptying
10/02/2023	Blinds Direct	CARD	191.80		x2 blinds for office
14/02/2023	Southern Electric	013255	76.09		Street furniture energy
14/02/2023	JB Corrie & Co Ltd	013256	5,525.71		New barrier at Jubilee Fields
14/02/2023	West Sussex County Council	013257	19,319.07		Salaries January 2023
14/02/2023	Jigsaw M2M Ltd	013258	180.00		Flood monitor licence fee
14/02/2023	Colin Ellis	013259	15.48		L/W mileage
14/02/2023	Greg Burt	013260	42.25		Reimbs for W'shop refreshments
14/02/2023	Surrey Hills Solicitors LLP	013261	756.00		Legal advice
14/02/2023	ICA Electrical Contractors Ltd	013262	87.60		Electric worx 83a High St.
14/02/2023	Scottish & Southern Electricit	013263	6,536.04		Electricity connection LSRRG
14/02/2023	Restream Inc.	CARD	16.19		Restreaming
14/02/2023	Southern Electric	DD	305.71		Electricity - public toilets
15/02/2023	A272 Design	SO	568.86		Village TWEET advert
15/02/2023	Southern Water	DD	32.58		Water 83a High St
16/02/2023	Netcom IT Solutions	DD	224.35		Phone calls
16/02/2023	Horsham DC	DD	130.80		Bin emptying
16/02/2023	Horsham DC	DD	132.00		Bin emptying
21/02/2023	CPRE	DD	36.00		Annual membership
22/02/2023	Engie Gas Ltd	DD	218.86		Gas 83a High St
23/02/2023	EE & T Mobile	DD	27.34		Mobile phones
23/02/2023	ALE Bus Machines	DD	46.24		copier usage
24/02/2023	Business Stream	DD	308.60		Water - public toilets
24/02/2023	Everflow Ltd	DD	0.02		Incorrect DD
28/02/2023	Sussex Land Services	SO	2,328.11		GM - Feb
28/02/2023	NatWest	BACS	25.55		Bank charges
28/02/2023	OVO	DD	112.00		Electricity 83a High St
28/02/2023	B Scout-Guide Assn	013236	-1,000.00		Cancel cheque
Total Payments			40,267.18		

Current Bank A/c

Cash Received between 01/02/2023 and 28/02/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
24/02/2023	Adversane Hall	102556	Ground rent 22-23	95.00
16/02/2023	Billingshurst CCC	102555	Salary reimb Jan 2023	4,485.33
14/02/2023	Countryside Properties UK Ltd	CHAPS	Countryside Properties UK) Ltd	420,126.92
10/02/2023	Fowlers Letting Ltd	BACS	Flat rental 83a High St	858.80
28/02/2023	Nat West	BACS	Bank interest	272.60
07/02/2023	R Richardson	102555	Retained key deposit / LSRRG	100.00
06/02/2023	SCYP	BACS	The Depot utilities reimb	985.57
13/02/2023	Unknown	102555	Sale of redundant CB Radio kit	50.00
Total Receipts				426,974.22

APPENDIX B

Date: 10/03/2023

Billingshurst Parish Council Current Year

Page 1

Time: 11:56

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	28/02/2023	499	100.00
Business Reserve Account	28/02/2023	340	560,265.27
			<u>560,365.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/01/2023 013248 Aurac Sound & Vision Ltd		20.00	
14/02/2023 180 Jigsaw M2M Ltd		180.00	
14/02/2023 013260 Greg Burt		42.25	
14/02/2023 013263 Scottish & Southern Electricit		6,536.04	
			<u>6,778.29</u>
			553,586.98
<u>Receipts not Banked/Cleared (Plus)</u>			
24/02/2023 102556		95.00	
			<u>95.00</u>
			553,681.98
		Balance per Cash Book is :-	553,681.98
		Difference is :-	0.00

APPENDIX C

Date: 10/03/2023

Billingshurst Parish Council Current Year

Page 1

Time: 12:05

Bank Reconciliation Statement as at 28/02/2023 for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	28/02/2023	115	187,030.51
			<u>187,030.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,030.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,030.51
		Balance per Cash Book is :-	187,030.51
		Difference is :-	0.00

