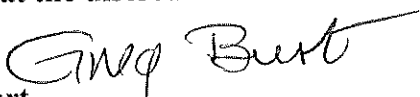


**To All Councillors on the Finance & General Purposes Committee,**

**You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 31 January 2024, 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**

**23 January 2024**

## **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 12 December 2023, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for
  - a) November 2023 - Appendix **A**.
  - b) December 2023 - Appendix **B**.
8. To note
  - a) Current and Reserve bank reconciliation to 30 Nov 2023 - Appendix **C**.
  - b) Bonus Saver Reserve bank reconciliation to 30 Nov 2023 - Appendix **D**.
  - c) Current and Reserve bank reconciliation to 31 Dec 2023 - Appendix **E**.
  - d) Bonus Saver Reserve bank reconciliation to 31 Dec 2023 - Appendix **F**.
9. To consider grant applications from
  - a. Billingshurst Choral Society - Appendix **G**. (Deferred from last meeting for further information; no one as yet has responded to requests.)

b. Billingshurst Men's Shed - Appendix **H**.

(Grant summary - Appendix **I**.)

(CIL Summary - Appendix **J**.)

10. To review and ratify current Direct Debits and Standing Orders etc. - Appendix **K**.

11. To review the draft Corporate Risk Assessment, Appendix **L**. (Other than very minor tweaks/grammatical errors - no changes proposed.)

12. To review the Council's Asset Register, Appendix **M**. (Changes since last year shown in red.)

13. To consider the renewal of the Neighbourhood Wardens scheme for 2024-25, Appendix **N**.

14. To consider the draft tender specification for Public Realm CCTV - Appendix **O**.

15. Date of Next Meeting – **Wednesday 28 February 2024**

**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: 05/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 16:40

Current Bank A/c

## List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	Indeed.com	CARD	98.40		LW recruitment
01/11/2023	Greg Burt	013402	269.54		Xmas cards * <sup>1</sup>
01/11/2023	Horsham DC	DD	136.58		Bin emptying
12/11/2023	Billingshurst Comm. & Conf. Ce	013403	387.85		Garage Rent
13/11/2023	Parkfield Retail Ltd	DD	59.85		Ironmongery
13/11/2023	Netcom IT Solutions	DD	224.32		Phones etc
14/11/2023	Tennant UK Cleaning Sol.	DD	7.20		Sweeper service
14/11/2023	Netcom IT Solutions	DD	24.00		IT support
14/11/2023	Restream Inc.	CARD	16.02		Restream
15/11/2023	A272 Design	SO	568.86		TWEET advert
15/11/2023	Southern Water	DD	42.89		83a High St water/sewage
16/11/2023	Horsham DC	DD	67.60		Bin emptying
16/11/2023	Horsham DC	DD	137.40		Bin emptying
16/11/2023	Horsham DC	DD	135.20		Bin emptying
21/11/2023	Engie Gas Ltd	DD	100.90		Gas 83a High St
22/11/2023	Mailchimp	CARD	12.67		Mailchimp
22/11/2023	Mailchimp	CARD	12.67		Mailchimp * <sup>2</sup>
23/11/2023	EE & T Mobile	DD	31.26		Mobile phones
27/11/2023	Billingshurst Comm. & Conf. Ce	013394	392.11		Room hire
27/11/2023	Signquick	013395	291.60		New Xmas tree s'ship boards
27/11/2023	Billingshurst Comm. & Conf. Ce	013396	34,075.59		Remb imps expen from CIL fund
27/11/2023	Colin Ellis	013397	15.48		LW mileage
27/11/2023	GN Tree Surgery Specialists Lt	013398	864.00		Tree works
27/11/2023	SGW Safety & Security Ltd	013399	1,920.00		CCTV consultancy part 1
27/11/2023	South & South East in Bloom	013400	88.00		In Bloom awards
27/11/2023	Glasdon UK Ltd	013401	642.88		Adversane bollards
28/11/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
28/11/2023	SSE	DD	78.00		83a High St Electricity
30/11/2023	NatWest	BACS	22.40		Bank charges
30/11/2023	Sussex Land Services	SO	2,697.80	GM Contract - Nov	GM Contract - Nov
30/11/2023	Netcom IT Solutions	DD	225.08		Telephones etc
Total Payments			43,824.89		

Notes

\*<sup>1</sup> includes Interim Audit fee of £265=80

\*<sup>2</sup> duplicate payment - will use for DEC payment or cancel.

05/01/2024

Billingshurst Parish Council Current Year

Page 1

16:40

Current Bank A/c

Cash Received between 01/11/2023 and 30/11/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/11/2023	Fowlers Letting Ltd	BACS	83a flat rent	671.40
06/11/2023	HMRC	BACS	VAT reimb Q2	4,816.57
01/11/2023	NatWest	BACS	Bank interest	340.32
17/11/2023	Sales Recpts Page 15		Sales Recpts Page 15	1,800.00
06/11/2023	Sales Recpts Page 16		Sales Recpts Page 16	26,950.80
24/11/2023	Sales Recpts Page 17		Sales Recpts Page 17	14,314.18
16/11/2023	Sales Recpts Page 18		Sales Recpts Page 18	2,912.06
28/11/2023	Sandy Duck	BACS	SRCG sign change cont.	75.00
Total Receipts				<u>51,880.33</u>



A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HIGHWOOD	Highwood Group Ltd								
		15/11/2023	BPC35	1,800.00	0.00	1,800.00	0.00	17/11/2023	1
				Receipt Total	0.00	1,800.00			
HORSHAM	Horsham District Council								
		30/10/2023	BPC31	26,950.80	0.00	26,950.80	0.00	06/11/2023	1
				Receipt Total	0.00	26,950.80			
BCCC	Billingshurst Centre								
		31/10/2023	BPC33	4,903.02	0.00	4,903.02	0.00	24/11/2023	1
		31/10/2023	BPC32	4,618.02	0.00	4,618.02	0.00	24/11/2023	1
		27/10/2023	BPC26	4,618.02	0.00	4,618.02	0.00	24/11/2023	1
		25/10/2023	BPC25	175.12	0.00	175.12	0.00	24/11/2023	1
				Receipt Total	0.00	14,314.18			Ref: na
DEACON	Deacon Asset Management								
		30/10/2023	BPC27	896.02	0.00	896.02	0.00	16/11/2023	1
		30/10/2023	BPC28	896.02	0.00	896.02	0.00	16/11/2023	1
		30/10/2023	BPC29	1,120.02	0.00	1,120.02	0.00	16/11/2023	1
				Receipt Total	0.00	2,912.06			
				Total Receipts Entered for Month 8	0.00	45,977.04			

