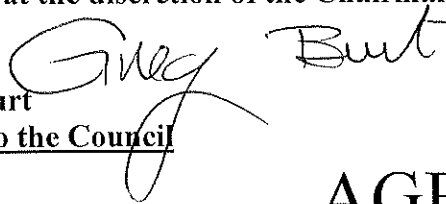


To All Councillors on the Finance & General Purposes Committee,

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

TUESDAY 26 September 2023, at 7.30pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

20 September 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 July 2023, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for July 2023 - Appendix A.
8. To approve payments and note any receipts for August 2023 - Appendix B.
9. To note Current and Reserve bank reconciliation to 31 July 2023 - Appendix C.
10. To note Bonus Saver Reserve bank reconciliation to 31 July 2023 - Appendix D.
11. To note Current and Reserve bank reconciliation to 31 August 2023 - Appendix E.
12. To note Bonus Saver Reserve bank reconciliation to 31 August 2023 - Appendix F.
13. To receive Budget Report to 20 Sept 2023 - Appendix G. (Clerk to verbally report on any items to note.)

14. To consider grant application from 4Sight Vision Support* - Appendix **H**.
(*Accounts on BPC website with agenda.)
(Grant summary Appendix **I**.)
15. To consider use of CIL funds for new exterior council noticeboard at Billingshurst Centre - Appendix **J**.
(CIL summary - Appendix **K**.)
16. To consider request by HDC for views on application by Men's Shed to draw down S106 funds (held by HDC) to undertake electrical works - Appendix **L**.
17. To receive update on use of GF at 83a High Street, following demise of Sussex Clubs for Young People (SCYP).
18. To receive verbal update on public realm CCTV and consider use of CIL funds for consultancy - Appendix **M**.
19. Highway Matters – to receive updates on various traffic calming proposals and requests:
 - i. Reduction of speed limit through Five Oaks to 30mph.
 - ii. Reduction of speed limit in upper High Street to 20mph.
 - iii. Traffic calming – central area.
 - iv. Traffic speed in Stane St through Parbrook.
20. Date of Next Meeting – **Wednesday 25 October 2023**
21. Exclusion of Press and Public
22. To consider request from Tennis and Scouts groups to reconsider decision regarding reimbursement of water charges - Appendix **N**.

Committee Members: PB, RM, KP, EB, CG, PD, ST

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A

Date: 17/08/2023

Billingshurst Parish Council Current Year

Page 1

Time: 15:18

Current Bank A/c

List of Payments made between 01/07/2023 and 31/07/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2023	Billingshurst Comm. & Conf. Ce	013330	472.89		Garage rent
03/07/2023	South Wales Time Recorder Ltd	CARD	30.00		Clocking in cards
03/07/2023	Horsham DC	DD	136.58		Bin emptying
03/07/2023	Netcom IT Solutions	DD	356.40		IT support
03/07/2023	AMAZON	BACS	45.50		Perspex for SRCG n/board
03/07/2023	Screwfix Direct Ltd	DD	176.99		Misc ironmongery
04/07/2023	Netcom IT Solutions	DD	224.82		Phones etc
10/07/2023	Parkfield Retail Ltd	DD	19.98	Misc ironmongery	Parkfield Retail Ltd
12/07/2023	Requisite Needs Ltd	CARD	2.80		Paint brushes
13/07/2023	JBD Distributions Ltd	CARD	20.00		Paint for planters
13/07/2023	Greg Burt	013331	499.95		Reim 1st Aid @ beacon lighting
13/07/2023	Coolair Tollhurst Ltd	013332	2,626.62		New Air con unit in office
13/07/2023	Sussex Land Services Ltd	013333	3,773.14		New fencing at allotments
13/07/2023	SSE Energy Solutions	013334	98.20		Street furniture energy
13/07/2023	Lockfit (Worthing) Ltd	013335	336.00		Code lock 4 BPC offices
13/07/2023	Wightman & Parrish Ltd	013336	37.94		Bleach for loos
13/07/2023	West Sussex County Council	013337	340.11		June Sal less prev x2 payment
13/07/2023	Colin Ellis	013338	7.69		Reim / fuel
13/07/2023	Sussex Building Surveyors Ltd	013339	330.00		Bdg. survey c/yard wall.
13/07/2023	Baskets in Bloom Ltd	013340	2,237.94		Various summer floral displays
13/07/2023	Vision ICT Ltd	013341	309.60		Website hosting
13/07/2023	CASH	013342	25.90		Petty cash reims
14/07/2023	Restream Inc.	CARD	15.14		Subscrip.
14/07/2023	Business Stream	DD	188.61		83a water etc
14/07/2023	Business Stream	DD	-188.61		Cancel - wrong code
14/07/2023	Business Stream	DD	188.61		Public loos water etc.
17/07/2023	WSCC	013337A	-20,988.82		CANCEL cheque incorrect amount
17/07/2023	West Sussex County Council	013343	340.11		June salaries less credit
17/07/2023	A272 Design	SO	568.86		TWEET advert
17/07/2023	Southern Water	DD	42.89		83a water etc
17/07/2023	Siemens Fin Serv	DD	194.54		Copier lease
18/07/2023	Horsham DC	DD	67.60		Bin emptying
18/07/2023	Horsham DC	DD	135.20		Bin emptying
18/07/2023	Horsham DC	DD	158.30		Bin emptying
24/07/2023	EE & T Mobile	DD	31.26		Mobile phones etc
24/07/2023	Mailchimp	CARD	12.21		Subscription
24/07/2023	Engie Gas Ltd	DD	49.20		83a High St gas
27/07/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
28/07/2023	SSE	DD	112.00		83a High St - electric
31/07/2023	Sussex Land Services	SO	2,697.80		GM - July
31/07/2023	Netcom IT Solutions	DD	225.24		Phone calls etc
31/07/2023	Netcom IT Solutions	DD	356.40		IT support
31/07/2023	NatWest	BACS	17.85		Bank charges
Total Payments			-3,487.82		

17/08/2023

Billingshurst Parish Council Current Year

Page 1

15:19

Current Bank A/c

Cash Received between 01/07/2023 and 31/07/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/07/2023	Fowlers Letting Ltd	BACS	83a flat rental	702.60
31/07/2023	NatWest	BACS	Bank interest	195.63
03/07/2023	Sales Recpts Page 11		Sales Recpts Page 11	3,064.28
18/07/2023	Sales Recpts Page 12		Sales Recpts Page 12	327.60
Total Receipts				4,290.11

