



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 28 June 2023, at **7pm.**

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 June 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 31 May 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. (NB. **This should have been deferred from the previous meeting.**)
8. To approve payments and note any receipts for May 2023 - Appendix B.
9. To note Current and Reserve bank reconciliation to 30 May 2023 - Appendix C.
10. To note Bonus Saver Reserve bank reconciliation to 30 May 2023 - Appendix D.
11. 2022-23 Accounts
  - a) To receive the Clerk's Report on the final 22-23 accounts by budget, Appendix E.
  - b) To consider any matters raised in the final Internal Audit Report (prev. circulated) and agree suggested response, Appendix F.

12. To consider any expenditure recommendations from other Committees over and above current budgetary provision.  
From Property Committee of 31 May 2023 that funding is allocated accordingly, to make up any difference between what S106 funds can be secured and the total cost. - Appendix **G**.
13. To consider request from BSRA to use some of their remaining CIL allocation towards further heating repairs - Appendix **H**.
14. To consider request from Tennis Club and 1<sup>st</sup> Billingshurst Scouts for reimbursement of excess water costs during pipe leak - Appendix **I**.
15. Any other matters for information only.
16. Date of Next Meeting – **Wednesday 28 July 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 Cllr 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	Engie 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
<b>Total Payments</b>			<b>31,604.65</b>		

## 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				<u>284,158.04</u>

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
				<b>Receipt Total</b>	<b>0.00</b>	<b>4,485.33</b>	<b>Ref: 102556</b>		
DEACON	Deacon Asset Management	31/03/2023	BPC5	853.34	0.00	853.34	0.00	26/04/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>853.34</b>	<b>Ref: BACS</b>		
A272	A272 Design	01/04/2023	BPC7	163.80	0.00	163.80	0.00	18/04/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>163.80</b>	<b>Ref: BACS</b>		
KINGS	Kings Head	01/04/2023	BPC8	163.80	0.00	163.80	0.00	18/04/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>163.80</b>	<b>Ref: BACS</b>		
BFC	Billingshurst Family Church	01/04/2023	BPC6	163.80	0.00	163.80	0.00	19/04/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>163.80</b>	<b>Ref: BACS</b>		
PET	Pet Pooch Boutique	01/04/2023	BPC9	163.80	0.00	163.80	0.00	19/04/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>163.80</b>	<b>Ref: BACS</b>		
				<b>Total Receipts Entered for Month 1</b>	<b>0.00</b>	<b>5,993.87</b>			

# APPENDIX B

Date: 19/06/2023

Billingshurst Parish Council Current Year

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Time: 12:27

Current Bank A/c

## List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Sussex Land Services	SO	2,697.80		GM - April
02/05/2023	PWLB	DD	10,128.52		BCCC loan repayment
02/05/2023	Horsham DC	DD	136.58		Bin emptying
02/05/2023	Netcom IT Solutions	DD	354.60		IT support
11/05/2023	Tennant UK Cleaning Sol.	DD	1,263.37		Sweeper repairs
11/05/2023	Parkfield Retail Ltd	DD	13.78		Misc ironmongery
12/05/2023	Netcom IT Solutions	DD	801.61		IT support etc
15/05/2023	A272 Design	SO	568.86		TWEET advert
15/05/2023	Restream Inc.	CARD	15.67		Mtg streamings
15/05/2023	Southern Water	DD	42.89		83a High St water etc
17/05/2023	Horsham DC	DD	84.50		Bin emptying
17/05/2023	Horsham DC	DD	135.20		Bin emptying
17/05/2023	Horsham DC	DD	137.50		Bin emptying
17/05/2023	Horsham DC	DD	-0.10		Entry correction
18/05/2023	SSE Energy Solutions	013303	94.15		Street furniture energy
18/05/2023	Geosphere Ltd	013304	180.00		Parish online subscription.
18/05/2023	South & South East in Bloom	013305	200.00		S&SE In Bloom entry fee
18/05/2023	Nick Chapman	013306	80.00		Bushcraft sessions 4 kidz
18/05/2023	Ballpoint Office Supplies Ltd	013307	117.91		Stationery
18/05/2023	Loo of the Year Awards Ltd	013308	177.60		Loo of year awards 2023
18/05/2023	West Sussex County Council	013309	20,988.82		Salaries April 20023
18/05/2023	Billingshurst W.I.	013310	600.00		Grant
18/05/2023	Mulberry & Co	013311	54.00		New Clir training
18/05/2023	Liz Berry	013312	45.00		Booktokens for Coron. event
18/05/2023	Sussex Land Services Ltd	013313	1,374.14		Various fence repairs at SRGG
18/05/2023	Greg Burt	013314	931.28		Reim / meadow planting plugs
19/05/2023	ZOOM	CARD	143.88		Subscription
22/05/2023	Mailchimp	CARD	12.65		Subscription
23/05/2023	EE & T Mobile	DD	31.26		Mobile phones
24/05/2023	Goods Wholesale Ltd	CARD	8.49		Paint
24/05/2023	Motornuts Ltd	CARD	32.99		Paint
24/05/2023	AMAZON	CARD	16.53	Coffee Mate	AMAZON
24/05/2023	ALE Bus Machines	DD	23.00		Copier charges
25/05/2023	Engie Gas Ltd	DD	138.74		Gas 83a High St
26/05/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
30/05/2023	Sussex Land Services	SO	2,697.80		GM - May
30/05/2023	SSE	DD	112.00		Electric 83a High St
30/05/2023	Southern Electric Power Distri	DD	342.63		Toilets electricity
31/05/2023	LIDL	CARD	35.69		Refresh'ts for B/Barnes award
31/05/2023	WSCC	013285	-20,648.71		Cancel cheque/March wages
31/05/2023	NatWest	BACS	12.00		Bounced cheque fee
31/05/2023	NatWest	BACS	18.55		Bank charges
31/05/2023	Netcom IT Solutions	DD	224.32		Netcom IT Solutions
31/05/2023	Netcom IT Solutions	DD	93.01		Netcom IT Solutions
Total Payments			24,685.56		

## Cash Received between 01/05/2023 and 31/05/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/05/2023	Arthur J Gallagher	102557	Reim ref. reduced insur cover	611.34
11/05/2023	Bay Electrical	BACS	Planter sponsorship	327.60
16/05/2023	Billingshurst CCC	102558	Reim of pay'nt by BPC in error	24.69
10/05/2023	Fowlers Letting Ltd	BACS	83a High St flat rent	858.80
15/05/2023	HMRC	BACS	VAT rebate Q4	10,729.09
31/05/2023	NatWest	BACS	Bank interest	236.52
16/05/2023	Sales Recpts Page 3		Sales Recpts Page 3	122.40
25/05/2023	Sales Recpts Page 9		Sales Recpts Page 9	4,618.02
<b>Total Receipts</b>				<b>17,528.46</b>

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## Billingshurst Parish Council Current Year

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## List of Receipts Entered for Month 2

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	BPC4	122.40	0.00	122.40	0.00	16/05/2023	1
Receipt Total					0.00	122.40			
BCCC	Billingshurst Centre	27/04/2023	BPC12	4,618.02	0.00	4,618.02	0.00	25/05/2023	1
Receipt Total					0.00	4,618.02			Ref: BACS
Total Receipts Entered for Month 2					0.00	4,740.42			



Date: 19/06/2023

Billingshurst Parish Council Current Year

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Time: 12:15

Bank Reconciliation Statement as at 16/06/2023  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/05/2023	0	100.00
Business Reserve Account	31/05/2023	0	247,415.39
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			<u>667,702.39</u>