Ref: na

## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Netcom IT Solutions	DD	357.84		IT support
01/12/2023	Horsham DC	DD	136.58		Bin emptying
12/12/2023	West Sussex County Council	013404	19,527.73		Nov salaries
12/12/2023	Signquick	013405	113.40		New vinyls to cover SRCG signs
12/12/2023	SSE Energy Solutions	013406	39.87		Street furniture energy
12/12/2023	Keen Consultants	013407	4,740.00		Arboricultural advice
12/12/2023	Mulberry & Co	013408	408.60		Chairmanship Training
12/12/2023	RBL Poppy Appeal	013409	20.00		Poppy wreath
14/12/2023	SSE	DD	345.57		Electric public toilets
14/12/2023	Restream Inc.	CARD	2.94		Restream balance
14/12/2023	Restream Inc.	CARD	-2.94		Cancel payment
14/12/2023	Mailchimp	CARD	15.61		Mailchimp
15/12/2023	A272 Design	SO	568.86		TWEET magazine advert
15/12/2023	Southern Water	DD	42.89		Water etc 83a High St
19/12/2023	Horsham DC	DD	84.50		Bin emptying
19/12/2023	Horsham DC	DD	169.00		Bin emptying
21/12/2023	ALE Bus Machines	DD	317.91		Copier hire
21/12/2023	CPRE	DD	36.00		Annual sub
21/12/2023	Engie Gas Ltd	DD	181.30		Gas 83a High St
22/12/2023	Mailchimp	CARD	0.26		Mailchimp
22/12/2023	Mailchimp	CARD	-0.26		Mailchimp
22/12/2023	Mailchimp	CARD	12.41		Mailchimp
22/12/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
27/12/2023	EE & T Mobile	DD	31.26		Mobile phones
28/12/2023	Horsham DC	DD	137.40		Bin emptying
28/12/2023	SSE	DD	78.00		83a High St electricity
29/12/2023	NatWest	BACS	14.00		Bank charges
31/12/2023	WSCC	013337A	-340.11		Duplicate payment
31/12/2023	Vision ICT Ltd	013341A	-309.60		Duplicate payment

Total Payments	26,907.76
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10/01/2024

## Billingshurst Parish Council Current Year

Page 1

17:38

## Current Bank A/c

## Cash Received between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/12/2023	Dauxwood Pre-School	ACS	Ground rent	96.25
11/12/2023	Fowlers Letting Ltd		Flat rent 83a High St	881.40
18/12/2023	NatWest		Bank interest TRO	1,421.23
31/12/2023	NatWest	BACS	Bank interest	347.02
20/12/2023	Sales Recpts Page 19		Sales Recpts Page 19	4,618.02
21/12/2023	Southern Electric	BACS	Various wayleaves	3.05
Total Receipts				<u>7,366.97</u>

10/01/2024

## Billingshurst Parish Council Current Year

Page 19

17:39

## List of Receipts Paid In 20 DECEMBER 2023

User: GREG

Entered Month 9  
by user GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCCC	Billingshurst Centre	29/11/2023	BPC36	4,618.02	0.00	4,618.02	0.00	20/12/2023	1
Receipt Total					0.00	4,618.02			Ref: na
Total Receipts Paid In 20 DECEMBER 2023					0.00	4,618.02			

Date:05/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 16:32

Bank Reconciliation Statement as at 30/11/2023  
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	30/11/2023	0	100.00
Business Reserve Account	30/11/2023	0	285,755.38
Treasury Reserve Deposit	30/09/2023	1	420,186.99
			<u>706,042.37</u>

Unpresented Payments (Minus)Amount

13/07/2023	013337	West Sussex County Council	340.11
13/07/2023	013341	Vision ICT Ltd	309.60
11/09/2023	013365	Horsham ALC	20.00
11/10/2023	013372	3rd Dimension CAD Ltd	80.00
11/10/2023	013380	Billingshurst Scout-Guide Assn	1,500.00
31/10/2023	013385	Gordon Ellis & Co	960.83
31/10/2023	013392	Arun Counselling Service	150.00
27/11/2023	013394	Billingshurst Comm. & Conf. Ce	392.11
27/11/2023	013395	Signquick	291.60
27/11/2023	013396	Billingshurst Comm. & Conf. Ce	34,075.59
27/11/2023	013397	Colin Ellis	15.48
27/11/2023	013398	GN Tree Surgery Specialists Lt	864.00
27/11/2023	013399	SGW Safety & Security Ltd	1,920.00
27/11/2023	013400	South & South East in Bloom	88.00
27/11/2023	013401	Glasdon UK Ltd	642.88
			<u>41,650.20</u>
			664,392.17

Unpresented Receipts (Plus)

0.00

0.00

664,392.17

Balance per Cash Book is :-

664,392.17

Difference is :-

0.00

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

Date: 04/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 15:01

Bank Reconciliation Statement as at 30/11/2023  
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	30/11/2023		188,810.41
			<u>188,810.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			188,810.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			188,810.41
		Balance per Cash Book is :-	188,810.41
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

# APPENDIX E

Date: 10/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 17:36

## Bank Reconciliation Statement as at 31/12/2023 for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/12/2023		100.00
Business Reserve Account	31/12/2023		367,378.76
Treasury Reserve Deposit	31/12/2023		280,124.66
			<u>647,603.42</u>
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
11/09/2023 013365 Horsham ALC		20.00	
11/10/2023 013372 3rd Dimension CAD Ltd		80.00	
31/10/2023 013385 Gordon Ellis & Co		960.83	
27/11/2023 013399 SGW Safety & Security Ltd		1,920.00	
12/12/2023 013408 Mulberry & Co		408.60	
12/12/2023 013409 RBL Poppy Appeal		20.00	
			<u>3,409.43</u>
			644,193.99
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			<u>0.00</u>
			644,193.99
		<b>Balance per Cash Book is :-</b>	<b>644,193.99</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# APPENDIX F

Date: 10/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 15:15

## Bank Reconciliation Statement as at 31/12/2023 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	31/12/2023		189,027.93
			<u>189,027.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,027.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,027.93
		Balance per Cash Book is :-	189,027.93
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



# APPENDIX G

## Billingshurst Parish Council

### Application for Grant for Voluntary Organisations

1. Billingshurst Choral Society (BCS)
2. Christopher Kirk, Billingshurst, Honorary Treasurer
3. (
4. Yes 801503
5. £1,500
6. The purpose of the grant is to cover the costs of staging a "Come and Sing" event on 22-23 March 2024. The event will provide participants (i.e. non-members) with a marvellous opportunity to learn and perform Mozart's "Requiem" in a concert with a professional Director of Music, orchestra and soloists alongside regular members of the Billingshurst Choral Society. The hope is that at least some of those availing themselves of this opportunity will show an interest in becoming members of BCS. The "Come and Sing" event will follow a format recommended by Making Music, the professional musicians' trade body.
7. The total cost is estimated to be £1,545. (Note: this is aside from an expected loss of between £2,000 and £3,000 on the concert itself and before applicants' attendance fees to the "Come and Sing" event are brought into account)
8. 22-23 March 2024
9. Those who will benefit from the project are members of the public living within reach of Billingshurst who enjoy singing and perhaps have not previously taken part in a big concert. Singing is recognised as an important element of well-being and BCS is a friendly and welcoming group within the community.
10. We hope to attract as many as 30 to 40 non-members to the event of whom most are expected to be from Billingshurst parish.

Signed: C. W. Kirk

28 November 2023

Billingshurst Choral Society Honorary Treasurer



Charity Registration Number: 801503

Billingshurst, RH14

28 November 2023

To: Mr Greg Burt, Clerk to the Council

From: Chris Kirk, Honorary Treasurer, Billingshurst Choral Society.

Dear Mr Burt,

**Application for Grant: Billingshurst Choral Society (BCS)**

We are seeking financial support for a "Come and Sing" event to be held on 22-23 March 2024. The subject will be the ever popular Mozart's "Requiem".