Date: 15/09/2023

Billingshurst Parish Council Current Year

Page 1

Time: 15:39

Current Bank A/c

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Horsham DC	CARD	300.00		NW office / bldg regs
01/08/2023	Horsham DC	DD	136.58		Bin emptying
02/08/2023	HM Govt	CARD	3.00		Land Registry search
03/08/2023	NYEs Building Supplies Ltd	CARD	73.48		Plywood to repair planters
04/08/2023	Billingshurst Comm. & Conf. Ce	013344	1,127.32		Garage rent - June
04/08/2023	R L Chick	013345	25.00		Billy In Bloom judges refreshm
04/08/2023	Colin Ellis	013347	15.48		L/W mileage
04/08/2023	West Sussex County Council	013348	20,988.82		July salaries
04/08/2023	The Helping Hand Co Ltd	013349	62.64		Litter picking hoops
04/08/2023	Wightman & Parrish Ltd	013350	292.70		Sacks and wipes for LWs
04/08/2023	Ballpoint Office Supplies Ltd	013351	367.72		Stationery
04/08/2023	Healthmatic Ltd	013352	1,080.00		Toilet maint. contract 23-24
04/08/2023	Lockfit (Worthing) Ltd	013353	117.60		83a lock change
04/08/2023	BSRA	013354	15,708.60		CIL grant - heating
04/08/2023	Surrey Hills Solicitors LLP	013346	420.00		Legal advice
04/08/2023	Netcom IT Solutions	DD	224.82		Phone calls etc
04/08/2023	WSCC	013348A	20,988.82		Salaries July
04/08/2023	Netcom IT Solutions	DD	-224.82		Cancel payment
08/08/2023	Horsham DC	CARD	30.00		Pre appli. advice Skate Park
10/08/2023	Parkfield Retail Ltd	DD	98.42		Ironmongery
10/08/2023	Engie Gas Ltd	DD	1,188.25		DD error - reclaim from BCCC
14/08/2023	Restream Inc.	CARD	15.14		Restream sub
14/08/2023	Restream Inc.	CARD	15.41		Streaming service
14/08/2023	Restream Inc.	CARD	-15.14		Cancel payment
15/08/2023	Gary Read	CARD	2,075.00		Seals for documents
15/08/2023	Gary Read	CARD	-2,075.00		Document seals
15/08/2023	Gary Read	CARD	2.75		Doc legal seals
15/08/2023	Southern Water	DD	42.89		Water etc 83a High St
15/08/2023	Southern Electric Power Distri	DD	285.83		Electric - public toilets
15/08/2023	A272 Design	SO	568.86		Village TWEET advert
17/08/2023	Horsham DC	DD	84.50		Bin emptying
17/08/2023	Horsham DC	DD	135.20		Bin emptying
17/08/2023	Horsham DC	DD	150.85		Bin emptying
22/08/2023	Mailchimp	CARD	12.36		Mailchip service
23/08/2023	EE & T Mobile	DD	31.26		Mobile phones
23/08/2023	Engie Gas Ltd	DD	48.89		Gas 83A High St
23/08/2023	Engie Gas Ltd	DD	1,145.83		DD in error. Recl from BCCC.
25/08/2023	NFP Workshops	CARD	95.00		Grant funding training
25/08/2023	JPIMedia Publishing Ltd	DD	62.40		County Times sub 6 months
28/08/2023	SSE	DD	112.00		83a High St - electric
28/08/2023	SSE	DD	-112.00		Cancel payment
29/08/2023	SSE	DD	78.00		Electric 83a High St
29/08/2023	ICO	DD	35.00	Annual fee	ICO Registration
30/08/2023	Sussex Land Services	SO	2,697.80		GM - Aug
31/08/2023	NatWest	BACS	17.85		Bank charges
31/08/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
31/08/2023	NatWest	BACS	21.35		Bank charges

Continued on Page 2

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
31/08/2023	Netcom IT Solutions	DD	356.40		IT Support
31/08/2023	Netcom IT Solutions	DD	224.32		Phones etc
31/08/2023	NatWest	BACS	-17.85		Cancel payment
31/08/2023	Tennant UK Cleaning Sol.	DD	-178.74		Cancel payment
Total Payments			69,298.07		

15/09/2023

Billingshurst Parish Council Current Year

Page 1

15:40

Current Bank A/c

Cash Received between 01/08/2023 and 31/08/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/08/2023	Deacon Crickmay	BACS	JM Cleaning June+ July	2,016.04
10/08/2023	Fowlers Letting Ltd	BACS	Flat rent 83a High St	858.80
10/08/2023	James Miles	BACS	Utility reimb 83a High St flat	1,049.33
31/08/2023	NatWest	BACS	Bank interest	175.97
25/08/2023	Sales Recpts Page 13		Sales Recpts Page 13	4,618.02
07/08/2023	SSE	BACS	Electric 83a High St CREDIT	462.00
Total Receipts				<u>9,180.16</u>

Date: 17/08/2023

Billingshurst Parish Council Current Year

Page 1

Time: 15:12

Bank Reconciliation Statement as at 16/08/2023
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/07/2023	0	100.00
Business Reserve Account	31/07/2023	0	163,493.40
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			<u>583,780.40</u>
Unpresented Cheques (Minus)			Amount
03/07/2023	CARD	South Wales Time Recorder Ltd	30.00
13/07/2023	013332	Coolair Tollhurst Ltd	2,626.62
13/07/2023	013337	West Sussex County Council	340.11
13/07/2023	013341	Vision ICT Ltd	309.60
13/07/2023	013342	CASH	25.90
17/07/2023	013343	West Sussex County Council	340.11
01/08/2023	CARD	Horsham DC	300.00
02/08/2023	CARD	HM Govt	3.00
03/08/2023	CARD	NYEs Building Supplies Ltd	73.48
04/08/2023	013344	Billingshurst Comm. & Conf. Ce	1,127.32
04/08/2023	013345	R L Chick	25.00
04/08/2023	013347	Colin Ellis	15.48
04/08/2023	013349	The Helping Hand Co Ltd	62.64
04/08/2023	013350	Wightman & Parrish Ltd	292.70
04/08/2023	013351	Ballpoint Office Supplies Ltd	367.72
04/08/2023	013352	Healthmatic Ltd	1,080.00
04/08/2023	013353	Lockfit (Worthing) Ltd	117.60
04/08/2023	013354	BSRA	15,708.60
04/08/2023	013346	Surrey Hills Solicitors LLP	420.00
04/08/2023	DD	Netcom IT Solutions	224.82
08/08/2023	CARD	Horsham DC	30.00
14/08/2023	CARD	Restream Inc.	15.14
15/08/2023	CARD	Gary Read	2.75
			<u>23,538.59</u>
			560,241.81
Receipts not Banked/Cleared (Plus)			
			0.00
			<u>0.00</u>
			560,241.81
Balance per Cash Book is :-			560,241.81
Difference is :-			0.00

Date: 15/08/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:29

Bank Reconciliation Statement as at 04/08/2023
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	31/07/2023		187,905.80
			<u>187,905.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,905.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,905.80
		Balance per Cash Book is :-	187,905.80
		Difference is :-	0.00

Date: 15/09/2023

Billingshurst Parish Council Current Year

Page 1

Time: 15:32

Bank Reconciliation Statement as at 10/09/2023
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/08/2023	0	100.00
Business Reserve Account	31/08/2023	0	122,897.65
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			<u>543,184.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/07/2023 013337 West Sussex County Council		340.11	
13/07/2023 013341 Vision ICT Ltd		309.60	
13/07/2023 013342 CASH		25.90	
17/07/2023 013343 West Sussex County Council		340.11	
04/08/2023 013344 Billingshurst Comm. & Conf. Ce		1,127.32	
04/08/2023 013349 The Helping Hand Co Ltd		62.64	
			<u>2,205.68</u>
			540,978.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			540,978.97
		Balance per Cash Book is :-	540,978.97
		Difference is :-	0.00

APPENDIX F

Date: 14/09/2023

Billingshurst Parish Council Current Year

Page 1

Time: 15:41

Bank Reconciliation Statement as at 01/09/2023
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	31/08/2023		188,129.49
			<u>188,129.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			188,129.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			188,129.49
		Balance per Cash Book is :-	188,129.49
		Difference is :-	0.00

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Total	Actual	Projecte	EMR	Carried
<u>100</u>	<u>Income</u>						
1076	444,735	444,735	490,586	245,493	0	0	0
1078	0	59,077	0	0	0	0	0
1080	200	2,078	500	1,815	0	0	0
1250	2,000	2,000	2,000	2,000	0	0	0
1399	0	422,302	200	0	0	0	0
	<u>446,935</u>	<u>930,193</u>	<u>493,286</u>	<u>249,308</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	0	437,699	0	0	0	0	0
	<u>446,935</u>	<u>492,493</u>	<u>493,286</u>	<u>249,308</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>210</u>	<u>Parks and Open Spaces</u>						
1100	1,935	1,217	2,000	1,365	0	0	0
1225	2,000	4,608	2,000	96	0	0	0
	<u>3,935</u>	<u>5,825</u>	<u>4,000</u>	<u>1,461</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>Total Income</u>						
4110	27,500	26,736	30,200	11,545	0	0	0
4115	6,150	0	6,150	0	0	0	0
4120	7,000	4,994	7,000	2,860	0	0	0
4130	5,000	47,946	5,250	8,843	0	0	0
4140	500	0	0	0	0	0	0
4150	552	0	500	0	0	0	0
4160	5,000	5,243	5,000	2,506	0	0	0
4170	6,500	5,183	6,000	2,460	0	0	0
4180	2,142	0	0	2,248	0	0	0
4190	1,000	125	0	0	0	0	0

