




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 31 May 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

24 May 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 26 April 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 April 2023 - Appendix A.
8. To note Current and Reserve bank reconciliation to 30 April 2023 - Appendix B.
9. To note Bonus Saver Reserve bank reconciliation to 30 April 2023 - Appendix C.
10. Grants
 - a. To consider request from Victim Support - Appendix D.
 - b. To consider request from Tylers Trust - Appendix E.
(Grant overview – Appendix F)
11. CIL
 - a. To consider request from BSRA for funding for drainage works at Jubilee Fields to improve pitch drainage – deferred from Feb meeting – see papers

for 21 Feb. (Cllr Gale to report accordingly.) [Latest certified accounts now received - Appendix **G**.

- b. To consider request from Dauxwood Pre-School – Appendix **H**
(CIL overview – Appendix **I**)

12. Highways

- a. To apply for funds from, and then submit an application to WSCC for a TRO to extend the 20MPH speed limit in Billingshurst High Street north to Hillands roundabout" (Proposed by Cllr Paul Berry)
- b. To receive verbal update on suggestion of Grit Bin if available.

13. Any other matters for information only.

14. Date of Next Meeting – **Wednesday 28 June 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: 17/05/2023

Billingshurst Parish Council Current Year

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Time: 14:02

Current Bank A/c

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Horsham DC	DD	136.58		Bin emptying
11/04/2023	Netcom IT Solutions	DD	90.00		IT support
11/04/2023	Parkfield Retail Ltd	DD	5.99		Ironmongery
12/04/2023	LIDL	CARD	70.27		APM nibbles etc
12/04/2023	Plantscape	CARD	1,576.80		Coronation tower planters
14/04/2023	Restream Inc.	CARD	15.75		Streaming service
16/04/2023	Brunel Engraving Company	CARD	154.02		Beacon plaque
17/04/2023	AMAZON	CARD	189.15		Coronation Tea Party stuff
17/04/2023	A272 Design	SO	568.86		TWEET magazine advert
17/04/2023	Siemens Fin Serv	DD	194.54		Copier rental
17/04/2023	Business Stream	DD	447.84		Public toilets water etc
17/04/2023	Horsham DC	DD	150.70		Bin emptying
17/04/2023	Horsham DC	DD	148.50		Bin emptying
17/04/2023	Horsham DC	DD	66.00		Bin emptying
17/04/2023	Southern Water	DD	42.99		Water etc 83a High St
18/04/2023	AMAZON	CARD	74.80		Coronation Tea Party Stuff
18/04/2023	PWLB	DD	10,831.25		Loan repayment / 83a High St
19/04/2023	RB Legion Industries	CARD	350.00		x2 Silent Soldiers Adversane G
24/04/2023	Billingshurst Comm. & Conf. Ce	013290	2,334.53		LW garage rent April
24/04/2023	Mulberry & Co	013291	192.00		x2 new Clir training
24/04/2023	Greg Burt	013292	14.90		Raffle tickets books
24/04/2023	Carol Terry	013293	26.49		Truffles pot plants reimb.
24/04/2023	WSALC Ltd	013294	2,356.08		WSALC+NALC subs 23-24
24/04/2023	Rural Services Partnership Ltd	013295	138.00		Membership
24/04/2023	K.T. Fabrications Ltd	013296	30.00		Sign repair
24/04/2023	Sussex Clubs for Young People	013297	3,385.80		Youth support April-June 2023
24/04/2023	Colin Ellis	013298	15.48		LW mileage
24/04/2023	Rialtas Business Solutions Ltd	013299	545.71		A/C software licence+support
24/04/2023	ABMH Structures Ltd	013300	180.00		N/W office conv lintel calcs.
24/04/2023	A272 Design	013301	277.20		Coronation advert
24/04/2023	WorkNest Ltd	013302	6,122.82		H&S + HR support insurance
24/04/2023	Amazon	CARD	28.47		Bunting
24/04/2023	EE & T Mobile	DD	31.26		Mobile phones
24/04/2023	Mailchimp	CARD	12.64		Mailchimp subscription
24/04/2023	Netcom IT Solutions	DD	312.00		IT works
25/04/2023	ALE Bus Machines	DD	34.74		Copier charges
25/04/2023	Engle Gas Ltd	DD	178.13		Gas 83a High St
26/04/2023	AMAZON	CARD	-24.99		Refund 4 Coro' Party stuff
28/04/2023	NatWest	BACS	20.30		Bank charges
28/04/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
28/04/2023	OVO Energy / SSE	DD	112.00		Electric 83a High St
Total Payments			31,604.65		