Details of the event are being worked out during the coming weeks. We envisage it will begin with participants joining regular members of the choir at a rehearsal on Friday evening (22/03); it will continue on, and span most of, Saturday (23/03) and it will culminate in a concert performance in the evening, with professional soloists and an orchestra.

We regard this as a fantastic opportunity for residents in the area who are not members of BCS to participate in singing in a concert performance under our professional Director of Music, Marcio da Silva, with a full orchestra. It will also afford them the chance to see what BCS can offer and for them to decide whether they would be interested in joining.

It is a well-known fact that singing is an uplifting activity that promotes mental and general health benefits. Furthermore we are a friendly, welcoming group who can provide a springboard for social contact. BCS has a record of over 30 years of community involvement and its many concert performances have promoted the parish in a positive way. Please refer to our website for further information about the Society, including the history of BCS. The address is: [www.billingshurstchoralsociety.org.uk](http://www.billingshurstchoralsociety.org.uk).

We are hoping for approximately 30 to 40 participants from the local area to join BCS for the "Come and Sing" event. At an expected ticket price in the range of £25 to £30, this would not cover the cost of staging the event even if as many as 40 were to attend. We estimate total costs to be £1,545 and potential income to be in the range of £750 to £1,000. Additionally, we fully expect the concert itself to make a loss of between £2,000 and £3,000.

We are therefore seeking an award of £1,500 which would cover the estimated cost of staging the event. No previous applications have been made nor, at the time of writing, have any funds been applied for from other external sources.

I attach the application form together with a signed copy of our 31 July 2023 accounts (2 pages). I also attach a simple initial analysis of our estimated costs (£1,545) and income (£825) from the

If you have any questions or would like to discuss this application in more detail, please feel free to contact me or our Chairman, Keith Paul (on ' ' or at )

Yours sincerely

Web-site: [www.billingshurstchorsociety.org.uk](http://www.billingshurstchorsociety.org.uk)  
Tel: 01444 271111

# BILLINGSHURST CHORAL SOCIETY

## GENERAL ACCOUNT for the year ending 31 July 2023

INCOMING RESOURCES				<u>Budget</u>	<u>2022/23</u>	<u>2021/22</u>
Subscriptions				9,770.00	10,095.00	8,435.00
Friends & Patrons				750.00	500.00	420.00
Donations				450.00	769.41	990.96
Gift Aid reclaim				2,406.25	2,188.44	2,081.40
Stage/music hired out				120.00	93.04	252.16
Fund Raising				1,330.00	1,665.31	2,546.05
	<u>Budget</u>	<u>2022/23</u>	<u>2021/22</u>			
Walkers	180.00	62.50	159.50			
Table / cakes / Books / CDs	650.00	765.55	841.30			
Monthly draw / Quiz Gross	0.00	0.00	1,096.08			
Race Night / Other	500.00	461.21	30.00			
AGM bar & raffle / refreshments	0.00	376.05	419.17			
Interest income				24.50	99.98	0.22
Folder sales				0.00	51.00	30.00
Sundries				493.00	564.10	476.48
Concerts prior year				0.00	0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>				<b>£15,343.75</b>	<b>£16,026.28</b>	<b>£15,232.27</b>
EXPENDITURE						
Honoraria Music Director				4,200.00	3,940.00	3,400.00
Travel Music Director				1,827.00	1,768.30	1,670.40
Honoraria Accompanist				2,570.75	2,044.00	2,716.30
Travel Accompanist				614.25	280.26	553.50
Hall rent/heating				1,575.60	1,502.62	1,474.57
Administration (print/post/mileage)				120.00	240.26	349.85
Marketing				130.00	27.98	280.53
Making Music subscription				206.00	200.00	98.00
Insurance				264.00	190.00	182.00
Stage storage/maintenance and keyboard storage				780.00	730.00	755.00
Sundries				200.00	221.25	1,165.95
Assets purchased				0.00	563.83	94.80
Concerts prior year, incl PRS				60.00	92.48	62.50
Contingency				376.43	0.00	0.00
<b>TOTAL EXPENDITURE</b>				<b>£12,924.03</b>	<b>£11,800.98</b>	<b>£12,803.40</b>
<b>GENERAL ACCOUNT SURPLUS</b>				<b>2,419.72</b>	<b>4,225.30</b>	<b>2,428.87</b>
Concert net surplus (deficit)	Autumn			-1,745.50	-2,382.96	6.33
	Christmas			-752.67	-1,020.31	0.00
	Spring			-3,055.40	-3,562.77	-3,237.05
	Summer			185.95	-1,244.60	-286.82
<b>CONCERT ACCOUNT DEFICIT</b>				<b>-5,367.62</b>	<b>-8,210.64</b>	<b>-3,517.54</b>
<b>OVERALL SURPLUS for the year</b>				<b>-£2,947.90</b>	<b>-£3,985.34</b>	<b>-£1,088.67</b>
Cash position – beginning of year				9,750.54	9,750.54	10,839.21
Net decrease in cash				-2,947.90	-3,985.34	-1,088.67
Cash position – end of year				<b>£6,802.64</b>	<b>£5,765.20</b>	<b>£9,750.54</b>

Chairman .....

Honorary Treasurer .....

Signed on 12 September 2023

I have examined the accounts, documents and bank statements of the Society for the year ended 31 July 2023 and certify that the above is a fair reflection of the Society's transactions in that period.

Independent Examiner .....

Signed on 12 September 2023

**BILLINGSHURST CHORAL SOCIETY**

CONCERT ACCOUNT for the year ended 31 July 2023

INCOMING RESOURCES	Autumn 2022 Schubert / Saint Saens		Christmas 2022 Carols / brass band		Spring 2023 Opera Gala		Summer 2023 Elijah		Totals		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	2022/23	2021/22
Ticket sales	2,250.00	1,410.00	1,000.00	570.00	2,250.00	2,445.00	1,950.00	1,335.44	7,450.00	5,760.44	4,258.00
Programme sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	1.00	0.00	0.00	0.00	1.00	580.00	1.00	490.00	3.00	1,070.00	0.00
Refreshments	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00
Other income	110.00	299.00	0.00	238.00	170.00	253.66	90.00	138.00	370.00	928.66	938.55
TOTAL INCOMING RESOURCES	£2,361.00	£1,709.00	£1,000.00	£808.00	£2,421.00	£3,278.66	£2,091.00	£1,963.44	£7,873.00	£7,759.10	£5,196.55
EXPENDITURE											
OnlineTicket % + VAT	45.00	57.18	20.00	11.26	45.00	99.85	39.00	64.88	149.00	233.17	161.31
Soloists	1,080.00	1,080.00	0.00	0.00	1,200.00	1,280.00	560.00	1,400.00	2,840.00	3,760.00	1,370.00
Music Director Fee	500.00	500.00	400.00	400.00	500.00	500.00	500.00	500.00	1,900.00	1,900.00	1,500.00
Music Director Travel	52.20	52.20	52.20	52.20	52.20	55.80	56.70	52.20	213.30	212.40	156.60
Accompanist	200.00	200.00	150.00	200.00	130.00	152.60	300.00	400.00	780.00	952.60	400.00
Orchestra	1,400.00	1,400.00	680.00	700.00	2,620.00	3,588.21	0.00	0.00	4,700.00	5,688.21	2,280.00
Piano/Organ hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hall hire	500.00	500.00	500.00	244.38	500.00	275.00	225.00	500.00	1,725.00	1,519.38	1,075.00
Printing/mktg	80.00	12.00	0.00	0.00	80.00	548.07	80.00	207.00	240.00	767.07	210.50
Transport hire	0.00	0.00	0.00	0.00	0.00	19.50	0.00	0.00	0.00	19.50	0.00
Music Hire / Bought	110.00	289.62	0.00	192.00	170.00	314.35	90.00	62.96	370.00	858.93	885.68
Contingency/other	139.30	0.96	-49.53	28.47	179.20	8.05	54.35	21.00	323.32	58.48	75.00
TOTAL EXPENDITURE	£4,106.50	£4,091.96	£1,752.67	£1,828.31	£5,476.40	£6,841.43	£1,905.05	£3,208.04	£13,240.62	£15,969.74	£8,714.09
Surplus (Deficit)	-£1,745.50	-£2,382.96	-£752.67	-£1,020.31	-£3,055.40	-£3,562.77	£185.95	-£1,244.60	-£5,367.62	-£8,210.64	-£3,517.54