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Agreed</u>	<u>Next Year</u>	
	Budget	Actual	Total	Actual	Projects		EMR	Carried
4210 Play Equip-Inspect/Rep/Repair	8,000	4,845	5,000	1,421	0	0	0	0
4220 SRG Ongoing Maintenance	2,000	917	2,100	148	0	0	0	0
	71,344	95,989	67,200	32,032	0	0	0	0
Overhead Expenditure								
210 Net Income over Expenditure	-67,409	-90,164	-63,200	-30,570	0	0	0	0
6000 plus Transfer from EMR	0	71,356	0	5,176	0	0	0	0
	(67,409)	(18,808)	(63,200)	(25,395)	0	0		
Movement to/(from) Gen Reserve								
220 General Admin								
1077 Grants	0	15,200	0	34,841	0	0	0	0
1200 General Admin Income	8,677	5,730	8,000	615	0	0	0	0
1205 Xmas lights income	0	1,500	1,500	0	0	0	0	0
1210 Telecoms income	0	1,161	1,997	0	0	0	0	0
1215 IT income	0	1,254	500	0	0	0	0	0
Total Income	8,677	24,845	11,997	35,456	0	0	0	0
4565 83a Maint DNU	0	880	0	0	0	0	0	0
	0	880	0	0	0	0	0	0
Direct Expenditure								
4310 Chairman's Allowance	200	0	200	0	0	0	0	0
4320 Solicitors	3,786	7,952	5,000	1,378	0	0	0	0
4330 Audit Fees	2,142	1,594	2,500	356	0	0	0	0
4340 Accountants Fees	510	0	0	755	0	0	0	0
4350 Bank Charges	277	264	291	119	0	0	0	0
4360 Insurance	17,000	17,973	17,973	0	0	0	0	0
4370 Subscriptions	2,500	3,037	2,625	2,915	0	0	0	0

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

15:39

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> EMR	Carried
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed
4380 Office Expenses	4,200	14,225	10,000	8,558	0	0	0
4381 Postage	400	803	420	230	0	0	0
4390 Telecomms	5,050	5,429	5,000	879	0	0	0
4400 Photocopying	1,575	1,329	1,500	372	0	0	0
4410 Youth Service-Staffing	14,668	14,668	13,541	3,387	0	0	0
4430 Training	1,300	540	1,000	350	0	0	0
4440 Council Comms	5,250	5,539	5,689	2,370	0	0	0
4450 Christmas Lights	15,334	15,454	16,101	0	0	0	0
4455 Coronation events	0	0	7,066	2,906	0	0	0
4460 IT	6,500	9,107	6,500	2,608	0	0	0
4470 Room Hire	2,000	2,401	1,800	581	0	0	0
4500 Parish Office Utility Bills	3,213	613	3,374	0	0	0	0
4510 H&S and HR Support	4,027	6,294	4,500	6,695	0	0	0
Overhead Expenditure	89,932	107,221	105,080	34,458	0	0	0
220 Net Income over Expenditure	-81,255	-83,255	-93,083	998	0	0	0
6000 plus Transfer from EMR	0	6	0	1,514	0	0	0
6001 less Transfer to EMR	0	40,000	0	31,776	0	0	0
Movement to/(from) Gen Reserve	(81,255)	(123,249)	(93,083)	(29,265)	0	0	0
Salaries	54,885	54,500	55,788	23,090	0	0	0
1251 BCC Salary recharge	54,885	54,500	55,788	23,090	0	0	0
Total Income	238,777	248,947	255,689	105,920	0	0	0
4000 Salaries	238,777	248,947	255,689	105,920	0	0	0
Overhead Expenditure							

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>			<u>Agreed</u>	<u>Next Year</u>	
	Budget	Actual	Total	Actual	Projecte	Committ	EMR	Carried
	(183,892)	(194,447)	(199,901)	(82,830)	0		0	
Movement to/(from) Gen Reserve								
Village Hall								
4550 PWLB BCCC Improvement Loan	20,311	20,257	20,257	10,129	0	0	0	0
Overhead Expenditure	20,311	20,257	20,257	10,129	0	0	0	0
	(20,311)	(20,257)	(20,257)	(10,129)	0	0		
Movement to/(from) Gen Reserve								
Highways								
1300 Highways Income	29,669	29,662	31,152	5,040	0	0	0	0
Total Income	29,669	29,662	31,152	5,040	0	0	0	0
4610 Suction Sweeper Maintenance	3,150	3,727	2,000	1,778	0	0	0	0
4620 Other Highway Costs	4,700	4,019	4,935	1,771	0	0	0	0
Overhead Expenditure	7,850	7,747	6,935	3,549	0	0	0	0
	21,819	21,915	24,217	1,491	0	0		
Movement to/(from) Gen Reserve								
Lighting								
4650 Electricity / street furniture	500	829	525	1,659	0	0	0	0
4660 83a High St Maintenance	1,155	1,128	1,213	0	0	0	0	0
Overhead Expenditure	1,655	1,958	1,738	1,659	0	0	0	0
	(1,655)	(1,958)	(1,738)	(1,659)	0	0		
Movement to/(from) Gen Reserve								
Neighbourhood Wardens Support								
4700 Neighbourhood Wardens Support	72,471	85,159	91,300	150	0	0	0	0
4701 N/Wardens' accommodation	1,071	1,040	0	1,092	0	0	0	0
Overhead Expenditure	73,542	86,199	91,300	1,242	0	0	0	0

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u> EMR	Carried
	Budget	Actual	Total	Actual	Projects		
6000	0	80	0	150	0	0	0
	<u>(73,542)</u>	<u>(86,119)</u>	<u>(91,300)</u>	<u>(1,092)</u>	<u>0</u>	<u>0</u>	
Movement to/(from) Gen Reserve							
280	<u>Section 137</u>						
4750	4,500	16,926	4,500	19,389	0	0	0
4760	2,000	0	0	0	0	0	0
4790	22,000	22,000	22,000	0	0	0	0
	<u>28,500</u>	<u>38,926</u>	<u>26,500</u>	<u>19,389</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	0	13,689	0	18,209	0	0	0
	<u>(28,500)</u>	<u>(25,237)</u>	<u>(26,500)</u>	<u>(1,180)</u>	<u>0</u>	<u>0</u>	
Movement to/(from) Gen Reserve							
300	<u>83a High Street</u>						
1255	10,014	9,287	9,500	3,279	0	0	0
1256	0	3,704	2,000	3,450	0	0	0
	<u>10,014</u>	<u>12,991</u>	<u>11,500</u>	<u>6,729</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Income							
4425	14,927	14,000	14,927	0	0	0	0
4555	0	432	0	0	0	0	0
4560	0	3,468	2,000	3,566	0	0	0
4565	0	105	0	0	0	0	0
	<u>14,927</u>	<u>18,005</u>	<u>16,927</u>	<u>3,566</u>	<u>0</u>	<u>0</u>	<u>0</u>
Direct Expenditure							
4660	541	273	1,500	98	0	0	0
5000	21,663	21,663	21,663	10,831	0	0	0
	<u>22,204</u>	<u>21,935</u>	<u>23,163</u>	<u>10,929</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve							
	<u>(27,117)</u>	<u>(26,950)</u>	<u>(28,590)</u>	<u>(7,767)</u>	<u>0</u>	<u>0</u>	

Continued on next page

**Billingshurst Parish Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

15:39

	<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>Projecte</u>		<u>EMR</u>	<u>Carried</u>
Total Budget Income	554,115	1,058,01	607,723	321,084	0	0	0	0
Expenditure	569,042	648,084	614,789	222,872	0	0	0	0
Net Income over Expenditure	<u>-14,927</u>	<u>409,951</u>	<u>-7,066</u>	<u>98,212</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	85,131	0	25,048	0	0	0	0
less Transfer to EMR	0	477,699	0	31,776	0	0	0	0
Movement to/(from) Gen Reserve	<u>(14,927)</u>	<u>17,383</u>	<u>(7,066)</u>	<u>91,484</u>	<u>0</u>	<u>0</u>		