Unpresented Cheques (Minus)			Amount
18/05/2023	013303	SSE Energy Solutions	94.15
18/05/2023	013304	Geosphere Ltd	180.00
18/05/2023	013305	South & South East in Bloom	200.00
18/05/2023	013306	Nick Chapman	80.00
18/05/2023	013308	Loo of the Year Awards Ltd	177.60
18/05/2023	013309	West Sussex County Council	20,988.82
18/05/2023	013310	Billingshurst W.I.	600.00
18/05/2023	013311	Mulberry & Co	54.00
31/05/2023	CARD	LIDL	35.69
31/05/2023	013285	WSCC	-20,648.71
09/06/2023	013315	Tyler's Trust	500.00
09/06/2023	013316	Victim Support	80.00
09/06/2023	013317	Billingshurst Comm. & Conf. Ce	3,505.89
09/06/2023	013318	Signquick	38.40
09/06/2023	013319	ABMH Structures Ltd	1,200.00
09/06/2023	013320	Colin Ellis	20.16
09/06/2023	013321	Sussex Clubs for Young People	3,385.00
09/06/2023	013322	Rialtas Business Solutions Ltd	906.00
09/06/2023	013323	Mulberry & Co	60.00
09/06/2023	95.07	SSE Energy Solutions	95.07
09/06/2023	013325	West Sussex County Council	43,099.74
09/06/2023	013326	Surrey Hills Solicitors LLP	804.00
09/06/2023	013327	Greg Burt	141.00
			<u>55,596.81</u>
			612,105.58

## Receipts not Banked/Cleared (Plus)

16/05/2023	102558	122.40
16/05/2023	102558	24.69
		<u>147.09</u>
		612,252.67
Balance per Cash Book is :-		612,252.67
Difference is :-		0.00

# APPENDIX D

Date: 13/06/2023

Billingshurst Parish Council Current Year

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Time: 14:30

Bank Reconciliation Statement as at 09/06/2023  
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	31/05/2023		187,517.47
			<u>187,517.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,517.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,517.47
		Balance per Cash Book is :-	187,517.47
		Difference is :-	0.00

**APPENDIX E**  
**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**WEDNESDAY 28 JUNE 2023**

**2022-23 ACCOUNTS**

**REPORT BY CLERK**

**FOR DECISION**

For the year ended 31 March 2023 I attach reports detailing:

Budget – look at column titled **Actual YTD under Current Year**. (Ignore *next year agreed* – this is generated automatically.)

Income and expenditure - look at column titled **Actual YTD**.

Earmarked Reserves.

The main item of note, as per usual with all recent finance reports, is the considerable overspend of the *Miscellaneous Repairs* budget. This is because funding for the Council's capital program, albeit drawn mainly from Earmarked Reserves incl. CIL, has to go through an appropriate cashbook heading. Similarly, grants from the CIL fund held by the Council paid to third parties have to go through the *Grants* budget.

Usually the transfer to/from the EMR explains the overspend on Misc. Repairs. However this is not the case in this year; the Internal Auditor noticed this, and is due to a timing issue at the start of the year, which he was happy to accept.

This time last year, the Internal Auditor raised concerns that the Council's General Reserves (GR) were getting too low for comfort. This was addressed by returning Earmarked Reserves (EMR) unlikely to be used in the short term to General Reserves and also putting a halt on all new expenditure unless it could be identified from where it would be met.

As a result, GR at year end were £138,398\*, compared to £25,249 this time last year.

\*Excludes Kingslea Farm commuted sum of £420,127.

Even though there were some notable overspends on such things as HR support due to the need for higher than usual advice on staffing matters, and also Solicitors due the number of largely land and property matters the Council is involved with, there were some noticeable underspends in other areas and also increased bank interest received.

The Committee is invited to consider the 2022-23 reports accordingly.

(If Members have any detailed questions, please let me have them in advance of the meeting, if possible.)

## Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> EMR	Carried
	Budget	Actual	Total	Actual	Projects	Committ	
<b><u>100</u></b>	<b><u>Income</u></b>						
1076	408,779	408,779	444,735	444,735	444,735	0	0
1078	0	66,817	0	59,077	30,119	0	0
1080	450	120	200	2,078	361	0	0
1250	2,000	2,000	2,000	2,000	2,000	0	0
1399	0	167	0	422,302	3,480	0	0
	411,229	477,883	446,935	930,193	480,695	0	0
6001	0	66,817	0	479,204	30,119	0	0
	411,229	411,066	446,935	450,988	450,576		
<b><u>210</u></b>	<b><u>Parks and Open Spaces</u></b>						
1100	1,843	515	1,935	1,217	2,086	0	0
1225	685	4,200	2,000	4,608	4,500	0	0
	2,528	4,715	3,935	5,825	6,586	0	0
	30,000	27,081	27,500	26,736	27,500	0	0
4110	0	0	6,150	0	3,075	0	0
4115	4,212	11,922	7,000	4,994	5,708	0	0
4120	4,212	181,155	5,000	47,946	30,000	0	0
4130	800	0	500	0	0	0	0
4140	526	3,049	552	0	0	0	0
4150	3,480	5,712	5,000	5,243	3,279	0	0
4160	6,500	5,971	6,500	5,183	4,280	0	0
4170	2,040	405	2,142	0	0	0	0
4180	1,020	0	1,000	125	0	0	0
4190							

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**Billingshurst Parish Council 2022/23**  
**Annual Budget - By Centre (Actual YTD Month 12)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> EMR	Carried
	Budget	Actual	Total	Actual	Projecte Committ		
4200 Jubilee Fields Skate Park	2,040	4,600	0	0	0	0	0
4210 Play Equip-Inspect/Repl/Repair	1,579	17,535	8,000	4,845	0	5,000	0
4220 SRG Ongoing Maintenance	2,000	892	2,000	917	1,241	2,100	0
	58,409	258,322	71,344	95,989	75,083	67,200	0
<b>Overhead Expenditure</b>							
210 Net Income over Expenditure	-55,881	-253,606	-67,409	-90,164	-68,497	-63,200	0
plus Transfer from EMR	0	138,213	0	71,356	86,570	0	0
	(55,881)	(115,394)	(67,409)	(18,808)	18,073	(63,200)	
<b>Movement to/(from) Gen Reserve</b>							
<b>220 General Admin</b>							
1077 Grants	0	54,989	0	15,200	343	0	0
1200 General Admin Income	8,264	6,003	8,677	5,730	-205	8,000	0
1205 Xmas lights income	0	1,630	0	1,500	1,500	1,500	0
1210 Telecoms income	0	1,997	0	1,161	1,997	1,997	0
1215 IT income	0	404	0	1,254	500	500	0
	8,264	65,023	8,677	24,845	4,135	11,997	0
<b>Total Income</b>							
456 83a Utilities DNU	0	100	0	0	0	0	0
4565 83a Maint DNU	0	0	0	880	0	0	0
4781 Postage DNU	0	577	0	0	0	0	0
	0	677	0	880	0	0	0
<b>Direct Expenditure</b>							
4310 Chairman's Allowance	200	52	200	0	0	200	0
4320 Solicitors	3,606	3,318	3,786	7,952	5,248	5,000	0
4330 Audit Fees	2,040	2,051	2,142	1,594	2,141	2,500	0
4340 Accountants Fees	510	0	510	0	0	0	0