Sheet1

Billingshurst Choral Society

Analysis of Estimated Costs and Estimated Income from the "Come and Sing" Event  
to be held on 22-23 March 2024

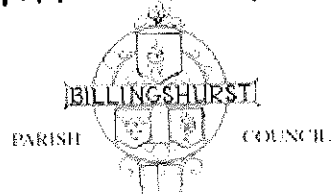
<u>Item</u>	<u>Estimated Cost</u>
Hire of St Gabriel's Church and Hall	£500
Publicity – including Tweet advert	£267
Participant literature and postage	£80
Music hire, say 40 copies, plus postage	£140
Administration costs and contingency, say	£50
<u>Friday evening</u>	
Musical Director fee	£120
travel expense from Hastings	£52
Accompanist	£82
<u>Saturday morning</u>	
Musical Director fee	£120
travel expense from Hastings	£52
Accompanist	£82
Total costs	<u>£1,545</u>

	<u>est. no.</u>	<u>fee</u>	<u>Estimated Income</u>
Early-bird applicants joining fees	15	£25	£375
Other applicants joining fees	15	£30	£450
Total "Come and Sing" revenue			<u>£825</u>
"Come and Sing" estimated deficit			<b>-£720</b>

Note: If, by virtue of a successful grant application, the "Come and Sing" event results in an overall surplus, it is proposed that this be applied to the expected £2,000 to £3,000 loss on the concert itself.

C W Kirk 28 November 2023

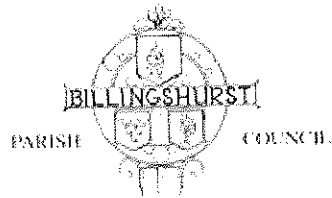
# APPENDIX A



## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST MEN'S SHED
2.	Name, Address and Position of Contact in Organisation	DAVID AMBROSE BILLINGSHURST RH14 SECRETARY
3.	Telephone Number of Contact	01403
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	<input checked="" type="radio"/> Yes <input type="radio"/> No  1200032
5.	Amount of grant requested	£ 750.00
6.	For what purpose or project is the grant requested?	PROVISION OF WORK BENCHES FOR USE BY MEMBERS
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ 750.00
8.	When will the money be spent?	IMMEDIATELY UPON RECEIPT
9.	Who will benefit from the project?	THE CURRENT AND FUTURE MEMBERS OF THE MEN'S SHED
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	90% OF MEMBERSHIP

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

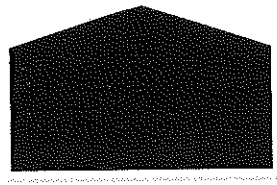


Signed .....

Date 11/12/2023 .....

Name (In capitals) DAVID AMBROSE .....





- 1 JAN 2024

# BILLINGSHURST MEN'S SHED

Billingshurst  
RH14

11<sup>th</sup> December 2023

To the Parish Clerk  
Billingshurst Parish Council

Now that the Billingshurst Men's Shed is structurally complete and open for business, we are endeavouring to equip it to allow our members to work on projects. This could be to make items for us to sell to help cover our running costs, to repair things, or just to give them something to do or make when they attend the Shed.

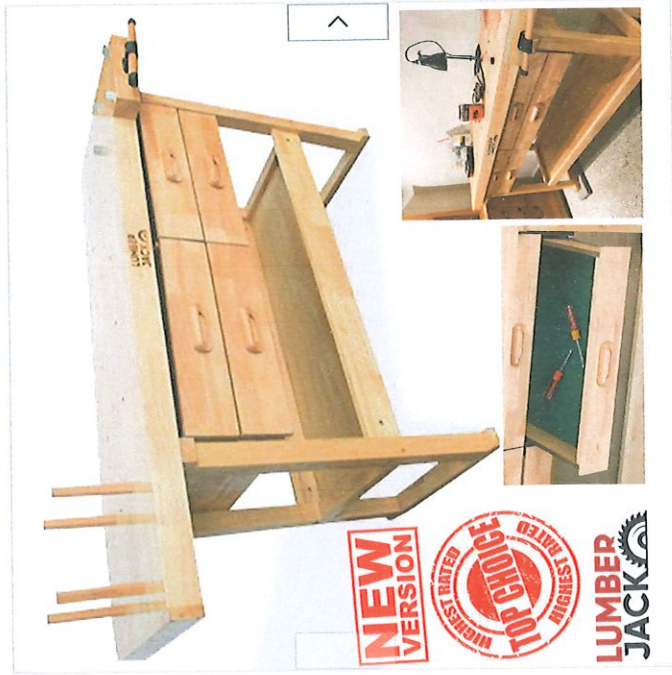
We have accumulated a lot of equipment and tools, but at present we have two benches, and very little storage space. We would like to purchase some more woodworking benches, and would therefore like to apply to the Parish Council for the funding necessary for this. Suitable benches are available at around £250, and we are hoping to purchase three of them. I have enclosed two quotations, to demonstrate that the same bench is available for £100 more than the type that we wish to purchase.

At last Saturday's Christmas Fair we spoke to several potential new members. If we can show them a Shed with workbenches ready for them to use it should encourage them to join.

Regards

David Ambrose  
Secretary, Billingshurst Men's Shed

**BUY 1, GET 1 AT 5% OFF (add 2 to basket)** [See all eligible items and terms](#)



## 4 Drawer Woodworking Bench Lumberjack Heavy Duty with 7" Vice & Bottom Storage

Condition: New

Quantity:  More than 10 available / 19 sold

Price: **£249.99**

[From £11.79 per month for 24 months with PayPal Credit\\*](#)

Buy it now

Add to basket

Watch this item

Won't be home? Pick a spot at checkout and pick up in-person

Breathe easy. Returns accepted.

Collect 250 Nectar points [Redeem your points](#) | [Conditions](#)

Collection: Click & Collect - Select store at checkout.