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	245,493	490,586	245,093			50.0%	
1080 Bank Interest Received	0	1,815	500	(1,315)			363.0%	
1250 BCCC Management Fee Rcvd	0	2,000	2,000	0			100.0%	
1399 Miscellaneous Income	0	0	200	200			0.0%	
Income :- Income	0	249,308	493,286	243,978			50.5%	0
Net Income	0	249,308	493,286	243,978				
210 Parks and Open Spaces								
1100 Sponsorships	0	1,365	2,000	635			68.3%	
1225 Parks income	0	96	2,000	1,904			4.8%	
Parks and Open Spaces :- Income	0	1,461	4,000	2,539			36.5%	0
4110 Grass Cutting & Floral Display	0	11,545	30,200	18,655		18,655	38.2%	
4115 Kingslea Farm Gds Maint.	0	0	6,150	6,150		6,150	0.0%	
4120 Trees	350	2,860	7,000	4,140		4,140	40.9%	
4130 Miscellaneous Repairs	0	8,843	5,250	(3,593)		(3,593)	168.4%	5,176
4150 Skateboard Park/Ball Court	0	0	500	500		500	0.0%	
4160 Toilets	191	2,506	5,000	2,494		2,494	50.1%	
4170 Dog & Litter Bin Emptying	0	2,460	6,000	3,540		3,540	41.0%	
4180 Jubilee Fields-Grounds Maint.	0	2,248	0	(2,248)		(2,248)	0.0%	
4210 Play Equip-Inspect/Repl/Repair	0	1,421	5,000	3,579		3,579	28.4%	
4220 SRG Ongoing Maintenance	0	148	2,100	1,952		1,952	7.0%	
Parks and Open Spaces :- Indirect Expenditure	541	32,032	67,200	35,168	0	35,168	47.7%	5,176
Net Income over Expenditure	(541)	(30,570)	(63,200)	(32,630)				
6000 plus Transfer from EMR	0	5,176						
Movement to/(from) Gen Reserve	(541)	(25,395)						
220 General Admin								
1077 Grants	0	34,841	0	(34,841)			0.0%	31,776
1200 General Admin Income	0	615	8,000	7,385			7.7%	
1205 Xmas lights income	0	0	1,500	1,500			0.0%	
1210 Telecoms income	0	0	1,997	1,997			0.0%	
1215 IT income	0	0	500	500			0.0%	
General Admin :- Income	0	35,456	11,997	(23,459)			295.5%	31,776
4310 Chairman's Allowance	0	0	200	200		200	0.0%	
4320 Solicitors	0	1,378	5,000	3,623		3,623	27.6%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 Audit Fees	0	356	2,500	2,144		2,144	14.2%	
4340 Accountants Fees	0	755	0	(755)		(755)	0.0%	
4350 Bank Charges	0	119	291	172		172	41.0%	
4360 Insurance	0	0	17,973	17,973		17,973	0.0%	
4370 Subscriptions	0	2,915	2,625	(290)		(290)	111.1%	
4380 Office Expenses	1,870	8,558	10,000	1,442		1,442	85.6%	1,514
4381 Postage	225	230	420	190		190	54.7%	
4390 Telecomms	0	879	5,000	4,121		4,121	17.6%	
4400 Photocopying	0	372	1,500	1,128		1,128	24.8%	
4410 Youth Service-Staffing	0	3,387	13,541	10,154		10,154	25.0%	
4430 Training	0	350	1,000	650		650	35.0%	
4440 Council Comms	0	2,370	5,689	3,319		3,319	41.7%	
4450 Christmas Lights	0	0	16,101	16,101		16,101	0.0%	
4455 Coronation events	0	2,906	7,066	4,160		4,160	41.1%	
4460 IT	0	2,608	6,500	3,892		3,892	40.1%	
4470 Room Hire	0	581	1,800	1,220		1,220	32.3%	
4500 Parish Office Utility Bills	0	0	3,374	3,374		3,374	0.0%	
4510 H&S and HR Support	0	6,695	4,500	(2,195)		(2,195)	148.8%	
General Admin :- Indirect Expenditure	2,095	34,458	105,080	70,622	0	70,622	32.8%	1,514
Net Income over Expenditure	(2,095)	998	(93,083)	(94,081)				
6000 plus Transfer from EMR	1,514	1,514						
6001 less Transfer to EMR	0	31,776						
Movement to/(from) Gen Reserve	(581)	(29,265)						
230 Salaries								
1251 BCC Salary recharge	0	23,090	55,788	32,698			41.4%	
Salaries :- Income	0	23,090	55,788	32,698			41.4%	0
4000 Salaries	0	105,920	255,689	149,769		149,769	41.4%	
Salaries :- Indirect Expenditure	0	105,920	255,689	149,769	0	149,769	41.4%	0
Net Income over Expenditure	0	(82,830)	(199,901)	(117,071)				
240 Village Hall								
4550 PWLB BCCC Improvement Loan	0	10,129	20,257	10,128		10,128	50.0%	
Village Hall :- Indirect Expenditure	0	10,129	20,257	10,128	0	10,128	50.0%	0
Net Expenditure	0	(10,129)	(20,257)	(10,128)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Highways								
1300 Highways Income	0	5,040	31,152	26,112			16.2%	
Highways :- Income	0	5,040	31,152	26,112			16.2%	0
4610 Suction Sweeper Maintenance	0	1,778	2,000	222		222	88.9%	
4620 Other Highway Costs	31	1,771	4,935	3,164		3,164	35.9%	
Highways :- Indirect Expenditure	31	3,549	6,935	3,386	0	3,386	51.2%	0
Net Income over Expenditure	(31)	1,491	24,217	22,726				
260 Lighting								
4650 Electricity / street furniture	85	1,659	525	(1,134)		(1,134)	316.0%	
4660 83a High St Maintenance	0	0	1,213	1,213		1,213	0.0%	
Lighting :- Indirect Expenditure	85	1,659	1,738	79	0	79	95.5%	0
Net Expenditure	(85)	(1,659)	(1,738)	(79)				
270 Neighbourhood Wardens Support								
4700 Neighbourhood Wardens Support	70	150	91,300	91,150		91,150	0.2%	150
4701 N/Wardens' accommodation	0	1,092	0	(1,092)		(1,092)	0.0%	
Neighbourhood Wardens Support :- Indirect Expenditure	70	1,242	91,300	90,058	0	90,058	1.4%	150
Net Expenditure	(70)	(1,242)	(91,300)	(90,058)				
6000 plus Transfer from EMR	70	150						
Movement to/(from) Gen Reserve	0	(1,092)						
280 Section 137								
4750 Section 137 Donations	0	19,389	4,500	(14,889)		(14,889)	430.9%	18,209
4790 Billingshurst Centre	0	0	22,000	22,000		22,000	0.0%	
Section 137 :- Indirect Expenditure	0	19,389	26,500	7,111	0	7,111	73.2%	18,209
Net Expenditure	0	(19,389)	(26,500)	(7,111)				
6000 plus Transfer from EMR	0	18,209						
Movement to/(from) Gen Reserve	0	(1,180)						
300 83a High Street								
1255 83a High St flat net income	0	3,279	9,500	6,221			34.5%	
1256 83a Utilities INC	0	3,450	2,000	(1,450)			172.5%	
83a High Street :- Income	0	6,729	11,500	4,771			58.5%	0

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 The Depot support	0	0	14,927	14,927		14,927	0.0%	
4560 83a utilities EXP	0	3,566	2,000	(1,566)		(1,566)	178.3%	
83a High Street :- Direct Expenditure	0	3,566	16,927	13,361	0	13,361	21.1%	0
4660 83a High St Maintenance	0	98	1,500	1,402		1,402	6.5%	
5000 PWLB 83a High Street	0	10,831	21,663	10,832		10,832	50.0%	
83a High Street :- Indirect Expenditure	0	10,929	23,163	12,234	0	12,234	47.2%	0
Net Income over Expenditure	0	(7,767)	(28,590)	(20,823)				
Grand Totals:- Income	0	321,084	607,723	286,639			52.8%	
Expenditure	2,822	222,872	614,789	391,917	0	391,917	36.3%	
Net Income over Expenditure	(2,822)	98,212	(7,066)	(105,278)				
plus Transfer from EMR	1,584	25,048						
less Transfer to EMR	0	31,776						
Movement to/(from) Gen Reserve	(1,238)	91,484						