Continued on next page

**Billingshurst Parish Council 2022/23**  
**Annual Budget - By Centre (Actual YTD Month 12)**

22/06/2023

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	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> EMR	Carried
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed
4350 Bank Charges	264	261	277	264	226	0	291
4360 Insurance	5,700	16,754	17,000	17,973	17,973	0	17,973
4370 Subscriptions	3,000	2,393	2,500	3,037	2,500	0	2,625
4380 Office Expenses	4,000	11,304	4,200	14,225	12,238	0	10,000
4381 Postage	700	430	400	803	326	0	420
4390 Telecomms	5,000	4,438	5,050	5,429	5,000	0	5,000
4400 Photocopying	1,500	1,421	1,575	1,329	1,500	0	1,500
4410 Youth Service-Staffing	14,525	14,383	14,668	14,668	14,668	0	13,541
4430 Training	1,000	1,257	1,300	540	429	0	1,000
4440 Council Comms	5,000	5,672	5,250	5,539	4,399	0	5,689
4450 Christmas Lights	12,000	13,978	15,334	15,454	15,334	0	16,101
4455 Coronation events	0	0	0	0	0	0	7,066
4460 IT	6,500	9,942	6,500	9,107	6,500	0	6,500
4470 Room Hire	2,040	3,159	2,000	2,401	1,800	0	1,800
4500 Parish Office Utility Bills	3,060	0	3,213	613	3,213	0	3,374
4510 H&S and HR Support	3,900	10,009	4,027	6,294	11,837	0	4,500
<b>Overhead Expenditure</b>	<b>74,545</b>	<b>100,821</b>	<b>89,932</b>	<b>107,221</b>	<b>105,332</b>	<b>0</b>	<b>105,080</b>
<b>220 Net Income over Expenditure</b>	<b>-66,281</b>	<b>-36,475</b>	<b>-81,255</b>	<b>-83,255</b>	<b>-101,197</b>	<b>0</b>	<b>-93,083</b>
6000 plus Transfer from EMR	0	45	0	6	10	0	0
6001 less Transfer to EMR	0	17,117	0	40,000	68,560	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(66,281)</b>	<b>(53,547)</b>	<b>(81,255)</b>	<b>(123,249)</b>	<b>(169,747)</b>		<b>(93,083)</b>
<b>230 Salaries</b>							
1251 BCC Salary recharge	52,271	52,033	54,885	54,500	30,349	0	55,788
<b>Total Income</b>	<b>52,271</b>	<b>52,033</b>	<b>54,885</b>	<b>54,500</b>	<b>30,349</b>	<b>0</b>	<b>55,788</b>

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**Billingshurst Parish Council 2022/23**  
**Annual Budget - By Centre (Actual YTD Month 12)**

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	<u>Last Year</u>		<u>Current Year</u>			<u>Agreed</u>	<u>Next Year</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projects</u>		<u>Committ</u>	<u>EMR</u>	<u>Carried</u>	
4000										
	Salaries	227,407	228,891	238,777	248,947	210,727	0	255,689	0	0
	Overhead Expenditure	227,407	228,891	238,777	248,947	210,727	0	255,689	0	0
	Movement to/(from) Gen Reserve	(175,136)	(176,857)	(183,892)	(194,447)	(180,378)		(199,901)		
240	Village Hall									
4550	PWLB BCCC Improvement Loan	20,257	20,257	20,311	20,257	20,257	0	20,257	0	0
	Overhead Expenditure	20,257	20,257	20,311	20,257	20,257	0	20,257	0	0
	Movement to/(from) Gen Reserve	(20,257)	(20,257)	(20,311)	(20,257)	(20,257)		(20,257)		
250	Highways									
1300	Highways Income	28,256	29,183	29,669	29,662	31,000	0	31,152	0	0
	Total Income	28,256	29,183	29,669	29,662	31,000	0	31,152	0	0
4610	Suction Sweeper Maintenance	3,000	3,229	3,150	3,727	2,000	0	2,000	0	0
4620	Other Highway Costs	5,151	2,339	4,700	4,019	3,000	0	4,935	0	0
4630	Traffic Calming	0	12,414	0	0	0	0	0	0	0
	Overhead Expenditure	8,151	17,981	7,850	7,747	5,000	0	6,935	0	0
	250 Net Income over Expenditure	20,105	11,202	21,819	21,915	26,000	0	24,217	0	0
6000	plus Transfer from EMR	0	13,010	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	20,105	24,211	21,819	21,915	26,000		24,217		
260	Lighting									
4650	Electricity / street furniture	500	646	500	829	425	0	525	0	0
4660	83a High St Maintenance	1,100	1,111	1,155	1,128	1,155	0	1,213	0	0
	Overhead Expenditure	1,600	1,757	1,655	1,958	1,580	0	1,738	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>			<u>Agreed</u>	<u>Next Year</u>	
	Budget	Actual	Total	Actual	Projects	Committ	EMR	Carried
<b><u>270</u></b>	<u>(1,600)</u>	<u>(1,757)</u>	<u>(1,655)</u>	<u>(1,958)</u>	<u>(1,580)</u>	<u>(1,738)</u>		
<b><u>Neighbourhood Wardens Support</u></b>								
4700 Neighbourhood Wardens Support	71,400	77,333	72,471	85,159	86,966	91,300	0	0
4701 N/Wardens' accommodation	1,020	1,010	1,071	1,040	1,040	0	0	0
<b>Overhead Expenditure</b>	<b>72,420</b>	<b>78,343</b>	<b>73,542</b>	<b>86,199</b>	<b>88,006</b>	<b>91,300</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	0	0	80	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(72,420)</b>	<b>(78,343)</b>	<b>(73,542)</b>	<b>(86,119)</b>	<b>(88,006)</b>	<b>(91,300)</b>		
<b><u>280</u></b>								
<b><u>Section 137</u></b>								
4750 Section 137 Donations	3,500	52,380	4,500	16,926	19,879	4,500	0	0
4760 Community Transport	2,000	0	2,000	0	0	0	0	0
4780 Luncheon Club Room S'Ship	618	0	0	0	0	0	0	0
4790 Billingshurst Centre	22,000	11,966	22,000	22,000	0	22,000	0	0
<b>Overhead Expenditure</b>	<b>28,118</b>	<b>64,346</b>	<b>28,500</b>	<b>38,926</b>	<b>19,879</b>	<b>26,500</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	48,712	0	13,689	14,740	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(28,118)</b>	<b>(15,634)</b>	<b>(28,500)</b>	<b>(25,237)</b>	<b>(5,139)</b>	<b>(26,500)</b>		
<b><u>300</u></b>								
<b><u>83a High Street</u></b>								
1255 83a High St flat net income	9,537	2,872	10,014	9,287	9,000	9,500	0	0
1256 83a Utilities INC	0	0	0	3,704	2,000	2,000	0	0
<b>Total Income</b>	<b>9,537</b>	<b>2,872</b>	<b>10,014</b>	<b>12,991</b>	<b>11,000</b>	<b>11,500</b>	<b>0</b>	<b>0</b>
4425 The Depot support	0	0	14,927	14,000	14,297	14,927	0	0
4555 Purchase of 83a High St	0	6,493	0	432	0	0	0	0
4560 83a utilities EXP	0	318	0	3,468	2,000	2,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>			<u>Agreed</u>	<u>Next Year</u>	
	Budget	Actual	Total	Actual	Projects		EMR	Carried
4565 83a Maint DNU	0	0	0	105	0	0	0	0
	0	6,811	14,927	18,005	16,297	16,927	0	0
<b>Direct Expenditure</b>								
4660 83a High St Maintenance	515	145	541	273	1,500	1,500	0	0
5000 PWLB 83a High Street	21,663	21,663	21,663	21,663	21,663	21,663	0	0
	22,178	21,808	22,204	21,935	23,163	23,163	0	0
<b>Overhead Expenditure</b>								
300 Net Income over Expenditure	-12,641	-25,746	-27,117	-26,950	-28,460	-28,590	0	0
plus Transfer from EMR	0	3,730	0	0	0	0	0	0
	(12,641)	(22,017)	(27,117)	(26,950)	(28,460)	(28,590)		
<b>Movement to/(from) Gen Reserve</b>								
<b>Total Budget Income</b>	512,085	631,710	554,115	1,058,01	563,765	607,723	0	0
<b>Expenditure</b>	513,085	800,013	569,042	648,064	565,324	614,789	0	0
	-1,000	-168,303	-14,927	409,951	-1,559	-7,066	0	0
<b>Net Income over Expenditure</b>								
plus Transfer from EMR	0	203,708	0	85,131	101,320	0	0	0
less Transfer to EMR	0	83,934	0	519,204	98,679	0	0	0
	(1,000)	(48,528)	(14,927)	(24,122)	1,082	(7,066)		
<b>Movement to/(from) Gen Reserve</b>								