APPENDIX D

Billingshurst Parish Clerk

Subject:

FW: Community Speed Watch - New radar gun

From: Michael.Morley1@sussex.police.uk <Michael.Morley1@sussex.police.uk>

Sent: 02 February 2023 11:32

To: Council <council@billingshurst.gov.uk>

Subject: Community Speed Watch - New radar gun

For attention of Mr Greg Burt – Parish Clerk

Dear Sir,

I have been approached by Mr Eric Bonner, the Coordinator of the Billingshurst Speed Watch Group to establish the possibility of acquiring a new speed radar gun at a cost of £1,684.95.

The desired modal is a Scout 2 speed indication device marketed by Decatur UK. <http://www.decaturelectronics.co.uk/products.html>

The advantage of this equipment is that it has enhanced features which eradicates false speed readings when there is traffic moving in opposite directions. It is a recommended advice by Mr Steve O'Connell who is the Sussex Police lead for the county speed watch programme.

Arguably the current speed monitoring device has served us well enough, particularly having regard to the fact that the device is not used as evidential evidence of speed in court cases. Our monitoring of speed simply results in a motorist receiving a letter requesting their cooperation in observing speed limits in the future.

This is £190.77 in excess of our current budget of £1,494.18p

May I formally request the Council consider providing a This is £171 in excess of our current budget of £1,494.18p

May I formally request the Council consider providing funding from the general grant to Billingshurst Speedwatch of £171 to cover the shortfall? We shall dispense with the purchase of the appropriate carrying case which would have been a further £75.

grant to Billingshurst Speedwatch of £190.77 to cover the shortfall?

Yours faithfully,

Michael Morley
Billingshurst Community Speed Watch Administrator.



01246 221469

Quotation to:

Billinghurst Parish Council
Greg Burt
Billinghurst Centre, Roman way,
Billinghurst.
RH14 9QW

Delivery Address (if different to above):
TBA

Your reference: Michaelmorley823@btinternet.com

This quotation is valid for one calendar month from the date of preparation, shown below.

Quote No.	Job	Payment Terms	Date
174111	Michael Morley	0 Days BACS	29 February 2023

Quantity	Description	Unit Price (£)		Line Total
1	Radar Gun Scout 2	1665.00		1665.00
1	Test tuning fork & certificate	0.00	INC	0.00
1	Charge cable	0.00	INC	0.00
?	Hard Case A1 small	48.00		00.00
?	Hard Case A2 medium	70.00		00.00
1	Shipping insured	19.95		19.95

Date of order		Sub-Total	1684.95
Your Order Number		VAT at 20%	
Authorised by (signature)		Total	
Print Name			

Please sign, scan and email to info@littlewoodhire.com
or mail to the address below.

Decatur Electronics UK Distributor

Littlewood Hire
P O Box 117, Chesterfield
Derbyshire, S41 7LH
United Kingdom
Tel. +44(0)1246 221469
Fax: +44(0)1246 207447
Email: info@littlewoodhire.com

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	35,284.23	

		Improvements to FP Lordings Road	2,225.00	
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	
		Prof fees relating to the above.	270.30	
		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	3,651.73	
		Perch seat at Clevelands Gardens	487	
		Install above	115	
2021-22 (1st April 2021-30 September 2021)	£28,765.22	Wakoo's - cont to replacement safety surfacing.	1,000.00	
		Further improvements to Women's Hall	2,000.00	
		Support for BSRA projects: Clubhouse floor	3,600.00	
		Support for BSRA projects: Heating imps	3,595.24	
		Support for BSRA projects	15,735.46	
2021-22 (1st October 2021-31 March 2022)	17,572.16	Further improvements to Women's Hall	3,000.00	
		Installation of new window in NW's Office: Planning fee	257.83	
		Installation of new window in NW's Office: Planning work	650.00	
		Installation of new window in NW's Office: Works Part 1	1,752.00	
		Installation of new window in NW's Office, electrical works	695.00	
		Installation of new window in NW's Office, residue of budget	1,645.17	
		Purchase replacement bollards at Adversane Green - Phase II	4,698.00	