Current Bank A/c

Cash Received between 01/04/2023 and 30/04/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/04/2023	Fowlers Letting Ltd	BACS	83a High St Flat rent	858.80
01/04/2023	Horsham DC	BACS	Precept 1st half.	245,493.00
24/04/2023	Horsham DC	BACS	CIL: Oct 22-Mar 23	31,776.33
28/04/2023	NatWest	BACS	Bank interest	36.04
21/04/2023	Sales Recpts Page 2		Sales Recpts Page 2	4,485.33
26/04/2023	Sales Recpts Page 4		Sales Recpts Page 4	853.34
18/04/2023	Sales Recpts Page 5		Sales Recpts Page 5	163.80
18/04/2023	Sales Recpts Page 6		Sales Recpts Page 6	163.80
19/04/2023	Sales Recpts Page 7		Sales Recpts Page 7	163.80
19/04/2023	Sales Recpts Page 8		Sales Recpts Page 8	163.80
Total Receipts				284,158.04

17/05/2023

Billingshurst Parish Council Current Year

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List of Receipts Entered for Month 1

User: GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCCC	Billingshurst Centre	31/03/2023	BPC3	4,485.33	0.00	4,485.33	0.00	21/04/2023	1
				Receipt Total	0.00	4,485.33	Ref: 102556		
DEACON	Deacon Asset Management	31/03/2023	BPC5	853.34	0.00	853.34	0.00	26/04/2023	1
				Receipt Total	0.00	853.34	Ref: BACS		
A272	A272 Design	01/04/2023	BPC7	163.80	0.00	163.80	0.00	18/04/2023	1
				Receipt Total	0.00	163.80	Ref: BACS		
KINGS	Kings Head	01/04/2023	BPC8	163.80	0.00	163.80	0.00	18/04/2023	1
				Receipt Total	0.00	163.80	Ref: BACS		
BFC	Billingshurst Family Church	01/04/2023	BPC6	163.80	0.00	163.80	0.00	19/04/2023	1
				Receipt Total	0.00	163.80	Ref: BACS		
PET	Pet Pooch Boutique	01/04/2023	BPC9	163.80	0.00	163.80	0.00	19/04/2023	1
				Receipt Total	0.00	163.80	Ref: BACS		
				Total Receipts Entered for Month 1	0.00	5,993.87			

Date: 17/05/2023

Billingshurst Parish Council Current Year

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Time: 13:52

**Bank Reconciliation Statement as at 30/04/2023
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	30/04/2023	0	100.00
Business Reserve Account	30/04/2023	0	258,486.74
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			678,773.74

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
31/03/2023 013289 Billingshurst Comm. & Conf. Ce	355.62
16/04/2023 CARD Brunel Engraving Company	154.02
24/04/2023 013290 Billingshurst Comm. & Conf. Ce	2,334.53
24/04/2023 013291 Mulberry & Co	192.00
24/04/2023 013292 Greg Burt	14.90
24/04/2023 013293 Carol Terry	26.49
24/04/2023 013294 WSALC Ltd	2,356.08
24/04/2023 013295 Rural Services Partnership Ltd	138.00
24/04/2023 013296 K.T. Fabrications Ltd	30.00
24/04/2023 013297 Sussex Clubs for Young People	3,385.80
24/04/2023 013298 Colin Ellis	15.48
24/04/2023 013299 Rialtas Business Solutions Ltd	545.71
24/04/2023 013300 ABMH Structures Ltd	180.00
24/04/2023 013301 A272 Design	277.20
24/04/2023 013302 WorkNest Ltd	6,122.82
	16,128.65
	662,645.09

Receipts not Banked/Cleared (Plus)