Postage: **Free next day postage - In time for Christmas**  
Get it by Tue, 12 Dec to RH14 9GQ. [See details](#)  
Located in: Wolverhampton, United Kingdom

Returns: 30 days return. Buyer pays for return postage. [See details](#)

Payments:

\*From £11.79 per month for 24 months. [See payment information](#)

Shop with confidence

Lumberjack Authorised seller



eBay Premium Service

Trusted seller, fast delivery and easy returns. [Learn more](#)

eBay Money Back Guarantee

Get the item you ordered or your money back. [Learn more](#)



Authorised reseller

[toolsave](#) (175298)

99.8% positive Feedback

[Save seller](#)

[Contact seller](#)

[Visit Shop](#)

[See other items](#)

Registered as a business seller



Shop by category

Search for anything

Advanced

Search

Back to search results | Listed in category: Home Garden > DIY Tools & Workshop Equipment > Workshop Equipment > Work Benches

Share | Add to Watch list



## Sealey Woodworking Bench with 4 Drawers

Condition: New

Quantity:  9 available

Price: **£349.49**

From **£16.49 per month for 24 months with PayPal Credit\***

Buy it now

Add to basket

Watch this item

Breathe easy. Returns accepted.

Collect 300 Nectar points [Redeem your points](#) |

[Conditions](#)

Have one to sell? [Sell it yourself](#)

Shop with confidence

eBay Money Back Guarantee  
Get the item you ordered or your money back.  
[Learn more](#)

### Seller information

**goldstar-leisure (66204)**  
98.6% positive Feedback

[Save seller](#)  
[Contact seller](#)  
[Visit Shop](#)  
[See other items](#)

Registered as a business seller

Postage: **Free 3 day postage - In time for Christmas**

Get it between **Wed, 13 Dec** and **Thu, 14 Dec** to RH14 9GQ. [See details](#)  
Located in: Paignton, United Kingdom

# BILLINGSHURST MENS SHED

## TRIAL BALANCE AS AT 31<sup>st</sup> JULY 2023

Annual membership fees	£345	Building materials for construction of shed.	
Weekly subscriptions	726	Capital Expenditure.	£6278
Donations	898	Other material purchases	
Grants		Revenue expenditure	394
Horsham District Council	500	Insurance	535
Horsham District Council	2500	Fees paid	45
West Sussex County Council	2500	Miscellaneous expenses	<u>169</u>
Billingshurst Lions	<u>372</u> 5872		
Sales	<u>1330</u>		
	9171		7421
Cash in hand at 01.08.22	274	Cash in hand at 31.07.23	90
cash at bank at 01.08.22	1540	Cash at bank at 31.07.23	3474
	_____		_____
	10,985		10985
	_____		_____



BILLINGSHURST MENSINCOME and EXPENDITURE ACCOUNT for 12 months 31<sup>st</sup> July 2023

## INCOME

Annual membership Fees		345
Weekly Subscriptions		726
Donations		898
Grants		
	HDC	500
	HDC	2500
	WSCC	2500
	Billingshurst Lions	372
		5872
Sales		1330
TOTAL		£9171

BALANCE SHEETas at 31<sup>st</sup> July 2023

## ASSETS

Cash in Hand		90
Cash in bank account		3474
Equipment		43
Buildings brought forward	300	
Capital Expenditure 2023	6278	6578
TOTAL		£10185

## EXPENDITURE

Material Purchases	
Revenue Expenditure	
Insurance	394
Fees Paid	535
Miscellaneous Expenses	45
Surplus of Income over Expenditure	169
	8028

## TOTAL

£9171

## LIABILITIES

Balance brought forward from previous balance sheet	2157
Surplus this year 2023	8028
TOTAL	£10185

### Grants awarded by Billingshurst Parish Council

## Summary

[illegible]

Royal British Legion	20.00	16.50	16.50	16.50	16.50	18.50	18.50												
West Sussex Mobile Youth Trust					50.00	50.00	50.00												
Outset Youth Action							50.00												
Life Centre							50.00												
Billifest		1,998.68	2,000.00			2,000.00	1,766.49												
St Mary's Church Lighting	175.00	175.00	140.00	140.00	140.00														
Disability Awareness					50.00														
Just Different			100.00	100.00	50.00														
Girl Guides					100.00														
Billingshurst Football Club				685.00	350.00														
Women's Hall						500.00													
HDC Planning App Fee Jubilee Flagpole						85.00													
Crimestoppers			100.00																
YES Project			500.00																
The Purple Bus			100.00																
Billingshurst Scouts & Guides	150.00	50.00																	
Classrooms for Kenya		30.00																	
Billirox and TAG	1,626.00																		
Rotary Club																			
Christmas Lunch	216.00																		
HomeStart									50.00										
Mary How Trust											200.00	200							
St Mary's Church - lawnmower												750.00							
Billingshurst W.I.												120.00					350.00		600
Ist Billingshurst Scouts															150				
The Racehorse Sanctuary & Rehoming Centre															100				





# APPENDIX J

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 Cleveland 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: Bdg Ctl	600.00		
			Installation of new window in NW's Office: Bdg Regs	310.00		
			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	£34,075.59		
			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.	£6,034.80		
			Replacement meeting tables BCCC.	£2,354.40		

		CCTV consultancy Part 1	£1,600.00		
		CCTV consultancy Part 2	£3,250.00		
		New noticeboard on B/Centre	£800.69		
2023-24 (1st April 2023-30 September 2023)		Replace play surfacing at Mothers Garden/Women's Hall	£4,000.00		
		New gate at Bowling Club	£750.00		
			255,235.03	13,057.64	
As at 30/11/2023					
Red text indicates yet to be paid/received.					

# APPENDIX 'K'

Billingshurst Parish Council				
Regular Standing Orders & Direct Debits				
	Payee	Description	Gross Amount	Regularity
DD	NETcom	Phone Charges	224.32	Monthly
DD	A.L.E.	Photocopier Hire + useage	317.91	1/4ly
DD	PWLB	BCCC Extn. loan servicing	10,128.52	Twice per year
DD	PWLB	83a loan servicing	10,831.25	Twice per year
DD	Info Commissioner	Annual Registration	35.00	Yearly
DD	JPiMedia Publishing Ltd	County Times sub.	50.00	Twice per year
DD	HDC	Green waste bins @ SRG	79.00	Yearly
DD	EE	Mobile phones	31.26	Monthly
DD	HMRC	To pay any VAT owing or receive any VAT owed		1/4ly
DD	Tennant	Applied Sweeper Monthly Service	178.74	Monthly
DD	Business Stream	Public Toilets water etc.	200.46	1/4 ly
DD	SSE	Public Toilets electricity	345.57	1/4ly
CARD	Restream Inc	Streaming of meetings.	15.61	Monthly
SO	Sussex Land Services	Grounds maint.	2,697.80	Monthly
DD	NETcom	IT support	357.84	Monthly
DD	Parkfield Retail	Austens purchases		
CARD	ZOOM	ZOOM	143.88	Annual
SO	A272 Design	Village TWEET advert	568.86	Monthly
CARD	Mailchimp	Enables user to sign up for updates via e-mail / council run surveys/	12.41	Monthly
DD	HDC	Litter / Dog waste bin emptying	181.30	Monthly
DD	HDC	Litter / Dog waste bin emptying	78.00	Monthly
DD	HDC	Litter / Dog waste bin emptying	42.89	Monthly
CARD	Screwfix	Purchases		Monthly