			Install replacement bollards at Adversane - Phase II	1,350.00		
			x3 replacement benches at SRCG - supply	2,224.26		
			x3 replacement benches at SRCG - install	224.70		
2021-22 (1st April 2022-30 September 2022)		41,505.33	Replacement height barrier - Jubilee Fields	4,604.76		
			Electricity supply - Men's Shed	£5,446.70		
			Imps. to Billingshurst Centre	£10,197.37		
			Imps. to Billingshurst Centre	£21,195.00		
			Drainage works at Jubilee Fields	£3,980.00		
			Replace bollards at Adversane Green - Phase III (purchase)	£4,019.68		
			Replace bollards at Adversane Green - Phase III (install)	£2,028.32		
			Install fire protection in loft at Billingshurst Centre	£3,273.63		
		235,784.89		228,142.31	7,642.58	
As at 25/11/2022						
Red text indicates yet to be paid/received.						

Summary

[illegible]

APPENDIX G

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 29 MARCH 2023

PROPERTY VALUATIONS FOR INSURANCE PURPOSES

REPORT BY CLERK

FOR DECISION

At the last meeting, Members received a report indicating that Council assets were over insured for replacement purposes, inviting members to consider whether the level of insurance should be retained or reduced accordingly.

The Committee agreed to *DEFER consideration of possibly reducing insurance cover until the insurer gives an indication of how much could be saved on future premiums.* (Min 25/23 refers).

I asked the insurer accordingly, and he then asked by how much we wished to reduce the cover for each asset! My suggestions are as set out in the last column of the table below.

Property	2018 Survey	2022 Survey	Current Sum insured	My suggestion!
Adversane Hall	130,000	160,000	£238,729	200,000
Jubilee Fields Sports Pavilion	510,000	610,000	£898,418	800,000
External Store, Jubilee	30,000	50,000	£133,133	100,000
Public Conveniences	65,000	100,000	£148,560	130,000
Billingshurst Community & Conference Centre	1,600,000	1,920,000	3,472,750	3,000,000
Portacabin, Jubilee	7,500	9,500	14,751	8,000
Shed, Station Rd Community Gardens	n/a	n/a	3,581	2,000
83a High St	n/a	n/a	340,673*	340,673
Garage, BCCC	n/a	n/a	84,000**	84,000
Total	2,342,500	2,849,500	5,334,595	4,664,673

The insurer responded as follows:

I can now confirm that to reduce the building sums (as per the column marked "My suggestion" below) insured WEF 27/02/23 until renewal on 15th Nov 2023 would create a pro rata refund of -£706.03. This is roughly an annual saving of £987.40.

The Committee is invited to consider whether the level of insurance should be retained or reduced accordingly.

APPENDIX H

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 29 MARCH 2023

CORONATION CELEBRATIONS

REPORT BY CLERK

FOR DECISION

On 1 March 2023, Council supported a draft program of events on the weekend of the Coronation in May.

An application to the National Lottery Community Fund for £7,500 has unfortunately been declined. Their response is as follows:

We cannot take your application any further. We'd like to help you understand why. We have received a large number of applications and cannot fund them all within our available budget. Such is the demand for our funding, that we are unable to fund your project as it does not address our funding priorities as strongly as other applications. While we understand the benefits of your plans, other applications have more strongly demonstrated community involvement in the design, development and delivery of the proposal, and how the project would build strong relationships in and across the community. We recognise that this will be disappointing to you and your community and hope that you are able to make arrangements for your project to go ahead. You are welcome to make a new application at any time. Please note that if you would like to make a new application for activities taking place over the Coronation weekend it must be received no later than 24 March. We know it takes a lot of effort to put an application together. We appreciate you taking the time to apply.

Unfortunately there was not time to review and resubmit the bid by 24 March.

For the Platinum Jubilee last year, the Council had no specific budget for the events it supported and merely relied on overspends elsewhere; this was not ideal.

Members will be aware that the Council has recently received £420,126.92 by way of a commuted sum to support the transfer of Public Open Space (POS). This has been placed in a high interest Treasury Reserve Deposit for 6 months and will generate £7,066.05 interest.

The Committee is invited to consider allocating no more than this £7,066.05 windfall to the forthcoming Coronation weekend.