24/02/2023 102556	95.00
10/03/2023	1,534.28
10/03/2023 102556	4,485.33
21/04/2023 102556	4,485.33
	10,599.94
	673,245.03
Balance per Cash Book is :-	673,245.03
Difference is :-	0.00

Date: 16/05/2023

Billingshurst Parish Council Current Year

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Time: 16:24

Bank Reconciliation Statement as at 30/04/2023
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	30/04/2023		187,335.52
			<u>187,335.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,335.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,335.52
		Balance per Cash Book is :-	187,335.52
		Difference is :-	0.00

APPENDIX D



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Victim Support (Sussex Area)
2.	Name, Address and Position of Contact in Organisation	Mrs Sue Bartlett - Volunteer Fund Raiser/Admin Unit 11 Riverside Business Centre Brighton Road Shoreham by Sea BN43 6RE
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	as working from home) Yes/No Yes 298028
5.	Amount of grant requested	£ £80 or what you think appropriate
6.	For what purpose or project is the grant requested?	Recruit and train new volunteers to support victims and witnesses of crime in Sussex and provide enhanced training to new and existing volunteers
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ Approximately £700 per new recruit for first year.
8.	When will the money be spent?	Ongoing throughout the year
9.	Who will benefit from the project?	Any person in your Parish affected by crime could be offered support if they needed it. We support any age, gender, religion and nationality
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	In the last 12 months there were 189 crimes reported in your postcode area - 75 of those domestic abuse

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 SD Bartlett Date 9.3.23

Name (In capitals) SUE BARTLETT



Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 60 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

WE ARE VERY GRATEFUL FOR YOUR PREVIOUS GRANTS THAT HAVE BEEN USED TO HELP RECRUIT, TRAIN, SUPERVISE AND SUPPORT NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.

As you are probably aware, Victim Support is now a national charity divided into areas and each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils, which has been circulated, together with a breakdown of Sussex costs. The National accounts can be found on <https://www.victimsupport.org.uk/more-us/about-us/annual-reports/>

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices, Managers and training for Sussex to ensure this takes place..

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2023



Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE

Billingshurst Parish Council
Billingshurst Centre
Roman Way
Billingshurst
RH14 9QW

9 March 2023

REPORT OF HOW GRANT FOR 2022 WAS SPENT

During the course of 2022 12 new recruits were fully trained to work in Sussex supporting victims and witnesses of crimes.

Over half of those chose to go on and do enhanced training i.e. Domestic abuse, Homicide, hate Crime and Rape and Sexual Assault.

By doing this additional training they can give support and advice to a wider range of victims and witnesses affected by crime.

Sue Bartlett
Volunteer Fundraiser

Victim Support Sussex
Financial summary
Year-ending 31/3/22
CONFIDENTIAL

	£	£
		-
Total income		1,368,966.00
<i>Expenditure-</i>		
Staff (including travel)	1,055,504.00	
Volunteers	12,240.00	
Other (premise/office cost, client costs, support)	306,339.00	
Total expenditure		1,374,083.00
		<hr/>
Total - deficit		5,117.00

Note - the above summary includes Contract income from the OPCC Sussex; local authorities; other Grant funding; Fundraising income and Donations from individuals etc.
This data is confidential and personal to its recipients and should not be copied, distributed or reproduced; nor passed to any third party.

Chester Browton

Sussex Area Accountant

Unit 11 Riverside Business Centre, Brighton Road, Shoreham by Sea BN43 6RE

[Registered charity no. 298028 | Company no. 2158780 | \[victimsupport.org.uk\]\(http://victimsupport.org.uk\)](#)

APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Tyler's Trust
2.	Name, Address and Position of Contact in Organisation	Jan Ellis, CEO
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
	If yes, Charity Number	1162827
5.	Amount of grant requested	£ 500.00
6.	For what purpose or project is the grant requested?	Funding will be used to part fund a bespoke session for the children and their families. will be held during half terms and holidays based on 10 children per session along with parents.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£2,500.00
8.	When will the money be spent?	Financial year 2023 - 2024
9.	Who will benefit from the project?	Children who have a life threatening/limiting illnesses and their families.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	12

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

March 2023

Dear Trustees,

I would like to take this opportunity to introduce you to Tyler's Trust, a small local charity which supports families with a child with life-limiting and life-threatening illnesses.