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	444,735	444,735	0			100.0%	
1078 CIL Receipts	0	59,077	0	(59,077)			0.0%	59,077
1080 Bank Interest Received	447	2,078	200	(1,878)			1038.8%	
1250 BCCC Management Fee Rcvd	0	2,000	2,000	0			100.0%	
1399 Miscellaneous Income	0	422,302	0	(422,302)			0.0%	420,127
Income :- Income	<u>447</u>	<u>930,193</u>	<u>446,935</u>	<u>(483,258)</u>			<u>208.1%</u>	<u>479,204</u>
Net Income	<u>447</u>	<u>930,193</u>	<u>446,935</u>	<u>(483,258)</u>				
6001 less Transfer to EMR	41,505	479,204						
Movement to/(from) Gen Reserve	<u>(41,058)</u>	<u>450,988</u>						
<u>210 Parks and Open Spaces</u>								
1100 Sponsorships	0	1,217	1,935	718			62.9%	
1225 Parks income	96	4,608	2,000	(2,608)			230.4%	
Parks and Open Spaces :- Income	<u>96</u>	<u>5,825</u>	<u>3,935</u>	<u>(1,890)</u>			<u>148.0%</u>	<u>0</u>
4110 Grass Cutting & Floral Display	1,720	26,736	27,500	764	764	764	97.2%	
4115 Kingslea Farm Gds Maint.	0	0	6,150	6,150	6,150	6,150	0.0%	
4120 Trees	0	4,994	7,000	2,006	2,006	2,006	71.3%	
4130 Miscellaneous Repairs	3,996	47,946	5,000	(42,946)	(42,946)	(42,946)	958.9%	71,356
4140 Churchyard Maintenance	0	0	500	500	500	500	0.0%	
4150 Skateboard Park/Ball Court	0	0	552	552	552	552	0.0%	
4160 Toilets	75	5,243	5,000	(243)	(243)	(243)	104.9%	
4170 Dog & Litter Bin Emptying	484	5,183	6,500	1,317	1,317	1,317	79.7%	
4180 Jubilee Fields-Grounds Maint.	0	0	2,142	2,142	2,142	2,142	0.0%	
4190 Jubilee Fields Pavilion	0	125	1,000	875	875	875	12.5%	
4210 Play Equip-Inspect/Repl/Repair	374	4,845	8,000	3,155	3,155	3,155	60.6%	
4220 SRG Ongoing Maintenance	0	917	2,000	1,083	1,083	1,083	45.9%	
Parks and Open Spaces :- Indirect Expenditure	<u>6,649</u>	<u>95,989</u>	<u>71,344</u>	<u>(24,645)</u>	<u>0</u>	<u>(24,645)</u>	<u>134.5%</u>	<u>71,356</u>
Net Income over Expenditure	<u>(6,552)</u>	<u>(90,164)</u>	<u>(67,409)</u>	<u>22,755</u>				
6000 plus Transfer from EMR	0	71,356						
Movement to/(from) Gen Reserve	<u>(6,552)</u>	<u>(18,808)</u>						
<u>220 General Admin</u>								
1077 Grants	15,000	15,200	0	(15,200)			0.0%	40,000
1200 General Admin Income	102	5,730	8,677	2,947			66.0%	
1205 Xmas lights income	0	1,500	0	(1,500)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1210 Telecoms income	1,161	1,161	0	(1,161)			0.0%	
1215 IT income	1,254	1,254	0	(1,254)			0.0%	
General Admin :- Income	<u>17,517</u>	<u>24,845</u>	<u>8,677</u>	<u>(16,168)</u>			<u>286.3%</u>	<u>40,000</u>
4565 83a Maint DNU	0	880	0	(880)		(880)	0.0%	
General Admin :- Direct Expenditure	<u>0</u>	<u>880</u>	<u>0</u>	<u>(880)</u>	<u>0</u>	<u>(880)</u>		<u>0</u>
4310 Chairman's Allowance	0	0	200	200		200	0.0%	
4320 Solicitors	1,100	7,952	3,786	(4,166)		(4,166)	210.0%	
4330 Audit Fees	0	1,594	2,142	548		548	74.4%	
4340 Accountants Fees	0	0	510	510		510	0.0%	
4350 Bank Charges	21	264	277	13		13	95.4%	
4360 Insurance	0	17,973	17,000	(973)		(973)	105.7%	
4370 Subscriptions	1,016	3,037	2,500	(537)		(537)	121.5%	
4380 Office Expenses	524	14,225	4,200	(10,025)		(10,025)	338.7%	6
4381 Postage	0	803	400	(403)		(403)	200.8%	
4390 Telecomms	210	5,429	5,050	(379)		(379)	107.5%	
4400 Photocopying	47	1,329	1,575	246		246	84.4%	
4410 Youth Service-Staffing	0	14,668	14,668	0		0	100.0%	
4430 Training	250	540	1,300	760		760	41.5%	
4440 Council Comms	474	5,539	5,250	(289)		(289)	105.5%	
4450 Christmas Lights	0	15,454	15,334	(120)		(120)	100.8%	
4460 IT	576	9,107	6,500	(2,607)		(2,607)	140.1%	
4470 Room Hire	412	2,401	2,000	(401)		(401)	120.0%	
4500 Parish Office Utility Bills	0	613	3,213	2,601		2,601	19.1%	
4510 H&S and HR Support	(5,544)	6,294	4,027	(2,267)		(2,267)	156.3%	
General Admin :- Indirect Expenditure	<u>(913)</u>	<u>107,221</u>	<u>89,932</u>	<u>(17,289)</u>	<u>0</u>	<u>(17,289)</u>	<u>119.2%</u>	<u>6</u>
Net Income over Expenditure	<u>18,430</u>	<u>(83,255)</u>	<u>(81,255)</u>	<u>2,000</u>				
6000 plus Transfer from EMR	0	6						
6001 less Transfer to EMR	0	40,000						
Movement to/(from) Gen Reserve	<u>18,430</u>	<u>(123,249)</u>						
<u>230 Salaries</u>								
1251 BCC Salary recharge	8,971	54,500	54,885	386			99.3%	
Salaries :- Income	<u>8,971</u>	<u>54,500</u>	<u>54,885</u>	<u>386</u>			<u>99.3%</u>	<u>0</u>
4000 Salaries	42,257	248,947	238,777	(10,170)		(10,170)	104.3%	
Salaries :- Indirect Expenditure	<u>42,257</u>	<u>248,947</u>	<u>238,777</u>	<u>(10,170)</u>	<u>0</u>	<u>(10,170)</u>	<u>104.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(33,286)</u>	<u>(194,447)</u>	<u>(183,892)</u>	<u>10,555</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Village Hall</u>								
4550 PWLB BCCC Improvement Loan	0	20,257	20,311	54		54	99.7%	
Village Hall :- Indirect Expenditure	0	20,257	20,311	54	0	54	99.7%	0
Net Expenditure	0	(20,257)	(20,311)	(54)				
<u>250 Highways</u>								
1300 Highways Income	1,600	29,662	29,669	7			100.0%	
Highways :- Income	1,600	29,662	29,669	7			100.0%	0
4610 Suction Sweeper Maintenance	422	3,727	3,150	(577)		(577)	118.3%	
4620 Other Highway Costs	178	4,019	4,700	681		681	85.5%	
Highways :- Indirect Expenditure	601	7,747	7,850	103	0	103	98.7%	0
Net Income over Expenditure	999	21,915	21,819	(96)				
<u>260 Lighting</u>								
4650 Electricity / street furniture	167	829	500	(329)		(329)	165.9%	
4660 83a High St Maintenance	0	1,128	1,155	27		27	97.7%	
Lighting :- Indirect Expenditure	167	1,958	1,655	(303)	0	(303)	118.3%	0
Net Expenditure	(167)	(1,958)	(1,655)	303				
<u>270 Neighbourhood Wardens Support</u>								
4700 Neighbourhood Wardens Support	85,079	85,159	72,471	(12,688)		(12,688)	117.5%	80
4701 N/Wardens' accommodation	0	1,040	1,071	31		31	97.1%	
Neighbourhood Wardens Support :- Indirect Expenditure	85,079	86,199	73,542	(12,657)	0	(12,657)	117.2%	80
Net Expenditure	(85,079)	(86,199)	(73,542)	12,657				
6000 plus Transfer from EMR	0	80						
Movement to/(from) Gen Reserve	(85,079)	(86,119)						
<u>280 Section 137</u>								
4750 Section 137 Donations	1,733	16,926	4,500	(12,426)		(12,426)	376.1%	13,689
4760 Community Transport	0	0	2,000	2,000		2,000	0.0%	
4790 Billingshurst Centre	0	22,000	22,000	0		0	100.0%	
Section 137 :- Indirect Expenditure	1,733	38,926	28,500	(10,426)	0	(10,426)	136.6%	13,689
Net Expenditure	(1,733)	(38,926)	(28,500)	10,426				
6000 plus Transfer from EMR	1,494	13,689						
Movement to/(from) Gen Reserve	(239)	(25,237)						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 83a High Street</u>								
1255 83a High St flat net income	859	9,287	10,014	727			92.7%	
1256 83a Utilities INC	0	3,704	0	(3,704)			0.0%	
83a High Street :- Income	<u>859</u>	<u>12,991</u>	<u>10,014</u>	<u>(2,977)</u>			<u>129.7%</u>	<u>0</u>
4425 The Depot support	0	14,000	14,927	927		927	93.8%	
4555 Purchase of 83a High St	0	432	0	(432)		(432)	0.0%	
4560 83a utilities EXP	347	3,468	0	(3,468)		(3,468)	0.0%	
4565 83a Maint DNU	0	105	0	(105)		(105)	0.0%	
83a High Street :- Direct Expenditure	<u>347</u>	<u>18,005</u>	<u>14,927</u>	<u>(3,078)</u>	<u>0</u>	<u>(3,078)</u>	<u>120.6%</u>	<u>0</u>
4660 83a High St Maintenance	0	273	541	268		268	50.4%	
5000 PWLB 83a High Street	0	21,663	21,663	1		1	100.0%	
83a High Street :- Indirect Expenditure	<u>0</u>	<u>21,935</u>	<u>22,204</u>	<u>269</u>	<u>0</u>	<u>269</u>	<u>98.8%</u>	<u>0</u>
Net Income over Expenditure	<u>512</u>	<u>(26,950)</u>	<u>(27,117)</u>	<u>(167)</u>				
Grand Totals:- Income	29,491	1,058,015	554,115	(503,900)			190.9%	
Expenditure	135,919	648,064	569,042	(79,022)	0	(79,022)	113.9%	
Net Income over Expenditure	<u>(106,428)</u>	<u>409,951</u>	<u>(14,927)</u>	<u>(424,878)</u>				
plus Transfer from EMR	1,494	85,131						
less Transfer to EMR	41,505	519,204						
Movement to/(from) Gen Reserve	<u>(146,439)</u>	<u>(24,122)</u>						

## Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR Bus Shelters	3,025.00		3,025.00
322	EMR BCCC Revenue Support	9,034.00	-9,034.00	0.00
323	EMR Christmas Lights	0.00		0.00
324	EMR Civil Engineering	0.00		0.00
325	EMR Community Speedwatch	1,500.00	-1,499.90	0.10
326	EMR Elections	0.00		0.00
327	EMR Finger Signs	0.00		0.00
328	EMR Five Oaks Traffic Calming	6,176.17		6,176.17
329	EMR HR Support	0.00		0.00
330	EMR Ins Claim-Clock	0.00		0.00
331	EMR IT / AC Software	0.00		0.00
332	EMR JF Commuted Sum	1,507.00		1,507.00
333	EMR Jubilee Mains Sewer	0.00		0.00
334	EMR Lower Station Rd Rec-Imps	0.00		0.00
335	EMR Memorials	0.00		0.00
336	EMR Neighbourhood Plan	1,618.95		1,618.95
337	EMR Open Spaces	0.00		0.00
338	EMR Parish Office Phone	0.00		0.00
339	EMR Planning Consultants	0.00		0.00
340	EMR Play Equipment	0.00		0.00
341	EMR Public Conveniences Refurb	0.00		0.00
342	EMR Road Sweeper	0.00		0.00
343	EMR Skate Parks	100,000.00	-100,000.00	0.00
345	EMR Station Road Gardens	500.00		500.00
346	EMR Street Lights	0.00		0.00
347	EMR Tree Maint	0.00		0.00
348	EMR Tree Surveying	0.00		0.00
349	EMR Trespass Legal Fees	2,000.00	-2,000.00	0.00
350	EMR Trim Trail Resurfacing	0.00		0.00
351	EMR Village Hall	0.00		0.00
352	EMR Website Imps	0.00		0.00
353	EMR Youth Grants	4,431.00		4,431.00
354	EMR UKCOG / Env Imps	4,689.10	-3,741.37	947.73
355	EMR Ins Claim MR Play area	0.00		0.00
356	EMR Pav Imps/Maint	0.00		0.00
357	EMR Jub Driveway Maint.	0.00		0.00
358	EMR CIL Levy	48,336.43	-17,873.70	30,462.73
359	83a High St Loan	0.00	0.00	0.00
360	EMR PCC sports taster grant	942.32	-80.00	862.32
361	EMR MF Allotment Fence	0.00		0.00
362	Operation Watershed Grant	0.00		0.00
363	EMR Village traffic calming	0.00		0.00
364	EMR Comm'd sum/Kingslea Farm	0.00	420,126.92	420,126.92
		<b>183,759.97</b>	<b>285,897.95</b>	<b>469,657.92</b>

**Points Forward – Action Plan - Final Audit**

Matter Arising	Recommendation	Council Response
There is a difference between VAT reclaimed and VAT showing as owed to the Council on the RBS system of £1,082	. Reasons for this should be reviewed with the assistance of RBS. Going forward, the VAT nominal account should be reconciled to the VAT claim at each VAT claim submission.	This has been identified and resolved accordingly.
The Council has a petty cash balance of £100 . This has not been counted this year.	The petty cash should therefore be counted in the next 2 months, and all transactions recorded on the accounting system. Petty cash counted should then be reconciled to RBS. This process should then be repeated annually.	This has now been done. (Use of petty cash already reduced, but to be reviewed further given inconvenience of cashing cheques.)