Annual Memberships		
CHEQUE	WSALC/NALC	2,127.00
CHEQUE	HALC	15.00
DD	CPRE	36.00

83a utilities - to be reimbursed			
DD	Engie	Gas	181.3
DD	OVO	Electricity	78.00
DD	Southern Water	Water	42.89



Risk Assessment  
January 2024

APPENDIX L

Risk No.	Area	Risk	Level	Controls		Review Date	Separate Documentation
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.	Registration with HM Land Registry complete November 2008.	January annually	Fixed Asset Register
					Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	Ongoing	
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review every January prior to insurance renewal.	January annually	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every five years. Valued December 2022.	2028	Valuation dates on Fixed Asset Register
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Assistant Clerk maintains key safe and register.	Annual check of register made in January and outstanding keys requested.	January annually	Key Register
1.2	Assets	Maintenance of buildings etc	M	PAT Testing carried out three yearly, basic visual inspection annually.  Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC	Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing  Maintain written record of checks. BPC staff check public conveniences daily. BSRA check Jubilee Fields Sports Pavilion, Adversane Hall Trustees check Adversane Hall, Centre Manager to check BCCC quarterly	January annually	PAT Testing Certificates
				Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference.	Tenants of Jubilee Fields Sports Pavilion and Adversane Hall responsible for own RA. Jubilee car park added to periodic inspection and risk assessment.	January annually	Risk Assessment records held by responsible authority.

Risk Assessment  
January 2024

			Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings: public conveniences, Jubilee Fields sports pavilion and Adversane Hall.	October annually	Reserves spreadsheet
			The Office Manager requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested annually in January.	January annually	Contractors Liability Certificates file
			Fire Risk Assessments	Ensure all buildings have an annual Fire Risk Assessment carried out. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. H&S consultants Ellis Whittam do BCCC.	January annually	
			Fire Extinguisher Training and annual checks	Training on Fire extinguishers to be carried out annually. Fire equipment checked at least annually. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Centre Supervisor does BCCC		Risk Assessment records held by responsible authority.
			Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. BCCC has three yearly inspection.	All done in 2022	Electrical Safety Inspection File
			Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by an approved engineer. BCCC inspected Jan 2023.	Annually	Gas Safety Inspection File - only BCCC on gas
			Defibrillators	Regular visual checks are undertaken by Community First Responders to make sure that the equipment is maintained in good working order, any instructions for use remain in place, and any damage is repaired promptly, or the equipment removed until fixed.	Monthly	



Risk Assessment  
January 2024

1.4 Assets	Property Held on Charitable Trust	H	BCCC is held on charitable trust and managed by the Parish Council.	The Council should request a copy of the BCCC (including car park) Risk Assessment annually, confirmation of the quarterly inspection records and a copy of the Fire Risk Assessment and Fire Safety Policy.	January annually	Billingshurst Centre Risk Assessment File
1.5 Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Litter Wardens. Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet. Weekly detailed inspection of play areas by Litter Wardens. Written reports supplied to the Office and record maintained. Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained. New play equipment. Annual / as appropriate inspection of trees by arboriculturalist.			Open Spaces Inspection records
						Open Spaces Inspection records
					June annually	Open Spaces Inspection records
				All new kit ROSPA inspected and Risk Assessed.		
						Tree Survey records
1.6 Assets	Churchyards	H	Weekly inspection of churchyard by Parochial Church Council Inspector. Monthly basic visual inspection by the Litter Wardens as a consequence of the Council accepting liability for maintenance of the closed churchyard Above includes push test.	Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.		Churchyard Inspection Records
						Inspection recorded on check sheet
				If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.		Hand test recorded on check sheet

Risk Assessment  
January 2024

				Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Apply for a faculty from the Diocese. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press, Council website and newsletter.		Churchyard File
1.7	Assets	Christmas Lighting	L	Use an accredited installer to install the lights, commission them, make repairs and removal		Annually	
			L	PAT Testing			
		Allotments		Work in accordance with the Management Agreement agreed between BPC and the Allotments Society	Obtain copy of test certificate Annual review of the Allotments Risk Assessment	Annually January annually	Allotments Records
1.8			L				

Risk Assessment  
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
2	Finance	Petty Cash	H	All expenditure supported by a receipt. Petty cash balanced regularly. Max amount reduced to £100 as recommended by Internal Auditor. Receipts put through main cashbook in order to process VAT reclaim.			
2.2	Finance	Financial Controls	M	Bank Reconciliation done monthly against cashbook. Presented to members at monthly F&GP, where a Cllr initials original bank statements.			
2.3	Finance	Internal Audit	M	Internal Auditor is appointed annually.  Internal Auditor reviewed every three years in accordance with Financial Regulations. Two internal audits conducted annually: October (interim) and April (year-end) Independent Inspection of BCCC annually to support Council signing trust funds handled satisfactorily on external audit annual return. Internal Auditor report circulated to all Councillors and advice considered by the full Council. Appropriate action taken as considered necessary by Committee.			
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			

Risk Assessment  
January 2024

				Internal Auditor reports sent to External Auditor with Annual Return.				
2.4 Finance	Budgetary Controls	M		Spreadsheet of invoices issued maintained and record of payments received. Monthly analysis of budget income and expenditure against actual income and expenditure. Significant variances brought to the attention of F&GP quarterly. Quarterly budget report on income and expenditure taken to F&GP and posted on Council website. Mid year reconciliation of budget income and expenditure against actual made to assist the Budget Workshop with preparation of revenue budget for next year.				
2.5 Finance	Financial Records	M		List of all payments since last meeting, plus any receipts received, circulated in advance of F&GP and approved/noted accordingly and included in minutes. Signing Cllrs initial cheque stub and corresponding invoice. Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure. Details of s137 expenditure is maintained in the cashbook. All DDs and SOs reported, reviewed and approved annually.				

Risk Assessment  
January 2024

				All Business/Debit Card purchases reported alongside all other payments for approval. Supporting documentation initialled by 2 Cllrs. Publish all expenditure on Council website in accordance with the Code of Practice on Data Transparency				Monthly	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to West Sussex County Council for payment to employees. Checked by Office Manager Annual review of salaries conducted by Working Practices Committee					
2.7	Finance	Precept	M	Ensure precept claim is submitted to HDC by 31 January annually.				January annually	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in cashbook. Quarterly VAT return submitted electronically. Advice sought from HMRC Helpline when unsure.					
2.9	Finance	Borrowing Approvals	L	Rigid procedure for borrowing approvals followed.					
2.10	Finance	Charitable Funds	H	The Council is the Sole Managing Trustee of BCCC. The Council as a charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months. Ensure charity accounts are subject to an independent examination annually. Ensure the Charity Commission annual return is submitted by 31 January annually.		Council to monitor Centre accounts quarterly to assess any likely deficit in income, and potential request to the Council for funds to support the BCCC. Council is required to approve the Statement of Accounts. Council submits annual return to Charity Commission.		January annually	

Risk Assessment  
January 2024

2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.  All deeds and original leases are held are kept in the firesafe at the Parish Office.			Insurance schedule
2.12	Finance	Fidelity Guarantee	M	Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.	Review Fidelity guarantee annually when insurance cover reviewed in January.	January annually	Insurance schedule
2.13	Finance	Procurement	L	Comply with the Public Contracts Regulations 2015	Update Financial Regulations and Standing Orders when NALC issue new model	Ongoing	Financial Regulations