We provide a variety of services including:

- Unique gift boxes of presents for each child
- Large bag of presents for each sibling
- Craft activity sessions
- Free family fun day
- Home essentials kits for parents

Having a child who is extremely ill is emotionally and financially draining. To support the families the Trust manages parent's rooms at two hospitals on the children's wards, including the provision of:

- Parental bags with toiletries which include toothpaste, deodorant, shower gel etc
- Food and Drink
- Reading Materials

We are fully aware of the emotional and financial pressure placed on our families and aim to offer additional support where needed.

The highlight of the year for many of our families is the fun day#. This includes 'experiences' such as photoshoots for the families, meeting our patron Fearnie Cotton, a magician, food and drink, face painting, pampering, vintage car rides, games and toys, and gift boxes to take home.

It is an opportunity for families to support each other, for parents to have respite, for the siblings and the children to have fun together out of the hospital environment. It is where memories are made for the whole family.

To allow us to continue our invaluable support we are seeking grants/donations for any of the services we offer.

OUR PATRONS
Fearnie Cotton BBC Radio 1 & TV Superstar · Stuart McGinley · Simon Fielding



CHARITY NUMBER: 1162827



Recently research has highlighted that as children transition into adult services those with additional needs can be severely disadvantaged and unable to reach their full potential.

Following research there are very limited opportunities in this area for continuing education, training, gaining employment, and socialisation. We aim to improve their opportunities through collaboration with local colleges, arranging volunteering opportunities, improving skills, and facilitating social events and peer support. These young adults are particularly vulnerable, and it is vital that they are linked to all relevant support to ensure that they do not become socially isolated.

Tyler's trust was set up by Tyler following his diagnosis of a brain tumour which resulted in numerous operations and radiotherapy. In 2018 at 21 years old, he received a British Empire Medal (BEM) in the Queen's Birthday Honours list for his work.

Thank you in advance for your time in reading this appeal. If you would like any further information about Tyler's Trust, please do not hesitate to contact us either by email tylerstrust@gmail.com or by telephone

I hope to hear from you.

Yours sincerely,

Jan Ellis
Chairperson
Tyler's Trust

TYLERS TRUST

Statement of Financial Activities
for the Year Ended 5 April 2022

	Notes	5.4.22 Unrestricted fund £	5.4.21 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		59,536	39,949
EXPENDITURE ON			
Other		48,493	35,471
NET INCOME		11,043	4,478
RECONCILIATION OF FUNDS			
Total funds brought forward		43,175	38,697
TOTAL FUNDS CARRIED FORWARD		54,218	43,175

The notes form part of these financial statements

TYLERS TRUST

Statement of Financial Position **5 April 2022**

	Notes	5.4.22 Unrestricted fund £	5.4.21 Total funds £
CURRENT ASSETS			
Debtors	5	1,440	1,440
Cash at bank and in hand		55,083	43,865
		<u>56,523</u>	<u>45,305</u>
CREDITORS			
Amounts falling due within one year	6	(2,305)	(2,130)
		<u>54,218</u>	<u>43,175</u>
NET CURRENT ASSETS			
		<u>54,218</u>	<u>43,175</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>54,218</u>	<u>43,175</u>
NET ASSETS			
		<u>54,218</u>	<u>43,175</u>
FUNDS	7		
Unrestricted funds		<u>54,218</u>	<u>43,175</u>
TOTAL FUNDS		<u>54,218</u>	<u>43,175</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 5 April 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Grants awarded by Billingshurst Parish Council

[illegible]

[illegible]

APPENDIX G

Billingshurst Sports & Recreational Association		
2021 - 2022		
Bank Balance as of 6th April 2021	£	20,502.75

Income		
Bar	£	48,482.52
BSRA Membership	£	4,780.00
Club Hire	£	7,612.50
Recycling Payments	£	729.00
Grants / Donations	£	13,989.00
Total	£	75,593.02
Expenses	£	72,730.01
Balance of Bank Account	£	23,365.76
Cash in till	£	100.00
Total	£	23,465.76