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

## **APPENDIX G**

### **BILLINGSHURST PARISH COUNCIL**

#### **F&GP COMMITTEE**

**WEDNESDAY 28 JUNE 2023**

#### **JUBILEE FIELDS SKATE PARK**

#### **REPORT BY CLERK**

#### **FOR DECISION**

Subject to ratification by the Property Committee, the Council has approved the design for the replacement skate park at Jubilee Fields. This follows a tender process, online discussion and subsequent site visit with a focus group of local users and a final online wider public consultation exercise via social media.

Despite the amendments, the build cost is still £140,000 plus associated professional fees of £15,000, making £155,000.

The Council has been advised that S106 funds held by Horsham DC that could be applied to the project total £155,000.

An application has made to HDC to allocate maximum funds accordingly and I hope to be able to report verbally on Wednesday the outcome.

However, HDC sometimes like applicants to contribute to projects, and until we hear from HDC, we do not know how much (if at all) contribution the Parish Council might have to make.

The Parish Council holds the following funds that it could draw from:

In a Treasury Reserve Deposit Account - £420,187.00  
CIL £30,463

Should any contribution be required from Council, the Committee is invited to allocate funds accordingly.



## APPENDIX H

### BILLINGSHURST PARISH COUNCIL

#### F&GP COMMITTEE

WEDNESDAY 28 JUNE 2023

#### CIL USE BY BSRA

#### REPORT BY CLERK

#### FOR DECISION

The Billingshurst Sport & Recreation Association (BSRA) were awarded CIL funds totalling £22,931 by this Committee on 23 February 2022 (Min 20/22 refers).

The stated intention was to use the funds as follows:

CONCRETE SECTIONAL GARAGE	£5236
BAR ROOM FLOOR REPLACEMENT	£3,600
GOODWINS HEATING	£3,600
POLYBUILD STORAGE SHED 5m x 6m	£3495
FIELD MOWER JOHN DEERE	£7,000

As this is for capital expenditure, payment is made to the applicant on presentation of copy invoices.

To date the following payments have been made:

New clubhouse floor	£3,600
Hot water and heating repair	£3,595.25

Leaving a residue of	£15,736
----------------------	---------

The BSRA have now advised that the water and heating system is actually in need of replacement and asked if they can use some of the remaining funding towards this instead, to reflect changed priorities.

I attach salient e-mails accordingly.

The Committee is invited to consider the request.

## Billingshurst Parish Clerk

---

**Subject:**

FW: Heating at Jubilee Fields

On Wed, Jun 21, 2023 at 2:55 PM Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)> wrote:

Hi Mark,

I will take this to Cttee next Wed.

I will just ask if members are happy that this is spent on X instead of Y as you have had to reappraise your priorities.

Thanks and kind regards,

Greg

**From:** Mark Betts <>

**Sent:** Wednesday, June 21, 2023 2:49 PM

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

**Subject:** Re: Heating at Jubilee Fields

Thanks Greg and in a nutshell, yes, the money has been wasted. We went with Goodwins as they knew the system and have carried out maintenance before, plus there aren't many companies who deal with ageing oil fired systems now. We kept getting issues, mainly because of the oil storage tank so we got another plastic tank to sort it. Once again the main boiler packed up and needed new parts and it was whilst their engineer was fixing it, the thing blew up. Luckily he wasn't hurt but the leaking oil had seeped into the special bricks the boiler stood on and when he sparked the thing up, it went boom so that was the end of it. We've tried to get something back but they said it could have happened at any time and they were trying to keep the thing going for us but realistically, it was old and nearing the end of its useful life. Hindsight is a wonderful thing and we can only be guided by the experts. Hopefully this new system will prove better, more efficient and reliable and the installers have got us a 10 year warranty on the new boiler and with the new tanks being stainless steel, we should be good for some time.

Looking at your CIL figure given above, if we still have circa £15k left of the fund, perhaps we should look at what we requested and the current priorities and get back to you as things have no doubt changed. Please let me know if this would be acceptable as we are restructuring the BSRA, with new officers to be voted in as we only want committed people involved. There is plenty happening on the horizon and regular meetings are a must and then we can keep you as landlords in the loop as to what's happening at JF and within the various clubs who use it.

Lastly, the guy with the machine will start work on the drainage on Sat 5th August. He's assessed the site again and will bring barriers, signs and tape to make sure the areas are isolated from the public.

Let me have your thoughts regarding the CIL fund.

Regards.

Mark.

On Wed, Jun 21, 2023 at 1:54 PM Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)> wrote:

Hi Mark,

Thanks for that.

As you say, you are already in credit with the Council, in so far as you have not yet drawn down approx. £15 of CIL funds that you had wanted to put towards other projects. If you choose to spend that slightly differently, given priorities have changed, I am sure that would be okay and I can put it to Cllrs next Wed the 28 June.

Just one thing though, you have already spent £3,595 of CIL money last Dec on various repairs etc to the heating and boiler etc. Was this a waste of money after all?

Kind regards,

Greg

**From:** Mark Betts <>

**Sent:** Wednesday, June 21, 2023 9:40 AM

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

**Subject:** Heating at Jubilee Fields

Good morning.

As mentioned before, we've got to replace the boiler and parts of the heating system at JF. We've had quotes ranging from £27,000 + Vat which was to replace the whole thing and most of the system as they considered it the wrong system for this type of venue, a budget one of £10,000 to £12,000 + Vat from Goodwins who installed it originally and have subsequently looked after it for us and then we got one from Adept Heating who are local at £6485 + Vat.

We went with Adept not only for the amount but also the fact they are local and do a lot of commercial heating systems.

They started the job earlier this week and subsequently found the two existing tanks used to store the heated water are copper and are no longer acceptable to use on pressurised systems and as you can see from the email below, not fit for purpose.

We've got no other option than to change them and the additional £2022 will make further in-roads to our bank account therefore we are reaching out to our Landlords for some help. We've got some of the money you pledged set aside for a cover by the tractor shed and ask if you'd be happy if we used that part to put towards the heating repairs?

Please let us know.

Thanks.

Mark.

\*\*\*\*\*

Good afternoon Mark,

The two existing cylinders side by side are 1800 x 600mm copper with a 27mtr working head from 2006.

Current cylinders for pressurized unvented water are stainless steel. This material is stronger than copper and can withstand pressure.

Copper is unsuitable for use as an unvented cylinder, therefore the existing cylinders on site are not fit for purpose.

We would be replacing the existing cylinders with 2x Gledhill 300ltr indirect unvented cylinders, giving you 600 litres of hot water which is more than enough.

