



To All Councillors on the Finance & General Purposes Committee,

You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 26 July 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

19 July 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 28 June 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 June 2023 - Appendix A.
8. To note Current and Reserve bank reconciliation to 30 June 2023 - Appendix B.
9. To note Bonus Saver Reserve bank reconciliation to 30 June 2023 - Appendix C.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.

[If approved by the prior meeting] From Billingshurst Centre Committee of 26 July 2023 that £2,354.40 of CIL funds be released to replace conference tables at the Billingshurst Centre.

(CIL summary - Appendix D.)

11. To consider youth provision in parish and at 83a High Street, following demise of Sussex Clubs for Young People (SCYP) - Appendix E.
12. To receive an update on banking arrangements and review Investment Policy – Appendix F.
13. Highway Matters – to receive verbal update on traffic calming for East Street and High Street.
14. To consider draft letters on railway timetable changes and railway station ticket office closures, if available.
15. Any other matters for information only.
16. Date of Next Meeting – **Wednesday 27 September 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: 17/07/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:35

Current Bank A/c

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Horsham DC	DD	136.58		Bin emptying
07/06/2023	Tool Station	CARD	189.48		New pump for water bowser
09/06/2023	Tyler's Trust	013315	500.00		Grant
09/06/2023	Victim Support	013316	80.00		Grant
09/06/2023	Billingshurst Comm. & Conf. Ce	013317	3,505.89		Reimb/fire detection/loft
09/06/2023	Signquick	013318	38.40		Play area sign / Kingslea Farm
09/06/2023	ABMH Structures Ltd	013319	1,200.00		N/Lane skate park survey
09/06/2023	Colin Ellis	013320	20.16		L/W mileage
09/06/2023	Sussex Clubs for Young People	013321	3,385.00		Youth work Q2
09/06/2023	Rialtas Business Solutions Ltd	013322	906.00		Y/e accounts closedown
09/06/2023	Mulberry & Co	013323	60.00		Cllr Training on planning x1
09/06/2023	SSE Energy Solutions	95.07 013324	95.07		Street furniture energy
09/06/2023	West Sussex County Council	013325	43,099.74		Replace cheque / March wages
09/06/2023	Surrey Hills Solicitors LLP	013326	804.00		Legal advice
09/06/2023	Greg Burt	013327	141.00		Carpet repairs / parish office
09/06/2023	Sussex Clubs for Young People	013321A	-3,385.00		Cancel cheque
12/06/2023	Parkfield Retail Ltd	DD	46.98		Playground bark etc
14/06/2023	Restream Inc.	CARD	15.64		Restream service
15/06/2023	We Inspire Construction Ltd	01328A	-1,752.00		CANCEL CHEQUE 013328
15/06/2023	A272 Design	SO	568.86		TWEET advert
15/06/2023	Southern Water	DD	42.89		Water etc 83a High St
19/06/2023	Horsham DC	DD	67.60		Bin emptying
19/06/2023	Horsham DC	DD	137.40		Bin emptying
19/06/2023	Horsham DC	DD	169.00		Bin emptying
21/06/2023	We Inspire Construction Ltd	013328	1,752.00		N/Wardens office conversion
21/06/2023	We Inspire Construction Ltd	013328B	1,752.00		Correction
21/06/2023	We Inspire Construction Ltd	013328C	-1,752.00		Correction
21/06/2023	Mailchimp	CARD	12.33		Subscription
22/06/2023	We Inspire Construction Ltd	013329	2,102.40		Replace cheque
22/06/2023	Engie Gas Ltd	DD	76.76		Gas 83a High St
26/06/2023	EE & T Mobile	DD	31.26		Mobile phones
28/06/2023	OVO Energy	DD	112.00		Electric 83a High St
29/06/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
29/06/2023	AMAZON	CARD	-45.50		SRCG NB perspex refund
30/06/2023	AMAZON	CARD	45.50		SRCG N/B perspex
30/06/2023	NatWest	BACS	29.40		Bank charges
30/06/2023	Sussex Land Services	SO	2,697.80		GN Contract - June
30/06/2023	WSCC	013285A	20,648.71		Replacement cheque
Total Payments			77,714.09		

17/07/2023

Billingshurst Parish Council Current Year

Page 1

14:37

Current Bank A/c

Cash Received between 01/06/2023 and 30/06/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/06/2023	Dauxwood Pre-School	BACS	1/4ly Ground rent	96.25
15/06/2023	NatWest	BACS	Reimb of bank fee	12.00
30/06/2023	NatWest	BACS	Bank interest	218.84
09/06/2023	Sales Recpts Page 10		Sales Recpts Page 10	4,618.02
Total Receipts				4,945.11