Risk Assessment  
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.1	Liability	Legal liability as consequence of asset ownership (especially closed churchyard, playgrounds and skateboard park)	H	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.2	Liability	Hirers Liability	M	Ask all hirers for a copy of their Public Liability Insurance, Risk Assessment and if appropriate, Event Safety Management Plan		January annually	Hirers Liability Certificates Records
			M	Check that BCCC is obtaining copy of hirers liability certificates, where approp.	Annual check	January annually	Hirers Liability Certificates Records

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC DIS, LCR source of updates. Clerk attends WSALC Clerk's Networking Day and Legal and Finance Day + others. HR Consultants Ellis Whittam also now advise. Staff Handbook under constant review. On website, along with all other policy documents. Staff advised accordingly.	Register of Common Land and Village Greens	Quarterly	
4.1	Employer Liability	Staff Handbook	L	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.	Staff Appraisals done January.	Annually	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			
4.3	Employer Liability	Staff Training	M	Consider Training Strategy for staff.	Statement of Intent reviewed Autumn 2019.	Annually	Statement of Intent on Training
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure WSCC complete and submit a P35 Annual Return to HMRC before 19 May annually. Ensure WSCC supply all employees with a P60 annually. Check tax and national insurance calculations made by WSCC are correct.		May annually	



Risk Assessment  
January 2024

4.5 Employer Liability	Personal Accident	M	Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.			As long as the Council are happy that they are competent and able to complete the expected tasks, there is no minimum or maximum age of volunteers permitted within the insurance, with the only age restriction applying only under the Personal Accident section as this only provides cover for individuals between the ages of 16 and 90 years old.
			The Council's insurers do not provide loss of income for personal accident for Councillors over the age of 85.	Review age of Councillors annually. Seek insurance cover for Councillors over the age of 85		
			Ensure Litter Wardens wear appropriate PPE and high visibility clothing at all times.	Review Litter Warden PPE and high visibility clothing annually and replace any worn or defective clothing.	January annually	
			Maintain supply of safety gloves and equipment.	Review Litter Warden protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	January annually	
			Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.	January annually	
4.6 Contractors Liability	Personal Accident	M	Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too.		COSHH Assessment records
			Ask for method statement of work and risk assessment			
			Ask for details of professional registration.			

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**Note. Volunteers considered Employees for Insurance purposes.**

Risk Assessment  
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and most Committees meet bi/monthly. All meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record. Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand. Draft Minutes made available to press and public via the web site and Parish Council noticeboards.	Annual review of Council noticeboards and website	January annually	
5.2	Legal Liability	Transparency	L	Comply with the Local Government Transparency Code 2014	Publish the following data on the Council website: Expenditure over £500 on Council Staff structure chart Staff pay multiple Local Authority Land data Invitation to tender for contracts Details of contracts awarded Grants to community/voluntary sector organisations	Ongoing	Staff structure chart Staff pay multiple Local Authority Land Donations
5.3	Legal Liability	Transparency	L	Comply with the Local Government Bodies Regulations 2014	Adoption of Reporting at Meetings Policy	Ongoing	Reporting at Meetings Policy

Risk Assessment  
January 2024

5.4	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.		

Risk Assessment  
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 14 July 2021.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded. Councillors do not need to declare the Billingshurst Centre on their Register of Members Interests Form.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and post on BPC website. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Upload update forms to Council website.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality. Staff also maintain a voluntary register of gifts or hospitality.			Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Members basic allowance is set at 9.4% of HDC Members Basic Allowance, £440 per annum.	Maintain a record of payments of Members Allowances and travel and subsistence payments. Upload notice to Council website every year in April.	Ongoing May annually	Gifts and Hospitality Members Allowances File

Risk Assessment  
January 2024

6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Parish office.	Supply all new members and staff with a copy of the protocol. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol
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Risk Assessment  
January 2024

6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.	Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.		Code of Practice for Handling Complaints
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual	Remind Members that all latest policies etc. are on website.	
6.9	Councillors Propriety	All Members	M	Reporting of Meetings.	Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.	Reporting of Council Meetings Policy
6.11	Councillors Propriety	Developers	L	Handling of pre-application enquiries.	Council has adopted a Developer Protocol.	Developer Protocol
6.12	Councillors and Staff propriety	Public Relations	M	Adopt Press and Social Media Policy	Reviewed Autumn 2019	Press Policy Social Media Policy

Risk Assessment  
January 2024

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
7	Form and Function	Procedures	M	<p>Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.</p> <p>Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.</p> <p>This Risk Assessment is reviewed annually in January by the F&amp;GP Cttee, then presented to full Council for approval.</p> <p>The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&amp;GP Cttee for approval.</p>	<p>NALC model Standing Orders adopted 2020.</p> <p>Reviewed 2019.</p>	<p>Annually</p> <p>Annually</p> <p>January annually</p> <p>January annually</p>	<p>Standing Orders</p> <p>Financial Regulations</p> <p></p> <p>Insurance Schedule</p>
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.			
7.2	Form and Function	Council Records	H	<p>Ensure all original deeds and leases are kept in Parish Office fire safe.</p> <p>Copy of computer server (and all documents) is saved in a Cloud system.</p> <p>All documents on computer</p> <p>Prune Parish Office filing annually.</p> <p>Move old files to archive boxes.</p> <p>Purge archive boxes annually.</p> <p>Lodge important documents and previous minutes in County Archive.</p> <p>All in accordance with NALC's recommended document retention policy and the GDPR.</p>			January annually



Risk Assessment  
January 2024

				Data Protection Act 1998	Ensure the Council complies with the eight enforceable principles through good practice. Renew registration with the Information Commissioner annually. Ensure computer systems and documents containing sensitive information are password protected.	August annually	
				Freedom of Information Act 2000	Process requests for information under the requirements of the FOI Act 2000 with regard to the Data Protection Act 1998. Keep Publication Scheme under review.	Ongoing	
				GDPR	Annual review of processes and procedures. Council no longer has to appoint a DPO.		
7.3	Form and Function	Computer System	H	The Council's computer system includes a key method of communication between members of the public and the Council – e-mail. Maintain IT support contract to ensure this method of communication. Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.	New anti-virus software spring 2020	Annually Dec/Jan	

Risk Assessment  
January 2024

7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data including: property portfolio to record who owns what property, who is responsible for maintaining which property and financial records including contributions towards insurance costs, village hall utility bills, split IT and telephone bills, etc...			
7.5	Form and Function	Staff	H	Stress in the workplace	Be vigilant for signs of stress in the workplace.		