APPENDIX H



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	4Sight Vision Support
2.	Name, Address and Position of Contact in Organisation	Mrs Julie Branson Fundraising Manager 36 Victoria Drive Bognor Regis West Sussex PO21 2TE
3.	Telephone Number of Contact	01243 838 001
4.	Is the Organisation a Registered Charity?	Yes
	If yes, Charity Number	1075447
5.	Amount of grant requested	£440 to fund the cost of supporting 8 clients
6.	For what purpose or project is the grant requested?	We are seeking funding so that we can continue supporting people in your Parish of Billingshurst who are living with sight loss and need our help. Our vision is that every person in West Sussex with sight loss is aware of, can access and benefit from our services, so that everyone can experience a life without limits. Our specialist team provides individually tailored support, offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with technical devices, to support with accessing benefits and concessions. Please see attached letter for more details about the services that we provide.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£1,485 to support the 27 clients in your Parish of Billingshurst for a year (£55 per person). We are asking for a grant of £440 to fund 8 clients.
8.	When will the money be spent?	Over a period of 12 months from when we receive any funding.
9.	Who will benefit from the project?	Our specialist support is available to anyone in West Sussex who is living with sight loss, as well as their family and carers. We do not charge our clients a subscription or for our services, as we don't want there to be a financial barrier to anyone receiving our help and support.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	There are currently 27 clients living in your Parish of Billingshurst, who would benefit directly from any funding that we receive.



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

Date25/08/2023.....

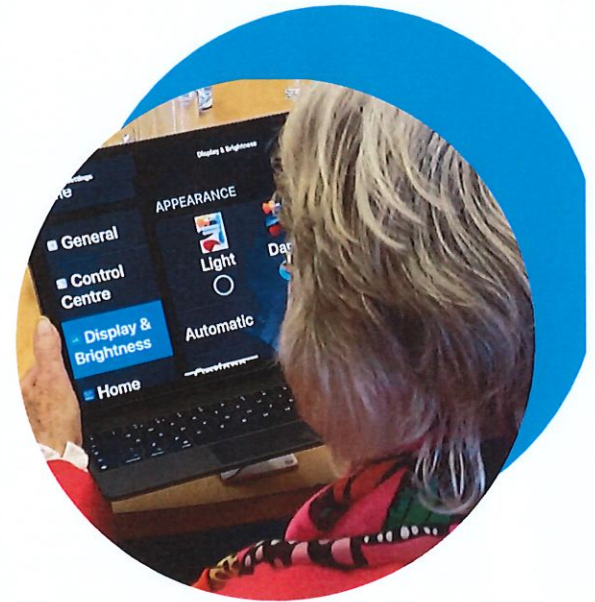
Name (In capitals) ...JULIE BRANSON.....

25/08/2023

Dear Mr Greg Burt

On behalf of the staff, Board, volunteers and clients of 4Sight Vision Support, I would like to thank Billingshurst Parish Council for generously supporting our work over the past years, most recently in 2022 with a grant of £400. Your support enabled us to help people in your Parish to continue leading positive independent lives, whilst living with sight loss. I am writing today to ask if the Billingshurst Parish Councillors would consider supporting our work again.

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our clients. We currently support 27 blind or sight impaired residents in your Parish. Your continued support would directly impact them. Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits.



The current challenges

Cost of living crisis

People continue to face increased costs in food, gas, electricity, fuel and housing. Blind and sight impaired people are, once again, experiencing disproportionate challenges:

- They are more reliant on devices (additional lighting in their homes, Alexa to help them manage their everyday tasks, etc.) which are now costing more to run
- They are more reliant on benefits than the general population; only one in four registered blind and partially sighted people of working age are in employment
- The process of claiming Government benefits is complex, forms are often lengthy and paper based

With more and more of our clients being pushed into poverty, having to make impossible decisions about what to cut back on and at increasing risk of a decline in their mental health, access to the correct financial support has never been more important. As a result, in 2022/23 we saw a huge increase in requests for support with accessing benefits and completing complex benefits forms/assessments, with 60 hours spent



01243 828555

enquiries@4sight.org.uk

www.4sight.org.uk



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supporting over 140 clients (compared to 22 hours spent supporting 12 clients in the previous year). We expect this demand to continue.

The crisis has also affected us as an organisation, our operating costs are going up and income is going down – some have less to give and competition for funding has increased.

Increasing demand

There are an estimated 36,200 people living with sight loss or low vision in West Sussex, and our county has the largest incidence of age-related sight loss in the UK, with almost 6,000 people registered as blind or partially sighted (RNIB Sight loss Data). RNIB projections indicate this number will rise a further 22% by 2032.

Since hospital eye clinics began offering more appointments, resulting in increased levels of diagnosis, we have subsequently seen a significant rise in demand for our services, with an average of 63 new referrals each month. In 2022/23 we supported 761 new clients, a staggering 45% increase on 2021/22.

There is now a backlog of appointments at local hospital eye clinics, which, along with the RNIB's predicted 22% increase in demand by 2032, is likely to result in an unprecedented demand for our services over the next few years.

Life after the pandemic

Covid-19 continues to have a profound and lasting impact on the daily lives of people with sight loss – over three years later. Many of our clients experienced a deterioration to their sight, in some cases irreversibly. While others lost confidence and mobility and have still not returned to social and leisure activities, losing the independence they once had. This has had a detrimental impact on clients' mental health and wellbeing.

Please help us to continue to be there for our clients:

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our growing client base, which currently stands at 2,923; 27 of which live in your Parish.

A donation, however great or small, will enable us to:

- Listen, and provide emotional and practical support for our clients after diagnosis, which can be a devastating and life-changing time, helping people to feel less isolated and alone.
- Help people to understand their condition and what it means.
- Carry out our dedicated assessments to identify magnification, techniques and products to help with everyday tasks such as reading, shopping, medication, preparing meals; helping our clients to make best use of

“ Thank you, I felt valuable and listened to, I am so grateful for all the advice and support you have given to me, at the start I felt my life would be over but your support has changed that. **”**



their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.

- Support our clients with accessing benefits and concessions, helping them to complete often complex and paper-based forms, such as Personal Independence Payments, Attendance Allowance and Blue Badge, ensuring they and their families are provided for, which improves their financial stability and reduces stress and anxiety.
- Assist with setting up and using accessibility features on a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones, the outside world and their wider community – reducing isolation.

£385 would enable us to support 7 clients for a year

£440 would enable us to support 8 clients for a year

£495 would enable us to support 9 clients for a year

Our Chief Executive, Kirstie Thomas, would welcome the opportunity to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support more people living with sight loss in your Parish. If this would be of interest to you, please email me: julie.branson@4sight.org.uk or phone: 01243 838 001 to discuss this further.

Thank you very much for taking the time to consider our request.

Yours sincerely,

Julie Branson
Fundraising Manager



How last year's grant was spent

Thank you so much for supporting 4Sight Vision Support. Your grant of £400 that we received last year, helped enable our Vision Support Team to provide support to the 18 sight impaired residents living in your Parish of Billingshurst.

The Team have:

- Been there for our clients with specialist Low Vision advice to help them make best use of their remaining sight, enabling them to carry out everyday tasks (such as reading correspondence or preparing meals) more easily and safely.
- Advised on, and coordinated, delivery of specialist pieces of equipment to support independence (such as a liquid level indicator, that alerts you when you've nearly filled your cup with hot water).
- Been a listening ear and source of support to ensure clients do not feel isolated and alone.
- Supported our clients experiencing financial difficulties (due to the cost-of-living crisis) to access the benefits they need to ensure they and their families are provided for, which has improved their financial stability and reduced stress and anxiety.
- Assisted with setting up and using a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones and the wider world.
- Sent out our bi-monthly newsletters, available in five different, accessible formats. These are a key communication tool for our clients, to help them feel connected and stay up to date with changes to our services; as well as receiving the latest news in the sight loss sector.

Clients have been very grateful for our support, here are just a few words of thanks and appreciation:

"I am so grateful for your call today, you're so easy to talk to. I was not aware that there were people like you that could help me, especially in helping me to get a magnifier to help me read again."

"What's been so great is not just the practical support but knowing that you are always there on the end of the phone to help us when we need it. We are so grateful for your support and wouldn't even know what we would do without you."