APPENDIX B

Date: 17/07/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:17

Bank Reconciliation Statement as at 01/07/2023
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	30/06/2023	0	100.00
Business Reserve Account	30/06/2023	0	180,420.24
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			<u>600,707.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
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 013319 ABMH Structures Ltd		1,200.00	
22/06/2023 013329 We Inspire Construction Ltd		2,102.40	
01/07/2023 013330 Billingshurst Comm. & Conf. Ce		472.89	
			<u>7,861.18</u>
			592,846.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			592,846.06
		Balance per Cash Book is :-	592,846.06
		Difference is :-	0.00

APPENDIX C

Date: 17/07/2023

Billingshurst Parish Council Current Year

Page 1

Time: 10:17

Bank Reconciliation Statement as at 01/07/2023
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	30/06/2023		187,694.71
			<u>187,694.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,694.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,694.71
		Balance per Cash Book is :-	187,694.71
		Difference is :-	0.00

APPENDIX D

Billingshurst Parish Council					
Community Infrastructure Levy (CIL)					
The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.					
Year received	Amount received	Spent on.....	Amount spent	Balance	
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre.	1,575.00		
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area	380		
		Install above	98		
		Community Notice Board in Library Car Park	880		
		Sign for above	15		
2019-20 (1st April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall	11,695.24		
		New kitchen at Women's Hall (remaining amount)	1,304.76		
		Two new planters in High St	684.5		
		Xmas Lights power supply	2,760.53		
		New trees on highway	4,050.00		
		Living roof on bus shelter	608.97		
		Cont. to new play area at Dauxwood Pre-School	5,000.00		
2019-20 (1st October 2019-31 March 2020)	23,287.31				
		Water bowser	559		
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11				
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24		
		New Litter Wardens base	47,711.50		
		New Litter Wardens base	35,284.23		

		Improvements to FP Lordings Road	2,225.00		
2020-21 (1st October 2020-31 March 2021)	£35,997.11				
	£2,054.35	Additional drainage works to Trim Trail / path at Jubilee Fields.	820.00		
		Prof fees relating to the above.	270.30		
		Investigation into failure of concrete base at Natts Lane Skate Park	2,129.19		
		Investigation into failure of concrete base at Natts Lane Skate Park	3,651.73		
		Perch seat at Clevelands Gardens	487		
		Install above	115		
2021-22 (1st April 2021-30 September 2021)	£28,765.22	Wakoos - 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. Works Part 2	1,460.00		
		Installation of new window in NW's Office, residue of budget	185.17		

		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		
		Replacement height barrier - Jubilee Fields	4,604.76		
2021-22 (1st April 2022-30 September 2022)	41,505.33	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	Drainage works at Jubilee/BSRA	£4,895.00		
		New play area safety surfacing at Dauxwood Pre-School.	£6,035.00		
	267,561.22		239,072.31	28,488.91	
As at 20/07/2023					
Red text indicates yet to be paid/received.					

APPENDIX E

BILLINGSHURST PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE WEDNESDAY 26 JULY 2023

YOUTH PROVISION AND 83A HIGH ST **REPORT BY CLERK** **FOR INFORMATION**

For many years the Council has funded afterschool and holiday youth sessions. This was initially delivered by Horsham Matters who then withdrew from such provision. A youth charity, Sussex Clubs for Young People (SCYP) then stepped in to continue in a similar format. This was a tripartite arrangement with Pulborough Parish Council.

In 2019, the Council purchased 83a High Street for the purposes of the ground floor becoming an additional more permanent youth facility to be operated by SCYP. SCYP was successful in being able to draw down £90,812.11 of S106 funds from Horsham District Council (HDC) towards the conversion of the whole building and persuaded the Parish Council to *revenue-ise* £29,854 of the sum that the Council had originally put aside towards the conversion. This was to help fund staff in the short term (2 years) until it could start to generate its own funds through events and activities.

On 26 June we were advised that SCYP had appointed Kreston Reeves to place it in *Creditors Voluntary Liquidation*.

This means that there are currently no council-funded youth activities taking place in the village.

As SCYP only had a *Licence to Occupy* 83a High St the Council has retaken possession of the property and advised the administrators accordingly.

I can advise that financially:

- a. The Council budgeted £13,541 towards youth service provision this year. Q1 (£3,387) was paid leaving the remaining three quarters (£10,154) unspent.
- b. Of the revenue support towards staffing costs at 83a, this was agreed for 2 years. Y1 was paid and Y2 (£14,927) remains available.
- c. Of the £90,812.11 of S106 funds from Horsham District, £35,812.11 remains owing to the Parish Council by SCYP. (A payment of £15,000 was made in March this year.) This means that we are a creditor of SCYP and will claim accordingly.
- d. We will be owed any outstanding utilities reimbursement and will claim accordingly.