Capital Expenditure:		
Tractor and Machinery	£	12,257.36
Purchases:		
Bar Stock	£	25,404.97
Expenses:		
Wages	£	5,763.63
Electric	£	5,451.30
Telephone/Internet/Sky TV	£	5,277.39
Grounds Maintenance	£	2,470.09
Water Bills	£	2,366.23
Cleaning	£	2,254.00
Club Maintenance/Expenses	£	2,062.17
Insurance - Building	£	1,993.78
Oil Heating	£	1,315.55
Alarm	£	1,044.00
HDC	£	916.80
Firework Expenses	£	800.00
Sundry Expenses	£	225.57
Charity Donations	£	700.00
Card Machine Charges (Sumup)	£	595.28
Diesel (Machinery)	£	440.47
Insurance - Machinery	£	368.37
Disposal of Equipment	£	220.00
Bar Licence	£	180.00
TV Licence	£	159.00
Admin/Stationery	£	156.25
Bar Gas	£	116.40
Accounts/Bookkeeping	£	100.00
Fire Alarm	£	54.60
Bank Charges	£	36.80

Signed:

Zoe M Stone

Treasurer: ZOE M STONE

Date: 10/04/2023

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

J. Tulker

Date: 25/4/23

APPENDIX H



APPLICATION FOR CIL FUNDING

1.	Name of Organisation	DAUXWOOD PRE SCHOOL
2.	Name, Address and Position of Contact in Organisation	LOUISE PLOWS (CO-CHAIR) DAUXWOOD PRE SCHOOL NATTS LANE BILLINGSHURST RH14 9EY
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	<input checked="" type="radio"/> Yes <input type="radio"/> No 1158619
5.	Amount of CIL requested	£ £6034-80
6.	For what purpose or project is the grant requested?	TO PROVIDE AN ALL WEATHER EXTERNAL SURFACE FOR ALL THE CURRENT AND FUTURE CHILDREN OF THE PRE-SCHOOL TO PLAY ON SAFELY, AWAY FROM THE SLIPPERY MUD & GRASS.
7.	What will be the total cost?	£ £6,034-80
8.	When will the money be spent?	AUGUST 2023. (HOPEFULLY)
9.	Who will benefit from the project?	ALL CURRENT AND FUTURE GENERATIONS OF CHILDREN WHO ATTEND THE PRE-SCHOOL.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	WE ARE BASED IN BILLINGSHURST, SO NEARLY ALL OF OUR CHILDREN LIVE IN BILLINGSHURST, SO NEARLY 100% WILL BENEFIT.

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 25/04/2023

Name (In capitals) LOUISE PLOWS

-9 MAY 2023

24th April 2023

Dear Members of the Council,

I am writing to you on behalf of Dauxwood Pre-School to request CIL funding for our garden improvement project.

Dauxwood Pre-School has been a beloved part of Billingshurst community for more than 50 years, and caters for up to 42 local children. Places at Dauxwood are in high demand, and we believe this demand will continue to increase due to the additional housing currently being built in Billingshurst.

One of the settings best features is our woodland style garden, which offers our children plenty of room to run and play. FreeFlow policy is an essential part of the children's physical development, one of the three prime areas of the early years foundation stage, which stipulates the children should be allowed to "move freely with pleasure". Outside play is essential for the children's physical and mental health and wellbeing; even more since Covid. We encourage the children to play outside in all weathers but it can be difficult in the rainy months, as the grass gets very wet, muddy and slippery; making the garden an unusable space for a good part of the school year.

Our children enjoy the outside areas and in order to give all of the children access to more of the garden on wet days, we would like to extend our special playground surface which was previously installed to give them a dry area to play as well as to ride their bikes/cars on.

As Dauxwood is a charity run, Pre-School, we rely on fundraising to finance improvements. Last Christmas we made £416.80 from the Christmas fayre and raffle and this Easter, we raised a total of £327.50 at our Easter fete and we plan to put these proceeds towards this project.

Please find attached three quotes with visuals for your consideration. We particularly like quotation one as they completed previous works for us so we know the quality of their work; they are also the cheapest too. We would also like to invite members of the council to visit Pre-School and have a look around our garden. Please let us know if you would like to do so, and we will arrange for a member of the committee to show you around.