Grants awarded by Billingshurst Parish Council

Applicant	Summary												2023-24				
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19		2019-20	2020-21	2021-22	2022-23
Victim Support Sussex		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	100.00	75.00	75.00	80.00
Age UK / Village Agent				50.00	50.00	50.00	50.00	50.00	1,000.00	1,000.00							
West Sussex Association for the Blind / 4Sight																	
Vision Support	100.00	100.00		50.00	50.00	50.00	50.00	50.00	50.00	50.00	100.00	240	250	300	300.00	400.00	
Central & South Sussex CAB							100.00	100.00	100.00	100.00		150		200.00			
St Catherine's Hospice			50.00		100.00		100.00	250.00	275.00	100.00	200.00	200	200		200.00		
Billingshurst Community Partnership Limited																	
Billingshurst Centre	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00		100.00	100.00								
Billingshurst Centre CCTV						200.00			50.00								
Billingshurst Bowling Club									500.00								
Billingshurst Community Speedwatch																238.85	
Billingshurst Centre				34.97			2,500.00		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,020.00	11,966.00	22,000.00	22,000.00
Billingshurst Community Partnership Luncheon Club																	
Friends of Station Road Gardens								300.00	400.00								
Billingshurst Community Transport	1,000.00	1,000.00	1,000.00	1,000.00		2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	£2,000.00	2,000.00	2,000.00			
West Sussex Mediation Service	50.00		100.00	100.00	100.00			100.00	125.00	125.00	150.00					200.00	
Kent, Surrey & Sussex Air Ambulance	100.00																
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00	50.00				250.00		250.00	300.00		

Applicant	Summary																2023-24
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	
Victim Support Sussex		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	100.00	75.00	75.00	80.00
Age UK / Village Agent				50.00	50.00	50.00	50.00	50.00	1,000.00	1,000.00	1,000.00						
West Sussex Association for the Blind / 4Sight																	
Vision Support	100.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00		100.00	240	250	300	300.00	400.00	
Central & South Sussex CAB				100.00		100.00	100.00	100.00	100.00	100.00		150		200.00			
St Catherine's Hospice			50.00	100.00		100.00	100.00	250.00	275.00	100.00	200.00	200	200		200.00		
Billingshurst Community Partnership Limited	1,800.00	1,800.00	1,800.00	1,800.00		1,000.00	100.00	100.00									
Billingshurst Centre						200.00			50.00								
Billingshurst Centre CCTV												2,260.00					
Billingshurst Bowling Club									500.00								
Billingshurst Community Speedwatch																238.85	
Billingshurst Centre			34.97	2,500.00					2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,020.00	11,966.00	22,000.00	22,000.00
Billingshurst Community Partnership Luncheon Club																	
Friends of Station Road Gardens							300.00		400.00								
Billingshurst Community Transport	1,000.00	1,000.00	1,000.00	1,000.00		2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	£2,000.00	2,000.00	2,000.00			
West Sussex Mediation Service	50.00		100.00	100.00		100.00	100.00	100.00	125.00	125.00	150.00					200.00	
Kent, Surrey & Sussex Air Ambulance	100.00											250.00		250.00	300.00		
Unitarian Chapel	50.00		75.00	75.00	75.00	75.00	75.00										

[illegible]

APPENDIX J

BILLINGSHURST PARISH COUNCIL

F&GP COMMITTEE

TUESDAY 26 SEPTEMBER 2023

PROVISION OF NEW NOTICEBOARD AT BILLINGSHURST CENTRE

FOR DECISION

REPORT BY CLERK

As part of major improvements to the Billingshurst Centre, two sets of automatic doors have been fitted in the entrance. This has meant that previous extensive noticeboards for community and council notices had to be removed. Unfortunately the new configuration does not lend itself to boards being readily replaced in this area.

The Centre Manager is working on alternative provision for Centre and community notices within the building, but council notices ideally need to be outward facing so they can be inspected at all times.

Whilst the Council has another 4 boards across the parish, it is usual to have a board outside its main office, to display statutory notices.

Having looked at all possibilities I propose that the best way forward is to have a new external noticeboard on the wall of the main hall, facing the car park, as shown below.

I attach a quote for such a board, and the Committee is invited to support this suggestion and allocate CIL funds accordingly.



Billingshurst Parish Clerk

From: Kieran Wells <kieran.wells@gordonellis.co.uk>
Sent: 07 September 2023 13:02
To: Billingshurst Parish Clerk
Subject: RE: geViews - Luxe Noticeboard
Attachments: 405076-8017.jpg; Luxe Noticeboard - Rectangular Header.JPG

Hi Greg,

Right – Prices...

Please see the mock up attached of the Wall Mounted Luxe Noticeboard powder coated Brown – This will come with a Rectangular Header (again powder coated Brown) and can read 'Billingshurst Parish Council' in any colour you would like.

Luxe Aluminium Noticeboard
Powder Coated
Wall Mounted
Double Door
18 x A4 Display
Magnetic Board
Anti Vandal Locks and Door
Rectangular Header
Signwriting to read: Billingshurst Parish Council
Including Secure Delivery
£800.69 Per Unit
All Prices are EX VAT

Is this something to replace an existing tired looking Noticeboard Greg, or is this for a new area?

Kind Regards,

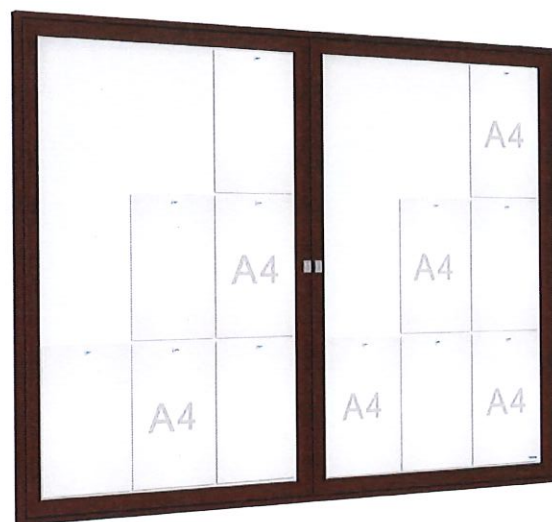
Kieran Wells
geViews Development Manager



E: kieran.wells@gordonellis.co.uk
W: www.geviews.co.uk
T: +44 (0) 1332 856039
M: +44 (0) 7940 838118
F: +44 (0) 1332 850830

Gordon Ellis & Co, Castle Donington, DE74 2PY, UK





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: New mower	7,000.00		
		Support for BSRA projects (Heating)	8,708.60		
		Support for BSRA projects (remaining)	26.64		
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		
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	Drainage works at Jubilee/BSRA	£2,500.00		
			Drainage works at Jubilee/BSRA - balance to be used.	£2,395.00		
			New play area safety surfacing at Dauxwood Pre-School.	£6,035.00		

		Replacement meeting tables BCCC.	£2,354.40		
	267,561.22		241,426.49	26,134.73	
As at 20/07/2023					
Red text indicates yet to be paid/received.					

Billingshurst Parish Clerk

From: Charlotte.Grant <Charlotte.Grant@horsham.gov.uk>
Sent: 13 September 2023 09:42
To: Billingshurst Parish Clerk
Subject: Section 106 Funding Application Consultation - Billingshurst Men's Shed
Attachments: CONSULTATION TO PARISH.docx; Mens Shed APPLICATION FOR SECTION 106 FUNDING (ALL TYPES) (2023) (002).docx; Air filters- quotation - Mens Shed.pdf; Electrical Quote QU0173 NP Stanley.pdf; Estimate_1297_from_Evans_Electrical.pdf

Dear Billingshurst Parish Council,

Please find attached a consultation letter regarding Billingshurst Men's Shed Section 106 Funding application, electrical installation application form and supporting documents for the proposed project.

Please send your response to Planning.Obligations@horsham.gov.uk by the **27 September 2023**.

Please note should we not receive any comments by the date above, we will proceed on the basis that you have no comment/ objection.

Kind regards,

Charlotte

Charlotte Grant

Developer Contributions Technician

Telephone: 01403 215368

Email: Charlotte.Grant@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

Disclaimer

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This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**.