The price to do this would be £1,685.00 + VAT

I hope this helps, let me know if you need anything else.

Kind regards,

Emilia

Adept Heating & Mechanical Services Ltd

Raidons, Nutbourne Lane,

Pulborough, West Sussex, RH20 2HS

## **APPENDIX I**

### **BILLINGSHURST PARISH COUNCIL**

#### **F&GP COMMITTEE**

**WEDNESDAY 28 JUNE 2023**

### **REQUEST FOR REIMBURSEMENT OF WATER COSTS AT LSRRG**

#### **FOR DECISION**

#### **REPORT BY CLERK**

Billingshurst Tennis Club and 1<sup>st</sup> Billingshurst Scouts occupy sites at Lower Station Road Recreation Ground. They have rights of access across the Recreation Ground.

In 2019-20 the entrance way to LSRRG from Lower Station Road was remodelled at significant cost, with much of the design accommodating the requirements of tenants.

Back in the Spring of 2022, the two tenants contacted the Council reporting high water bills.

Investigation by tenants found nothing wrong with the water meters (located by the turning circle) or pipes between the meters and the users.

Although the water meters and inspection pits were moved during the works, the main incoming pipe was not. This remains in a grassed area to the LHS of the driveway. Observations of green grass during the 2022 drought seemed to indicate where a possible leak may be. However an investigation by the original contractor at a cost of £750 found no leaks(!)

At a subsequent meeting with representatives of both clubs and Southern Water it was proven that there must be a leak in the original grass strip down the LHS of the drive after all. This pipe was not replaced during the works to the driveway.

In the meantime, both clubs faced significantly higher water bills than usual and asked the Council if they could assist. The F&GP Committee of 14 December 2022 agreed to give each club a one-off, without prejudice payment of £1,000 to help with this. Despite pressing the Council and Councillors directly to offer assistance, both organisations declined to cash cheques, advising that they wished to know the full extent of their liability first.

In order to progress resolution of the problem, the Council agreed to fund a new pipe at a cost of £1,497 (Min 09/23b of 25 January 2023 refers), without accepting ongoing liability.

The Property Committee of the same month agreed to defer consideration of whether the Council shall be responsible for the pipe thereafter, pending legal advice and/or further investigations into the ownership of the original pipe.

Given the cost of legal advice, the Office Manager has produced the attached extracts from various leases and minutes alluding to the provision of services across Council land to these occupiers.

As previously commented, this is rather a difficult issue as the Council hosts across its land a water pipe in which it, itself, has no interest as a user.

The original pipe was clearly installed by the end users and whether the damage to the pipe was caused by the contractor relaying the new drive or its leaking was purely coincidental, is unclear.

The two tenants make no contribution towards the upkeep of the accessway which they use and under which their utilities are located.

The tenants have now asked for reimbursement of the excess water charges in full, totalling £4,565, and provided detailed evidence, attached.

The Committee is invited to consider whether to

1. Meet the cost of the excess water charges in full, or
2. Repeat the previous offer of £1,000 contribution to each user, or
3. Make no contribution at all.

In addition, the Committee is invited to separately or simultaneously consider how it wishes to approach the issue of ongoing maintenance and liability.

# **LOWER STATION ROAD REC GROUND**

Investigations into rights of way for user groups over the driveway entrance into Lower Station Road Recreation Ground (LSRRG).

## **Scouts & Guides**

On 5<sup>th</sup> January 1970, Churchman, Burt & Son Chartered Surveyors working on behalf of the Boy Scouts Group, wrote to the Parish Council advising that the Scouts Group were purchasing part of the rear garden of a property called Lynwood on Lower Station Road and a new Scout Hut would be placed on that land. Attached to the letter was a map showing the new Scout site and their suggested right of way. The Scouts Group wished to apply for full rights of access across the site together with *'such rights as are necessary for services to cross the ground if required'*.

The Parish Council replied on 20<sup>th</sup> January 1970 advising that the matter had been discussed and the Parish Council was prepared to give rights of way and rights for the connection of services on the same basis as it has already given to the Tennis Club. The letter went on to say that the Council would grant a pedestrian right of access to the Scout Hut but not a vehicular one.

## **Tennis Club**

Records show that there have been a number of leases between the Tennis Club and Parish Council going back to approx. 1968. Part 2 of the Lease dated 6<sup>th</sup> September 1968 allows for *'the erection of a permanent tennis court pavilion with all necessary and convenient toilets and lavatories to be used in connection therewith'.... 'and for that purpose to break open the surface of the green land and the Lessor's (BPCs) adjoining land where necessary and excavate the same for the purpose of laying foundations for the pavilion and to lay lines of pipes or drains in accordance with the requirements of the said local planning authority and public health authority to carry away and discharge rain and waste water slops and sink water, surface water and sewage and pipes, cables and apparatus for the supply thereto of gas, water and electric lighting'*.

Counterpart Lease between Tennis Club and BPC of May 2006:-

- Part 3 Lessees Obligations, it states under Section 3.6 *'The Lessee will be responsible for the payments of all rates incoming and outgoing services (including drainage) to the site'*.
- Part 5 Reservations in Favour of the Landlord, it states under Section 5.1 *'The Demised Premises and Recreation Land is subject to the reserved rights and easements in respect of underground services cables and pipes for the water and electricity services'*.
- Part 7 Miscellaneous, it states under Section 7.1 *'The Lessee, its Trustees and affiliated members together with permitted users will indemnify the Landlord against all claims for loss or damage arising out of their respective permitted activities on the Demised Premises and the recreation land subject to the proviso set out below'*. The section 7.2

states 'The Trustees will be limited in liability in respect of any breaches of the Lessee to the extent of the assets of Billingshurst Lawn Tennis Club'.

Supplemental Lease between Tennis Club and BPC of November 2013:-

- Part 3 The Tenant's Covenants, it states '*The Tenant covenants with the Landlord to observe and perform the Lessee's obligations in clauses 3, 3 and 7 of the Lease which shall apply to and be incorporated within this Supplemental Lease*'.

## More recent years

- In early 2017, the Parish Council was made aware of water emanating from a manhole cover at Lower Station Road Recreation Ground and urgent action was taken to identify the problem and expedite repairs which cost £1,232.58 + VAT. The Council wrote to both user groups (Scouts & Tennis Club) stating that as the water supply on site benefited the Billingshurst Scout & Guide building and Billingshurst Tennis Club equally, and the Council takes no benefit from the supply, a 50/50 split contribution by both groups would seem reasonable under the circumstances. Each of the user groups paid the sum of £616.29.
- In October 2017, new padlock with specialist keys was fitted on site and keys issued to two named keyholders for the two user groups (Chris Fisher for BLTC and Allan Brown for Scouts & Guides).
- In 2022, the then chairman of the Billingshurst Scouts 7 Guides contacted the Council to advise that their water bills (and those of the Tennis Club), had increased significantly and both groups were of the opinion that this was perhaps due to the recent (2020 & 2021) works carried out to provide a driveway and new gates to the site for the use of both of the user groups on site. Both groups were looking to the Parish Council to deal with the situation and get a contractor to look at the issue. See Property Committee notes from 2021 & 2022 for further information.