Kind regards,

Louise Plows (Co-Chair)

On behalf of Dauxwood Pre-School committee.

Dauxwood Pre School External Area in Discussion



Area to be mulched



Current mulched area adjacent



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,

Midhurst, West Sussex GU29 0JS

Tel: 01730 815472 Fax: 01730 815872

E-mail: info@playsafeplaygrounds.co.uk

Dauxwood Pre-School Group
Natts Lane
Billingshurst
RH14 9EY

Ref: 36222 (A)

04/04/2023

QUOTATION – Mulch surfacing

Quotation Summary Sheet - 1

Additional rubber mulch surfacing areas

Area 1



- Cut back perimeter edges of existing mulch surfaces (2 areas)
- Replace existing man holes cover with recessed cover
- Prepare surface and lay approximately 54sqm **SafaMulch™** bonded rubber surfacing

Roadway Surface Area

- Remark perimeter line to roadway

Quotation total for above surfacing = £5,029.00 + VAT

All prices are excluding VAT and valid for 60 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order

See detailed break down below of works

Prelims/Site setup

- Provide all pre start Health and Safety documentation relating to the site including site-specific RAMS, relevant accreditations, certifications and qualifications.
- Assumes welfare facilities for site staff available on site
- Create works compound with temporary fencing, sheeting and mats to protect existing surface

SafaMulch™ Safety Surfacing

- Cut wide perimeter 'chase' to perimeter of all edges
- Lay double thickness geotextile membrane to boat area
- Lay 20mm depth base course rubber surfacing to boat area
- Lay **coloured SafaMulch™** bound rubber mulch safety surfacing mixed at a rate of 19% polyurethane binder laid to a nominal depth of 25mm
- Ensure perimeter edges have tapered edge, lay screened / seeded top soil to perimeter on completion



SafaMulch is available in 8 x standard colours which can be blended together if required. SafaMulch has a 5 year Guarantee as standard to all new safety surface areas – full Ts & Cs available.



General Site

- On completion clear site of all surplus materials and waste

Estimated Project Time Scale

- 2 days

Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

CHAS, Constructionline and SMAS.

5 Year Guarantee

Playsafe Playgrounds synthetic surfacing is guaranteed for a period of 5 years against defects in materials and workmanship from date of invoice.

The above guarantee does not include any of the following – repair works, cosmetic issues e.g. fading colours or any discolouration due to weathering, misuse, neglect or accident and damage due to movement of base materials not installed by Playsafe. Any damage resulting from vandalism, abnormal use or lack of maintenance is not covered by this guarantee.

Aurora Robinson



Managing Director

From: Info info@playbark.com
Subject: RE: Dauxwood Pre school, Billingshurst, RH14 9EY - new
external surface
Date: 28 Nov 2022 at 14:00:15
To: Louise Plows [REDACTED]
Cc: Quotes M&B quotes@mandbsurfaces.co.uk

Hi Louise,

Further to our recent telephone conversation, I have pleasure in providing an estimate for the work as discussed.

If this falls within budget, may I suggest we arrange a time and date for me to pop down to discuss further.

Scope of works:

- Excavate area, removing top soil and spoil from area where necessary, this is essential for surface longevity and drainage.
- Dispose of the above from site.
- Install tanalised timber to create neat and tidy perimeter edging.
- Lay and affix geotextile membrane.
- Import, lay and compact MOT Type 1 limestone to create a free draining sub base.
- Install the Bouncy Bond® surface.
- Remove all packaging from site.
- All Operatives are DBS checked.
- M&B Surfaces Ltd have insurance as follows: Public Liability £5 million, Employers Liability £10 million.
- 6 years structural warranty offered.

Price: £11,815+ vat

The above includes all labour and materials.

I hope the above proves favourable and look forward to hearing from you.

Kindest Regards

Matt Burrows

Tel: [01538 755422](tel:01538755422) W: www.playbark.com

Tel: [01538 755422](tel:01538755422) W: www.playbark.com

Please note: The Bouncy Bond® surface will provide many years of surface. After a number of years, the initial colourant will inevitably fade slightly, this may result in the discolouring of footwear etc.