It is worth reminding ourselves that the reason the Parish Council has financed youth provision in the parish, is because West Sussex County Council effectively ceased providing a service of note some years ago and previous attempts by others to provide a purpose built facility in the parish foundered.

I have had a meeting with HDC Youth Team who are having similar meetings with other affected parishes. (Cllr Gale also attended as one of our youth liaison councillors.) There is a

possibility that HDC could provide some district wide youth activities, which each participating parish would then fund in full, similar to the delivery of the Neighbourhood Wardens.

Cllr Gale, in his capacity as a Pastor at the Billingshurst Family Church (BFC) is also looking at whether the BFC can deliver some youth provision in the parish maybe in conjunction with other groups and possibly utilising 83a High St.

Whilst the Council said at the outset that the GF of 83a High St could always be let for other purposes or converted to residential if no longer required for youth purposes, such avenues would seem to be premature whilst other means of continuing youth provision were still being explored.

The Committee is invited to not this report, pending further information.

APPENDIX F

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 26 JULY 2023

INVESTMENT POLICY & BANKING ARRANGEMENTS

REPORT BY CLERK

Historically the Council held all its funds at NatWest Bank: 3 belonging to the Council itself and 2 belonging to the Billingshurst Centre.

Following the final Internal Audit for 2017-18, it was recommended that the Council should not have all its investments at one bank, so as to spread the risk in case of failure. [At present we would be entitled to compensation through the Financial Services Compensation Scheme for a maximum of £85,000, adjusted if you have more than one account with the same bank.]

In June 2018 Members

- a) **RESOLVED** that the Council moves its Bonus Saver Account from NatWest to the Post Office. (Leaving the Business Reserve and Current Accounts at the former.)
- b) **RECOMMEND** to the Billingshurst Centre Trustees that they open an additional deposit account at NatWest Bank, then from next May, move the existing Current and Deposit Accounts from NatWest to Lloyds Bank, utilising online banking.
- c) **RESOLVED** to adopt the NALC model Investment Policy.

Just before COVID, the Council started the process of spreading its investments across more banks, and moving to online banking.

Starting with the Centre's accounts, a third (reserve) account was opened at NatWest. However, having looked at Lloyds for other accounts, for various reasons, this was not practical and instead a current account (subsuming one reserve account) was opened at COOP.

This was completed this Spring, although this was incredibly fiddly and time consuming. One unanticipated problem, was that the facility for third party payroll bureaux to authorise BACS payments from the account was not covered by the *SWITCH* arrangement, that enables all other DDs and SOs to be transferred with ease. Another was that even though they were told at the outset that we needed an administrator to be able to set up payments and two Cllrs to authorise them, they seemed to think that the administrator setting up the payment counted as one of the two authorised signatures. A complaint was made to the bank but unsurprisingly not upheld.

The only way to bring about the arrangement we require was to move to a different type of account, with initial set up and monthly fees. Bar activation of this account to facilitate two to approve, the changes to the Centre's banking is now complete.

To summarise, the Centre now has one current account at the COOP with online banking and four Cllrs to authorise (we will look to increase the number of signatories) and one deposit account remaining with NatWest. (A different Cllr who is not a signatory is periodically inspecting invoices against BACS payments.)

We can now look to move the Council's accounts accordingly. Whilst we looked to leave current accounts with NatWest and move a deposit account elsewhere, the Internal Auditor has highlighted that there are security questions about NatWest online banking where customer's personal and employment banking is merged making transfers very easy between the two. He has suggested looking at Unity Bank which is very popular with local councils.

The Committee is invited to note this update and consider whether any amendments are required to the existing investment policy, attached.

(Note. As previously reported, the Council has £420,187 (from POS Commuted Sum ref. Land at Kingslea Farm) in a 6 month Treasury Reserve deposit account.)

BILLINGSHURST PARISH COUNCIL
INVESTMENT POLICY

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Billingshurst Parish Council including in its capacity as sole Managing Trustee of the Billingshurst Centre.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the council.
 - (iii) Maximising income within the framework of the national economic situation.
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investment and deposits will be with UK registered banks or building societies.
- 3.2 All investments, deposits and interest will be in £ sterling.
- 3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.
- 3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years.
- 3.5 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.
- 3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.
- 3.7 The credit ratings of the institutions will be a minimum of 'A' and these will be monitored regularly.

27/06/2018

- 3.8 The management of this policy will be by the Clerk / RFO and reported to the Finance & General Purposes and Billingshurst Centre Committee respectively.

4. REVIEW

- 4.1 This policy will be reviewed by the Finance & General Purposes on an annual basis. Any variation to the policy will be submitted to the council for approval.

First adopted 26 June 2018