



**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 26 April 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**

**20 April 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 29 March 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 March 2023 - Appendix A.
8. To note Current and Reserve bank reconciliation to 31 March 2023 - Appendix B.
9. To note Bonus Saver Reserve bank reconciliation to 31 March 2023 - Appendix C.
10. Grants
  - a. To consider request from Billingshurst Women's Institute - Appendix D.

(Grant overview – Appendix E)
11. To consider suggestion of Grit Bin - Appendix F  
*[Note. Grit bins are not provided by West Sussex County Council, however as part of 'self help' measures, residents or Parish Councils can purchase grit bins to*

*enable them to keep the road/path outside their properties treated during snow / ice conditions. The County Council will fill the bin with grit when resources allow.]*

12. Any other matters for information only.

13. Date of Next Meeting – **Wednesday 31 May 2023**

**Committee Members:** PB, RM, **KP**, EB, 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: 13/04/2023

**Billingshurst Parish Council Current Year**

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Time: 11:13

Current Bank A/c

**List of Payments made between 01/03/2023 and 31/03/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
01/03/2023	Screwfix Direct Ltd	DD	50.86		Ironmongery
01/03/2023	Horsham DC	DD	124.00		Bin emptying
01/03/2023	Horsham DC	DD	90.00		x2 Green waste bins SRGG
03/03/2023	Netcom IT Solutions	DD	336.60		IT support
06/03/2023	Netcom IT Solutions	DD	18.00		Destroy old computer
07/03/2023	Billingshurst Comm. & Conf. Ce	013264	896.44		Garage rent
07/03/2023	West Sussex County Council	013266	21,608.22		Payroll Feb 2023
07/03/2023	Surrey Hills Solicitors LLP	013267	1,320.00		Legal advice
07/03/2023	Sussex Land Services Ltd	013268	298.54		LSRRG play area fence repairs
07/03/2023	Ballpoint Office Supplies Ltd	013269	293.56		Stationery
07/03/2023	Signquick	013270	24.00		Showcase banner changes
07/03/2023	Glasdon UK Ltd	013271	4,823.61		Adversane bollards
07/03/2023	Sussex Water Mains Services Lt	013272	1,496.47		New water pipe in drive @LSRRG
07/03/2023	A272 Design	013273	310.80		Coronation TWEET advert
07/03/2023	Philip Day	013274	11.30		Car parking / meeting
07/03/2023	Rentokil Initial	013275	527.71		Sanitary/nappy bins pub loos.
13/03/2023	Parkfield Retail Ltd	DD	141.32		Ironmongery
14/03/2023	Restream Inc.	CARD	16.40		Streaming
15/03/2023	Uni Silk Scn Pters & Signmake	CARD	4.98		Signs for parks
15/03/2023	KPCM Display Ltd	CARD	13.76		Park signs
15/03/2023	A272 Design	SO	568.86		TWEET advert
15/03/2023	Southern Water	DD	32.58		Water etc 83a High St
16/03/2023	SW Time Recorder (S&S) Ltd	CARD	19.99		SW Time Recorder (S&S) Ltd
20/03/2023	Horsham DC	DD	49.50		Bin emptying
20/03/2023	Horsham DC	DD	132.00		Bin emptying
20/03/2023	Horsham DC	DD	98.10		Bin emptying
21/03/2023	Engie Gas Ltd	DD	177.50		Gas 83a High St
22/03/2023	WorkNest Ltd	013276	450.00		HR support
22/03/2023	Ballpoint Office Supplies Ltd	013277	281.51		Stationery
22/03/2023	Leith Hill Plant Ltd	013278	4,776.00		Drainage works at Jub. Fields
22/03/2023	SSE Energy Solutions	013279	74.21		Street lighting energy
22/03/2023	Surrey Hills Solicitors LLP	013280	2,046.00		Legal advice
22/03/2023	Colin Ellis	013281	20.43		LW mileage
22/03/2023	Rialtas Business Solutions Ltd	013282	300.00		Training on Sales Ledger
23/03/2023	ALE Bus Machines	DD	56.09		Copier charges
23/03/2023	EE & T Mobile	DD	27.34		Mobile phones
24/03/2023	Everflow Ltd	DD	24.69		Water etc 83a High St
28/03/2023	OVO Energy	DD	112.00		Electric 83a High St
29/03/2023	Ricky Short Drainage	013283	200.00		Loo unblock + play area jettin
29/03/2023	Horsham District Council	013284	85,079.00		N/Wardens 2022-23
29/03/2023	Tennant UK Cleaning Sol.	DD	339.85		Sweeper servicing
31/03/2023	West Sussex County Council	013285	20,648.71		March salaries
31/03/2023	Littlewood Hire Ltd	013286	2,079.52		New speed gun
31/03/2023	West Sussex County Council	013287	408.00		Payroll bureau Oct 22-Mar 23
31/03/2023	SSE Energy Solutions	013288	100.52		Street furniture energy
31/03/2023	Billingshurst Comm. & Conf. Ce	013289	355.62		Room hire