At this point, although the bonded rubber surface will still be completely intact, you may wish to consider having the surface 'recoated' with the same colour or maybe a refreshing new colour. This will not only enhance the surface structurally, but will provide an 'as new' coloured finish.

Please follow the following link for more information:

<https://playbark.com/bouncy-bond-rubber-surface-overspray-system>

-----Original Message-----

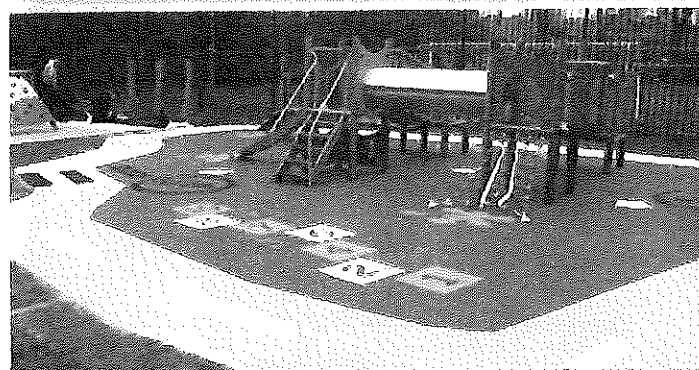
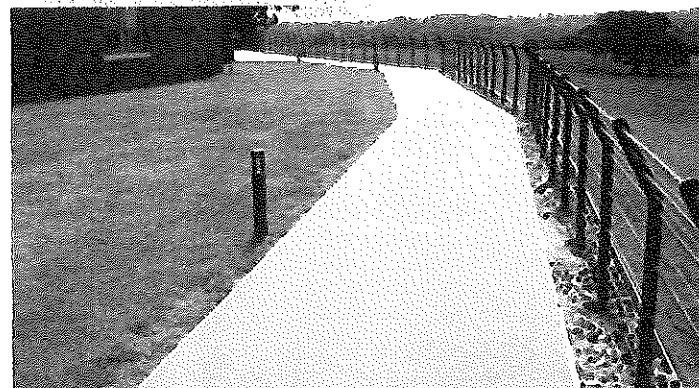
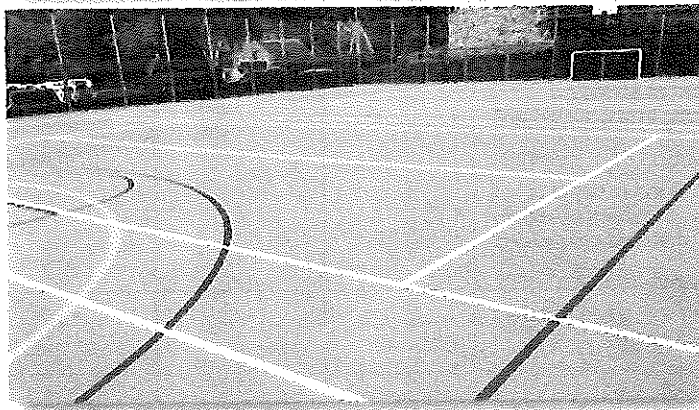
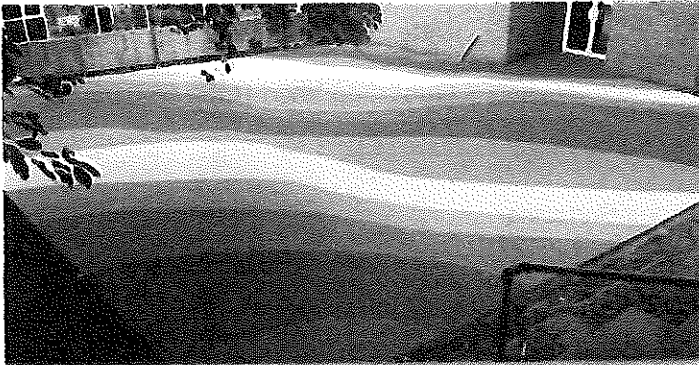
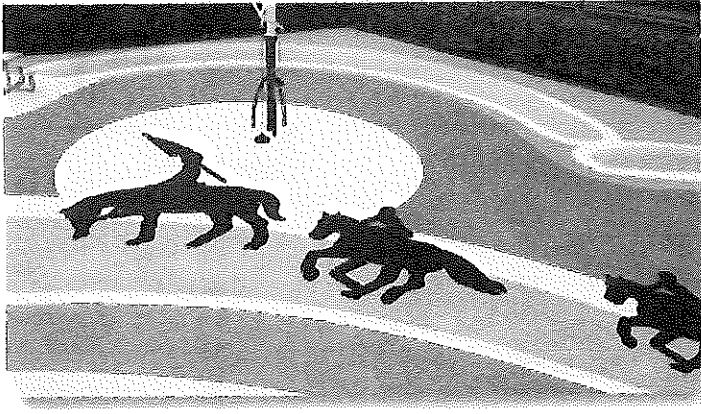
From: Louise Plows [REDACTED]