APPLICATION FOR RELEASE OF SECTION 106 FUNDING
CONSULTATION

Project reference:	BL123
Applicant:	Billingshurst Men's Shed
Project description:	Electrical installation at Billingshurst Men's Shed
Funding sought from:	DC/13/0735
Amount of funding sought:	£4,091.16
Type of contribution:	Community Infrastructure
Date of consultation:	13 September 2023
Comments to be received by:	27 September 2023

Dear Councillor

Horsham District Council has received an application seeking the release of Section 106 funding for use towards the above project.

The purpose of this consultation is to advise that the Council has received an application and that, if appropriate, the views of internal departments will be sought before a decision is made by the Head of Development/ Director of Place.

As part of the consultation process, as local Member, we would welcome your comments on the application in terms of deliverability of the project, suitability of the product or value for money of the project (or any other relevant concerns).

Please note should we not receive any comments by the date above, we will proceed on the basis that you have no comment/ objection.

I hope the above is of assistance, but please do contact me should you wish to discuss the application further.

Yours faithfully,

Suzanne Shaw
Planning Obligations Officer
(01403) 215075

REQUEST FOR THE RELEASE OF SECTION 106 FUNDS

Applicant details:

Name of Organisation	Billingshurst Men's Shed
Main Contact Name	David Ambrose
Position Held	Trustee & Secretary
Email	
Telephone	01403 786284
Address	Billingshurst, W Sussex

Project details:

Project reference (if known)	Electrical Installation, Men's Shed, Billingshurst
Location/address of project	Billingshurst Men's Shed, Station Rd Gardens, Billingshurst RH14 9QS
Description of project (continue on separate sheet if necessary)	Installation of Electrical Wiring from consumer unit for lighting, power socket outlets, heating, security etc. This is required to power up lathes etc. Also 2 No Air Filter units. (required for health and safety)
Quote to be pursued/ Supplier Name	Evans Electrical/NP Stanley, depending on availability. 2 No air filters from Axminstertools.com
Reasons for choice of supplier	Compatible quotes, choice dependant on availability.
Total cost of project	£3691.20 + 2 x 199.98 = £4091.16
Amount of Section 106 funding being sought	£4091.16
Other sources of funding secured, if any.	None
Does the applicant own the land? If not, please provide details of the owner and evidence of their consent.	Men's Shed sits on land owned by both Billingshurst Parish Council (BPC) and Horsham District Council. HDC have agreed to transfer their land to BPC so a lease can issued to the Men's Shed organisation. HDC Legal Services are progressing the land transfer.
Is planning permission required or other form of consent required? Please provide details / evidence	No
Who will be responsible for maintenance of the project on completion?	Men's Shed

Please provide details of consultation undertaken e.g. local Member(s), Parish or Neighbourhood Council, community groups etc.	Consultation has been carried out between BPC and Men's Shed with BPC supporting and obtaining funding support on their behalf. The BPC, HDC and BSRA have agreed support, in principle, as part of the Billingshurst Investment Programme Partnership Mtgs. Barbara Childs, Director of Place and Clive Burley, HDC Corporate Project Manager can confirm.
---	---

Details of legal agreement(s) from which funding has been identified (if known)

S106 reference and Clause	Obligation type (Open Space/Community Facilities etc.)	Obligation details	Amount of funding requested
EXAMPLE: DC/10/1234 Clause 4	Open Space	<i>To be spent on X play park at X location.</i>	£5,000
DC/13/0735 H1.S9.2.6(CI)	COMMUNITY INFRASTRUCTURE FINANCIAL CONTRIBUTION - PARCEL H1	Community infrastructure and/or Affordable Housing in Billingshurst.	£4091.16

Justification:

Although the legal agreement may set out what a contribution is to be spent on, it is still necessary for that project to comply with Section 106 funding guidelines and the Community Infrastructure Levy regulations 2010 as amended. Proposed projects will therefore be assessed against the following criteria and will be subject to consultation, as appropriate, to ensure deliverability, value for money etc.:

- Section 106 funds should be used for capital expenditure and not maintenance or repair;
- The project must accord with the specific use/purpose set out in the legal agreement;
- The project must comply with the Community Infrastructure Levy regulations e.g. be directly related to the development, be required to mitigate the impact of the development, be reasonable in scale and in kind etc.; and
- Accord with any other relevant criteria.

In order to assist with the above assessment, please advise how the project will mitigate the impact of the development(s) from which funding is sought and/or how it will serve residents of those development(s) (continue on a separate page if necessary):

The Men's shed will welcome both men and women from the local community.

You will also need to provide the following information:

- o A copy of your group's constitution and policies - including Equal Opportunities, Safeguarding etc. (if applicable).
- o Copy of the group's last audited accounts (or one year's projection of income and expenditure for new groups).

- Proof of security of tenure (where project involves building work)
- Plans or sketches of the project (where applicable).
- At least 3 estimates for the proposed work/purchase (if applicable).
- Copies of any contracts/agreements entered into regarding the project. Including evidence of consent or approval to demonstrate that you have permission, consent, approval including landowner's or landlord's consent i.e. Planning Permission, Building Regulations Approval, Highway Authority Approval, Landlords Consent, Owner's Consent.

Your application will be delegated to the Director of Place, Head of Development and Building Control or Planning Compliance Team Leader as appropriate and will be subject to internal and external consultation if relevant. The application will be assessed with reference to Section 106 funding guidelines and the Community Infrastructure Levy regulations 2010 (as amended).

PLEASE EMAIL THE COMPLETED FORM TO planning@horsham.gov.uk for the attention of Suzanne Shaw, Planning Obligations Officer.

CCTV Consultancy Services for Billingshurst Parish Council



planning today
PROTECTING TOMORROW

Introduction

Thank you for inviting SGW to submit a professional services proposal for CCTV Consultancy Services for Billingshurst Parish Council.

Billingshurst Parish Council requires CCTV Consultancy to advise on public area CCTV, help prepare a procurement specification, and provide technical guidance throughout the tendering process and project management phases.

The Parish Council currently only have CCTV in and around our Community Centre. The Council are looking for a public realm system to cover shopping areas and some open spaces owned by the Parish Council. Cllrs consider that CCTV might deter and help solve crime, particularly ASB.

SGW has provided an itemized commercial proposal below, following your request for a proposal (RFP). We have provided an optional schedule of rates for Technical Bid Support, Evaluation and recommendations and project Supervision, Testing and Commissioning services.

SGW-VSS-01

Site Visits for CCTV Surveys

SGW's CCTV Consultant will carry out a survey and assessment for feasibility and camera deployment in Billingshurst Parish Council areas, as follows:

1. Jubilee Fields
2. Cherry Tree Close Play Area
3. Manor Fields Play Area
4. Station Road Gardens
5. Railway Station
6. Lower Station Road Rec. Ground
7. Cranham Avenue
8. Cleveland Gardens
9. Billingshurst High Street
10. Library Car Park
11. Jengers Mead Precinct
12. Rear of Doctors Surgery Car Park
13. Amblehurst Green Play Area 1
14. Amblehurst Green Play Area 2

The survey will assess operational and camera coverage requirements, mounting options, power options, and transmission connectivity options at each location.

A photo log will be taken, corresponding to location plan markups, for reporting and tender specification purposes.

Pricing includes travel and accommodation.



1,600.00
x 1
1,600.00

FROM

Simon Whitehouse

Managing Director

+44 (0)7412 508951 | +971 (0)56
1302420 | +966 (0)56 3906472

SGW Consulting Group

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High Street,
Edwinstowe,
Nottinghamshire
NG21 9PR
United Kingdom

UNITED ARAB EMIRATES OFFICE

DWC Business Park,
Bldg. A3, Level 2,
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Dubai
United Arab Emirates

sgw-consulting.co.uk/

PHONE

UK Office: +44 (0)1623 821508 or
UAE Office: +971 (0)56 1302420

COMPANY NUMBER
07650324

VAT NUMBER
118385112

FOR

Billingshurst Parish Council

EMAIL

council@billingshurst.gov.uk

ADDRESS

Billingshurst Centre,
Roman Way, Billingshurst,
West Sussex RH14 9QW

WEBSITE

www.billingshurst.gov.uk

PHONE

01403 782555

TO

Greg Burt

EMAIL

clerk@billingshurst.gov.uk

COPY TO

Ken Peters
Doug Waller
Paul Berry
Phillip Day

QUOTE NUMBER
1559

DATE

Project Specification & Contractor Bid Package

Compile a tender document and pricing schedule for camera deployments at the 14 locations detailed in SGW-VSS-01 above, to include system display, control, recording and transmission components.