## Billingshurst Parish Clerk

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**Subject:** FW: Lower Station Rd Recreation Ground - Scouts and Tennis Club Final Water Bill - Overspend up till pipe replaced on 17th February 2023  
**Attachments:** Excess Water Use - Nov 21 to Feb 23.xlsx

**From:** Richard Cordy <>  
**Sent:** Wednesday, May 10, 2023 10:31 AM  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Cc:**  
**Subject:** Lower Station Rd Recreation Ground - Scouts and Tennis Club Final Water Bill - Overspend up till pipe replaced on 17th February 2023

*Dear Greg*

Please see attached the spreadsheet that Denise our Treasurer and Mark have compiled and checked showing the overspend on the water as at the date the leak was fixed i.e. 17th February 2023.

The pre-leak readings are in green, the post-leak ones in orange.

We are at last now being billed on actual readings rather than inflated estimates from Business Stream, however despite several requests they don't seem able to issue retrospective statements, even when supplied with the exact reading taken on 17th February!

The total combined overspend for the water supply to both the Scouts and Tennis Club totals £4,565.25 up till the time the new pipe was installed on 17th February.

The good news is that the last readings have now reverted to the earlier pre-leak stable levels, and should continue to be reflected in bills going forward.

I think we have now reached the point where we can all draw a line under this, thanks to our combined efforts and the Parish Council's support and facilitation of our replacement of the defective leaking pipe.

If the crystallised historic overspend can now be settled, then both the Scouts and the Tennis Club can at last move forward again on an affordable and sustainable basis.

Thank you

**Richard Cordy**

On behalf of Billingshurst Tennis Club and the Scouts

Detailed Individual Bill Details													
Date From	Date To	Opening Reading	Closing Reading	Daily Average normal use - 0.3751 / day	Number of Days	Volumetric Water Charge / m3	Volumetric Waste Water (95% of used) m3	Volumetric Waste Water Rate / m3	Fixed Water Charge / Day	Fixed Waste Water Charge / Day	Highway Drainage Charge / Day	Average m3 Used / Day	Normalised Revised Cost
06/08/2018	05/11/2018	1,872	1,904		91	1,372900	30.4	2,457900	0.123562	0.098384		0.35	£142.09
05/11/2018	08/01/2019	1,904	1,947		123	1,372900	40.85	2,457900	0.123562	0.098384		0.35	£191.12
08/01/2019	01/04/2019	1,947	1,955		8	24	1,372900	7.6	2,457900	0.123562		0.33	£35.84
01/04/2019	07/05/2019	1,955	1,968		13	35	1,379700	12.35	2,526200	0.123852		0.36	£58.56
07/05/2019	09/09/2019	1,968	2,012		44	125	1,379700	41.8	2,526200	0.123852		0.35	£199.05
09/09/2019	04/11/2019	2,012	2,032		20	56	1,379700	20.19	2,526200	0.123852		0.36	£90.26
04/11/2019	09/03/2020	2,032	2,076		44	126	1,379700	41.8	2,526200	0.123852		0.35	£199.31
09/03/2020	01/04/2020	2,076	2,084		8	23	1,379700	7.6	2,526200	0.123852		0.35	£36.26
01/04/2020	04/05/2020	2,084	2,096		12	33	1,422500	11.4	2,207100	0.130411		0.36	£48.19
04/05/2020	24/08/2020	2,096	2,135		99	112	1,422500	37.05	2,207100	0.130411		0.35	£157.47
24/08/2020	04/11/2020	2,135	2,160		25	72	1,422500	23.75	2,207100	0.130411		0.30	£100.98
04/11/2020	22/02/2021	2,160	2,234		74	110	1,422500	70.3	2,207100	0.130411		0.67	£280.28
22/02/2021	01/04/2021	2,234	2,249		15	38	1,422500	14.25	2,207100	0.130411		0.39	£59.65
01/04/2021	13/05/2021	2,249	2,285		16	42	1,476100	15.2	2,267200	0.134658		0.38	£65.91
13/05/2021	18/08/2021	2,285	2,288		23	97	1,476100	21.85	2,267200	0.134658		0.24	£101.58
18/08/2021	15/11/2021	2,288	2,321		33	89	1,476100	31.35	2,267200	0.134658		0.37	£136.39
15/11/2021	10/02/2022	2,321	2,480		159	87	1,476100	151.05	2,267200	0.134658		1.83	£593.99
10/02/2022	01/04/2022	2,480	2,515		35	50	1,476100	39.25	2,267200	0.134658		0.70	£136.37
01/04/2022	13/05/2022	2,515	2,544		29	42	1,545000	27.55	2,225200	0.141397		0.69	£114.22
13/05/2022	05/08/2022	2,544	2,768		219	84	1,545000	208.05	2,225200	0.141397		2.61	£817.53
05/08/2022	04/11/2022	2,768	3,018		265	91	1,545000	242.25	2,225200	0.141397		2.80	£950.61
04/11/2022	05/01/2023	3,018	3,192		174	62	1,545000	165.9	2,225200	0.141397		2.81	£568.63
05/01/2023	17/02/2023	3,192	3,742		550	43	1,545000	522.5	2,225200	0.141397		12.79	£2,020.72
Daily Averages													
Date From	Date To	Opening Reading	Closing Reading	Water Used m3	Number of Days	Average m3 Used Per Day							
06/08/2018	15/11/2021	1,872	2,321	449	1197	0.3751	Average daily use is 0.3751 m3 BEFORE increased consumption.						
15/11/2021	17/02/2023	2,321	3,742	1,421	459	3.0959	Average daily use is 3.0959 m3 AFTER increased consumption - water leak.						
Normalised Leak Readings based on average daily usage													
Date From	Date To	Opening Reading	Closing Reading	Daily Average normal use - 0.3/751 / day	Number of Days	Volumetric Water Charge / m3	Volumetric Waste Water (95% of used) m3	Volumetric Waste Water Rate / m3	Fixed Water Charge / Day	Fixed Waste Water Charge / Day	Highway Drainage Charge / Day	Average m3 Used / Day	Normalised Revised Cost
15/11/2021	10/02/2022	2,321	2,480		87	1,476100	31.00238095	2,267200	0.134658	0.019288		0.38	£134.68
10/02/2022	01/04/2022	2,480	2,515		50	1,476100	17.81746032	2,267200	0.134658	0.019288		0.38	£77.41
01/04/2022	13/05/2022	2,515	2,544		42	1,545000	14.96866667	2,225200	0.141397	0.020274		0.38	£65.76
13/05/2022	05/08/2022	2,544	2,763		84	1,545000	29.93333333	2,225200	0.141397	0.020274		0.38	£131.51
05/08/2022	04/11/2022	2,763	3,018		91	1,545000	32.42777778	2,225200	0.141397	0.020274		0.38	£142.47
04/11/2022	05/01/2023	3,018	3,192		62	1,545000	22.09965079	2,225200	0.141397	0.020274		0.38	£97.07
05/01/2023	17/02/2023	3,192	3,742		16.13	43	1,545000	15.323901587	2,225200	0.141397		0.38	£67.32
Summary / Overspend													
Date From	Date To	Actual Bill	Revised Bill	Overspend									
15/11/2021	10/02/2022	£593.39	£134.68	£458.70									
10/02/2022	01/04/2022	£136.37	£77.41	£58.97									
01/04/2022	13/05/2022	£114.22	£65.76	£48.46									
13/05/2022	05/08/2022	£817.53	£131.51	£686.02									
05/08/2022	04/11/2022	£950.61	£142.47	£808.13									
04/11/2022	05/01/2023	£548.63	£97.07	£551.56									
05/01/2023	17/02/2023	£2,020.72	£67.32	£1,953.40									
TOTAL 5				£5,281.47	£4,565.25								