Continued on Page 2

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2023	Sussex Land Services	SO	2,328.11		GM - March
31/03/2023	NatWest	BACS	21.35		Bank charges
31/03/2023	Netcom IT Solutions	DD	224.88		Netcom IT Solutions
31/03/2023	Netcom IT Solutions	DD	336.60		IT support
Total Payments			153,942.58		

13/04/2023

## Billingshurst Parish Council Current Year

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16:36

## Current Bank A/c

Cash Received between 01/03/2023 and 31/03/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/03/2023	BCCC	102556	February payroll reimb.	4,485.33
20/03/2023	BCT	BACS	IT & Phone services 22-23	1,364.28
01/03/2023	Deacon Crickmay	BACS	Ground rent	96.25
10/03/2023	Deacon Crickmay	BACS	JM cleaning - Feb 23	1,066.68
13/03/2023	Fowlers Letting Ltd	BACS	83a flat rent	858.80
01/03/2023	NatWest	BACS	Bank interest	288.50
10/03/2023	Sales Recpts Page 1		Sales Recpts Page 1	1,534.28
31/03/2023	SCYP	BACS	Final cont towards 83a conv.	15,000.00
Total Receipts				<u>24,694.12</u>

↓ JM cleaning - March -

# APPENDIX B

Date: 13/04/2023

Billingshurst Parish Council Current Year

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Time: 11:02

## Bank Reconciliation Statement as at 31/03/2023 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	31/03/2023	504	100.00
Business Reserve Account	31/03/2023	341	103,351.04
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			523,638.04

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
24/01/2023 013248 Aurac Sound & Vision Ltd	20.00
22/03/2023 013279 SSE Energy Solutions	74.21
22/03/2023 013281 Colin Ellis	20.43
29/03/2023 013283 Ricky Short Drainage	200.00
29/03/2023 013284 Horsham District Council	85,079.00
31/03/2023 013285 West Sussex County Council	20,648.71
31/03/2023 013286 Littlewood Hire Ltd	2,079.52
31/03/2023 013287 West Sussex County Council	408.00
31/03/2023 013288 SSE Energy Solutions	100.52
31/03/2023 013289 Billingshurst Comm. & Conf. Ce	355.62
	108,986.01
	414,652.03

<u>Receipts not Banked/Cleared (Plus)</u>	
24/02/2023 102556	95.00
10/03/2023	1,534.28
10/03/2023 102556	4,485.33
	6,114.61
	420,766.64
Balance per Cash Book is :-	420,766.64
Difference is :-	0.00

# APPENDIX C

Date: 20/04/2023

Billingshurst Parish Council Current Year

Page 1

Time: 11:35

Bank Reconciliation Statement as at 31/03/2023  
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	31/03/2023	116	187,189.36
			<u>187,189.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,189.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,189.36
		Balance per Cash Book is :-	187,189.36
		Difference is :-	0.00

# APPENDIX D



## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST WI (AFTERNOON)
2.	Name, Address and Position of Contact in Organisation	DENISE WALLER  PRESIDENT
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	Yes/ <del>NO</del> PART OF NEWI 803793
5.	Amount of grant requested	£ 800
6.	For what purpose or project is the grant requested?	TO HELP COVER THE COST OF SPEAKERS/TRAVEL. TO PROMOTE THE EDUCATION AND KNOWLEDGE BASE OF THE LOCAL COMMUNITY
7.	What will be the total cost?	£ 2800
8.	When will the money be spent?	THROUGHOUT THE YEARS PROGRAMME
9.	Who will benefit from the project?	CURRENT AND FUTURE MEMBERS WILL BENEFIT AS IT WILL HELP THE WI GROW AND THRIVE AND BENEFIT LOCAL PEOPLE
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	ALL MEMBERS WHO CURRENTLY LIVE IN THE PARISH CURRENTLY 25

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

11th APRIL 2023

Name (In capitals) ...DENISE WALLER



## **BILLINGSHURST WOMEN'S INSTITUTE**

Billingshurst Parish Council  
Billingshurst Centre  
Roman Way  
RH14 9QW

Billingshurst

Dear Billingshurst Parish Council

### **Re: Application for Grant for Voluntary Organisations**

The Billingshurst Women's Institute (afternoon group) respectfully submits an application for a grant for Voluntary Organisations.

Enclosed is the form and most recent audited accounts.

As you are aware Billingshurst WI has served this Parish for a 103yrs. The WI exists to educate women to enable them to provide an effective role in the community, to expand their horizons and to develop and pass on important skills. To this end we need in our Annual Programme to arrange speakers and activities to help with this important role. Since Covid we have lost several members and hope to recruit from the expanding village community. In providing varied topics we seek to engage a range of speakers, which, it is hoped may attract as many new members as is possible.