Sent: 22 November 2022 09:27

To: Info <info@playbark.com>

Subject: Re: Dauxwood Pre school, Billingshurst, RH14 9EY - new external surface

Hi Matt,



Quotation-050197

Organisation:

Dauxwood Pre-school Group

Project/Site Reference:

Dauxwood Pre-school Group-Surfacing

Date: December 9, 2022

Quotation-050197

Tom Skilleter
Dauxwood Pre-school Group
Natts Lane, La,
Billingshurst
RH14 9EY

Date: December 9, 2022

Quotation Valid Until: 08/01/2023

Site name/Project reference: Dauxwood Pre-school Group-Surfacing

Surfacing						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	T1	EA	Wetpour Surfacing To Supply and Lay a total of 126m ² of EN1177 certified Wet Pour Rubber Surfacing in single standard colour. 126m ² wet pour rubber to a total minimum depth of 40mm (2 layers, top layer average thickness of 15mm) giving a free fall height of 1.36m when laid onto a hard base. Standard colour refers to standard red, green or blue OR any choice from the Nike Grind range.	£9,816.00		£9,816.00

Ground Works						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
93.00	PCCEDG E1	lin m	Pre Cast Concrete Edging Supply and Lay Pre Cast Concrete kerb edges haunched in concrete to secure. We have allowed for excavations into soft ground (soil or grass).	£27.50		£2,557.50
1.00	T1	EA	Groundworks in preparation for surfacing Stone baseworks in preparation for wet pour rubber surfacing. Area = 126m ² (3 areas) Excavate to a depth of 140mm and dispose of arisings. Supply and install 100mm depth of type 1 stone baseworks. Please note : In order to carry out these baseworks we will need to remove fence panels (to be secured back each night and at the end of the works). We may need to access the areas from Natts Lane, placing skips and stone deliveries on the grass verge in front of the entrance. We will require the school to facilitate access with the local council / authorities.	£14,521.00		£14,521.00

Prellms						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
2.00	R-Cover	per item	Recessed Access Cover (manhole tray) To supply and install a recessed access cover. This is to swap an existing cover with a tray type manhole suitable for infilling with the new surface. It is for standard sizes up to 650mm x 650mm.	£204.50		£409.00

Installation						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	INST001	Each	Product Installation Installation of products contained within this quotation - subject to clause 5 of the Conditions of Sale attached to this document. Heras fencing has not been allowed for unless itemised in your quotation. Install excludes disposal off site of excavated material unless itemised separately elsewhere on quotation. Foundation excavations will be redistributed on site or piled within 20m of works area for client removal. Please note that if a skip or grab lorry has been included in your quotation, we will be removing excavations from site.	£1,250.00		£1,250.00

Subject to Abacus Playgrounds (South) Conditions of Sale

Current Manufacturing Lead Time 8-10 weeks

Parking on the road must be made available for install team.

Sub Total	£28,553.50
Project Discount	£0.00
Total Net Amount	£28,553.50
Total Tax Amount	£5,710.70
Quotation Total	£34,264.20

APPENDIX I

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				
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	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		
2022-23 (1st October 2022-31 March 2023)		£31,776.33				
		267,561.22		228,142.31	39,418.91	
As at 19/04/2023						
Red text indicates yet to be paid/received.						