The purpose and intended outcome of SGW's tender documentation package is to provide a robust set of tender documentation for the issuance to pre-qualified and selected CCTV integrators and contractors. This document will be included within and /or as part of the CCTV Performance Specification for CCTV systems contractors to provide a compliance response and pricing based on the required maintenance requirements.

Elements included in the tender documentation package will include: -

- (a) Outline Budget estimate - to allow CILRs to make informed decisions on the tender specification inclusions
- (b) System schematic drawing.
- (c) Closed Circuit Television (CCTV) design and specification.
- (d) Transmission network specification.

At this stage, SGW will identify a list of suitable reputable CCTV integrators with previous experience in delivering similar projects.



650.00
x 5
3,250.00

20 September 2023
VALID UNTIL
2 October 2023 at 1:00 PM

[Download PDF](#)

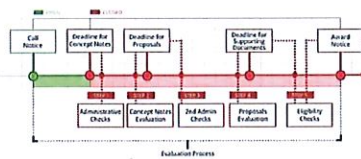
Optional Services

Optional client-selective services are listed below. Please check the box(s) against the service line options required, which will automatically re-adjust the sub-total value of the quotation.

☐ SGW-VSS-03
Technical Bid Support, Evaluation & Recommendations

During the Tender Process and Evaluation, SGW shall support the client team between the Open calls for expression of interest from prospective bidders and the contract award stage.

During this period, SGW will oversee the tender process, answer RFIs and evaluate the technical tender responses with the client. A lump-sum allowance is made for one day for responses to technical bidder queries and two days for tender evaluation and reporting.



650.00
x 3
1,950.00
Not selected

☐ SGW-VSS-04
Out of scope - day rate - for call-off amends and additions

Senior Consultant Day Rate @£650 + VAT per day, or £81.25 + VAT per hour, for project supervision, witness testing, snagging and overseeing the commissioning stage of the project



650.00
x
Choose quantity
650.00
Not selected

☐ SGW-VSS-05

Mileage Charge for Out of Scope Services

Mileage is charged at 0.45p per mile from NG21 9PR and invoiced only when SGW attends additional on-site days. For clarity, this does not apply to desk/office work.

0.45

x 1

Choose quantity

0.45

Not selected

Options selected

Subtotal

VAT 20%

Total GBP including VAT

0 of 3

4,850.00

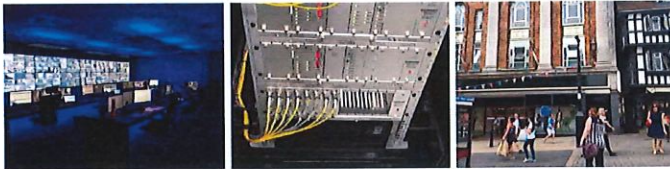
970.00

£5,820.00

SGW's Public Space Surveillance Consulting Experience

SGW has been delivering public space surveillance consultancy, since the initial conception of the SGW consulting brand in July 2003. SGW has previously undertaken many public space surveillance system reviews and has experience in how we can offer cost savings to our clients. We have several highly qualified technical consultants with considerable experience in public space surveillance. In addition to this, we also have a dedicated CAD department supporting our engineering team.

Through our previous experience, we have built up a large range of contacts from system integrators and equipment suppliers who regularly assist us in tight time scales to develop design options.



SGW Project Delivery Team

SGW employs highly qualified and experienced Security Professionals, each team member solely focused on providing professional services to our clients. Summary CV profiles are provided for our consulting team: Steve Nixon, Richard Roberts, Andrew Worbey, and Simon Whitehouse. At least one of these individuals will be assigned to the delivery of this project.

[Andrew Worbey - Summary CV 2023](#)

[Richard Roberts - Summary CV 2023](#)

[Simon Whitehouse - Summary CV 2023](#)

[Steve Nixon - Summary CV 2023](#)

Project Specific Terms & Qualifications

1. Project lead-in time will be between 10 & 14 days following receipt of an official client purchase order, formal letter of appointment (LOA) or SGW proposal system acceptance, together with the receipt of the specified mobilisation fee.
2. For each Phase of Work quoted above, SGW has included up to one (1) revision/iteration of the phased deliverable package, against consolidated stakeholder comments. Further revisions are available, where consolidated stakeholder comments are not provided, at the additional 'Out of Scope' fee schedule provided within this quotation.
3. All fees and costs are quoted net of any applicable taxes, which will be added when and if required by law.
4. All amendments to regulations and standards are applicable at the point in time/date that the consultancy contract is executed/signed.
5. SGW will raise either; a monthly stage interim invoice, for services undertaken the preceding calendar month, or an invoice reflecting the stage of deliverable submitted, as applicable.
6. SGW have not included any costs associated with; a) Obtaining any planning consents or non-objection certificates (NOC's) from regulatory authorities.
7. SGW have not included any fees for a) Performance Bonds, b) % Fee Retentions, c) Any Regulatory Compliance Requirements which were unknown to SGW at the time of preparing this commercial fee proposal, or which were not communicated to SGW by the employer.

SGW Commercial Terms & Conditions of Trading 2023 - UK Office

Please refer to the attached SGW terms and conditions of trading, which apply to this quotation.

[SGW - Terms & Conditions of Trading - UK Office - 2023](#)

SGW's Insurance Particulars

SGW is insured by Hiscox Business Insurance, under combined policy number PL-PSC03001790520/14, for the following levels of cover;

- 1) Professional Indemnity - £10,000,000 limit of indemnity, applies to each and every claim or loss, excluding defence costs, with worldwide geographical limits.
- 2) Public and Products Liability - £10,000,000 limit of indemnity, applies to each and every claim or loss, excluding defence costs, with the United Kingdom and European Union geographical limits.
- 3) Employers Liability - £10,000,000 limit of indemnity, applies to each and every claim or loss, excluding defence costs, with worldwide geographical limits.

SGW's fee proposal is based upon the provision of the levels of insurance cover provided above. Should the client require additional levels of insurance cover, over and above SGW's current provision, additional premium costs will apply, which can be quoted on a project-by-project basis.

[EL certificate 2024](#)

[PI certificate 2024](#)

[PL certificate 2024](#)

Cyber Essentials Certification 2023

SGW are committed to maintaining high levels of information security best practice.

Cyber Essentials is a Government-backed, industry-supported scheme to help organisations protect themselves against common online threats.

SGW complies with the requirements of the Cyber Essentials Scheme and is certified under the attached certificate number 4c415c9b-9b1a-4d36-8840-e35cb300b454.

[Cyber Essentials Certificate of Assurance 2023](#)

Security & Fire Excellence Awards Winner

We are thrilled to announce that SGW Consulting Group has won the Security or Fire Consultancy of the Year Award at this year's Security & Fire Excellence Awards.

This award is presented to a security or fire consultancy consistently demonstrating excellence in the sphere of fire safety and physical security and/or cyber security consultancy, security and/or fire risk management.

To be considered for this award, SGW was required to demonstrate to the judging panel the following key points of criteria:

- Our specific areas of expertise in the security arena and an outline of the major project work we have undertaken during the past 12 months
- Evidence of our continuing leadership in the physical security community
- Star quality – what sets us apart from our peers
- References from our existing valued customers to prove assertions.

By appointing SGW to deliver the proposed services, you can be assured that our credentials and project delivery experience have been assessed as Award Winning by our peers.



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Very easy to work with and a quick turnaround of the report. Would use again & recommend to others.

by Stuart Willows



Excellent knowledge, Andrew is very polite and communicates well with myself and the team. the first report we have received is excellent.

by Donna Jones



I found SGW to be both Professional and friendly to deal with.

They provided two site security assessments required for BREEAM purposes in a quick & efficient manner along with a good understanding of cost effective measures. Would definitely use them again.

by Kevin Poolton

CCTV Consultancy Services for Billingshurst Parish Council

Total GBP including VAT £5,820.00 (0 of 3 options selected)

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Greg Burt

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