Billingshurst WI provides a place where women can meet, make new friends and so enhance their quality of life. Some of our members are active in other groups and organisations both locally and further afield providing opportunities to promote the Parish in a positive way. The village is growing rapidly and so this is another great opportunity to provide new residents with all the benefits that the WI can offer.

In line with the cost of living crisis we are all experiencing, the cost for speakers and their travel expenses have increased. This together with the shortfall of members, has meant that our fund raising is limited.

This application is to request a grant of £800 to cover speakers, whose typical charges C.£100 inclusive of travel, and other activities.

Kind Regards

Denise Waller  
President (billingshurstwi@wsfwi.co.uk)

WI name  
Charity number (if registered)  
Federation

BILLINGSHURST WI
West Sussex



# FINANCIAL STATEMENT

For the period

from 01/09/21

to 01/08/22

EXT TO 31.12.2022.

## Section A

## Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	244.95		Meeting expenses	1,332.16	
Subscriptions (WI share)	554.50		Committee Members' expenses	87.53	
Gift Aid	-		Pooling of fares / expenses	45.50	
Publications	32.50		Publications	48.00	
Activities & events	430.00		Activities & events	861.51	
WI fundraising	1,117.15		WI fundraising	739.81	
Interest received			Insurance	17.08	
Paid into current account					
Paid into deposit account					
Grants and donations	431.00		Donations made	200.00	
Other income	9.25		Other payments	75.01	
WI-owned hall - total receipts			WI-owned hall - total payments		
<b>Total Receipts</b>	<b>2,819.35</b>	<b>-</b>	<b>Total Payments</b>	<b>3,406.60</b>	<b>-</b>

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
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Total Receipts less Total Payments (Surplus/Deficit for the year)

- 587.25

A5 Total cash funds brought forward from last year (equals last year's total at B1)

A6 Total cash funds carried forward at this year end

- 587.25

A7 Total restricted funds at year end included in total cash funds above

The main purposes of the Women's Institute organisation are:

- (a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;
- (b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;
- (c) to advance health for the public benefit; and
- (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

BILLINGSHURST WI

## Section B

## Statement of assets and liabilities at the year end

## B1 Cash funds

		Total £	Last year £
B1.1	Final bank balance as per Account Book, including uncleared items	2,258.74	2,863.11
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end		
	Plus amounts paid in to bank but not cleared		
	Less cheques written but not cleared		
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)		
B1.3	Savings / deposit account balance		
B1.4	Petty cash in hand	35.69	
B1.5	Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over enter as a negative amount		
	Total cash funds	2,294.43	2,863.11

## B2 Investments (if any)

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## B3 Other monetary assets (e.g. any money owed to the WI)

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B4 Other assets held by the WI  
e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*

\* cost / value should only be completed if meaningful information is available

## B5 Liabilities

Payments due immediately but not paid, or due at a future date, e.g. loans

	Date due (optional)*	Amount due (optional)*

\* amount / date due should only be completed if meaningful information available

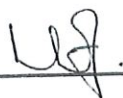
Signed on behalf of all the trustees (WI Committee members)

Signature 

Name DENISE WALLER

Date of approval 12/1/2023

President




L. PHELPS

12 Jan 2023

Treasurer

Independent financial examiner's initials:



WI name

BILLINGSHURST WI

## Section C

## Notes to the financial statement

## C1 Funds received and paid as agent

Complete this section with total amounts received and paid over to the federation in the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Federation / NFWI share of subscriptions	565.60	565.60	

## APPENDIX E

## Summary

[illegible]

[illegible]



**Billingshurst Parish Clerk**

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**From:** Jan Critchley (BGPC) <clerk@itchingfieldparishcouncil.gov.uk>  
**Sent:** 27 March 2023 18:17  
**To:** Council  
**Subject:** Grit Bin for top of New Road

Dear Greg

I have been asked to write to you on behalf of Itchingfield Parish Council as a neighbouring parish. It was reported at our last Parish Council meeting that during a recent cold weather spell, it was difficult to get to the top of New Road near to the junction with West Chilton Lane as it was very icy. Itchingfield Parish Council was wondering whether Billingshurst Parish Council would consider placing a new grit bin at the top of New Road to prevent any accidents occurring in bad weather.

Kind regards

Jan



**Itchingfield Parish Council**

**Jan Critchley**

Parish Clerk, Itchingfield Parish Council

**Phone** +44 1403 731596

**Web** [www.itchingfieldparishcouncil.gov.uk](http://www.itchingfieldparishcouncil.gov.uk)

**Email** [clerk@itchingfieldparishcouncil.gov.uk](mailto:clerk@itchingfieldparishcouncil.gov.uk)

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