Fixed Asset Register  
As at 15/01/24  
Land Buildings

Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
Adversane Mission Hall	£213,877.44	£206,026.78		June 2013	Firesafe	WSX320790	Conveyance 21.2.1980, title absolute
Jubilee Fields Sports Pavilion	£736,562.71	£775,348.16		June 2013	Firesafe		Built using Football Foundation grant
Portacabin	£3,918.96	£12,730.80		June 2013	Firesafe		
External Store	£32,882.34	£114,895.47		June 2013	Firesafe	Firesafe	
Tennis Club Pavilion	£0.00	£0.00		N/A			Pavilion belongs to BLTC until lease lapses
Public Conveniences	£0.00	£128,209.76		June 2013	Firesafe		
Station Road Gardens Shed	£3,000.00	£3,090.00		TBC			
83a High Street	£315,000.00	£315,000.00		21/10/2019	TBC	TBC	
		£1,555,300.97					
<b>Open Spaces</b>							
Jubilee Fields	£1.00	£1.00			Firesafe	WSX387283	Freshold T/F to PC now complete
Lower Station Road Recreation Ground	£1.00	£1.00			Firesafe	WSX320849	Conveyance dated 24/12/38, title possessory
Tennis Courts Lower Station Road	£1.00	£1.00			Firesafe	WSX320888	Conveyance dated 30.4.1982 + New Tennis lease, title qualified
Station Road Gardens - Cricket Field, Station Road	£1.00	£1.00			Firesafe	WSX320825	Conveyance dated 16.2.1950, title possessory
Station Road Gardens - Football Field, Station Road	£1.00	£1.00			Firesafe	SX23631	Conveyance dated 5.1.1956, indenture 07.08.1868
Cherry Tree Close Playing Field	£1.00	£1.00			Firesafe	SX88873	dated 18.5.1967
Manor Fields Play Area and Allotments	£1.00	£1.00			Firesafe	WSX192124	dated 24.11.1997, Conveyance dated 14.1.1983, Land appropriated as allotments 04/04/12
Cranham Avenue Play Area & Open Space	£1.00	£1.00			Firesafe	WSX313009	dated 3.10.2007
Willow Drive Open Space	£1.00	£1.00			Firesafe	WSX64039	dated 24.8.1982
Carpenters Open Space	£1.00	£1.00			Firesafe	SX119494	dated 14.1.1970
Cleavelands Gardens	£1.00	£1.00			Firesafe	WSX265845	dated 9.8.2002
Billingshurst Village Green reg no VG3	£1.00	£1.00			Firesafe	WSX320787	Conveyance dated 16.9.1949, Duke of Norfolk to BPC, title absolute
Alicks Hill	£1.00	£1.00			Firesafe	WSX320820	Registered common land no CL18.6.12.1979, title possessory
Coombe Hill Open Space	£1.00	£1.00			Firesafe	WSX242388	dated 7.6.2000
Adversane Green reg no VG2	£1.00	£1.00			Firesafe	WSX190295	dated 13.1.2003 Conveyance dated 18.4.1971, Duke of Norfolk to BPC
<b>Total</b>	<b>£1,305,256.45</b>	<b>£1,555,315.97</b>	<b>£0.00</b>				

APPENDIX M

**Fixed Asset Register**  
**As at 15/01/24**  
**Office Contents**

	Asset Value	Insurance Valuation	Renewal	Date of Valuation	Location of Deeds
<b>Parish Office Contents</b>					
PC's x 5					
Printers:					
HP Officejet Pro 9010e					
Laminator Fusion 3100L					
Laminator Fusion 3000L					
Dell Latitude laptop 5500					
Ricoh IMC3000 Photocopier					
Filing cabinets x 3 half height					
Filing cabinets x 7 full height					
Firesafe					
Fridge					
Henry Hoover					
5 workstations					
Shredder GBC2122					
Boardroom table					
4 bookcases					
Entryphone					
Lockable Storage Units x 2					
Table top display boards					
Table top display boards					
Gazebo					
	<b>£27,055.00</b>	<b>£32,096.00</b>			

Fixed Asset Register  
As at 15/01/24  
General Contents

Asset No.		Asset Value	Insurance Valuation	Renewal	Date of Valuation	Location of Deeds	
GC01	Billingshurst Centre Limited Edition Prints	£318.27	£370.98				Donated to the PC by Sothebys
GC02	Billingshurst Centre Clock	£3,713.15	£4,328.06				Donated to the PC by BH Beauman
					2018		Was on a separate Motor Policy; now part of main policy. Replacement value given Feb 2018
GC03	Road Sweeper	£12,500	£17,560				
GC04	Litter Barrows x 2	£1,273	£1,483.86		December 2009		
GC05	Grandfather clock	£1,300	£1,300.00				Valuation undertaken Oct 2016
	Total	£19,104	£25,043				

**Fixed Asset Register as at 15/01/24**  
**Street Furniture**

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	<b>Bus Shelters:</b>							
	Adversane Common	£3,012.75	£3,511.70		2009	Bank/firesafe		Lease from the brewery for the land dated 21.1.1957
	Billingshurst High Street	£3,012.75	£3,511.70					Brick bus shelter opposite Six Bells
	Natts Lane	£2,780.62	£3,241.12		2009			Arun Cantilever two bay bus shelter from Queensbury
	Forge Way 3 bay	£3,750.00	£4,371.04		2011			Shellutions
	Forge Way 2 bay	£3,750.00	£4,371.04		2011			Shellutions
	Station Road	£3,300.00	£3,846.52		2011			Shellutions
	Five Oaks	£2,580.00	£3,007.28		2011			Shellutions
			£0.00					
	<b>Dog Bins:</b>		£0.00					
	Cleavelands x 1		£0.00		2009			
	Lower Station Road x 2		£0.00		2009			
	Manor Fields x 1		£0.00		2009			
	Jubilee Fields x 3		£0.00		2009			
	SRG x 1		£0.00					
		£2,227.89	£2,596.86					
			£0.00					
	<b>Noticeboards:</b>		£0.00					
	Jengers Mead		£0.00		2010			Made by W. R. Braun & Son
	Billingshurst Village Green		£0.00		2006			
	Five Oaks		£0.00		2006			
	Adversane		£0.00		2006			
	Library Car Park	£800.00	£800.00		2018			
		£4,816.49	£5,614.16					
			0					
	<b>Litter Bins:</b>		£0.00					
	Billingshurst Village Green	£721.00	£840.41		2009			
	Manchester Litter Bins x 6	£6,107.60	£7,119.09		2009			High Street Enhancements
			£0.00					
	<b>Benches: (Not part of play areas)</b>		£0.00					
	High Street Bench Frame Type x 2	£1,531.94	£1,785.65					High Street Enhancements
	High Street Seat Frame x 4	£3,298.37	£3,844.62					High Street Enhancements
	High Street Circular Bench	£2,143.02	£2,497.93					High Street Enhancements
	Adversane Green Bench x 1	£954.81	£1,112.94		2009			Neptune Outdoor Furniture Ltd
	Mill Way x1	£392.54	£457.55					
	Alicks Hill x 2	£1,485.26	£1,731.24		2009			

Fixed Asset Register as at 15/01/24  
Street Furniture

	Cleavelands Gardens x2 benches	£0.00	£0.00						Installed Oct 2021
	Cleavelands Gardens x1 perch seat	£602.00	£602.00						
	Carpenters (fronting Station Road)	£0.00	£0.00						
	Library x 1	£500.00	£500.00						
	Silver Lane / East St.	£720.09	£720.09			2020			Presented by Wednesday Group
			£0.00						
	<b>Various High Street</b>		£0.00						
	CCTV Ducting	£4,235.36	£4,936.60						High Street Enhancements
	Timber planters in High Street x 6	£3,149.81	£3,671.46						High Street Enhancements
	x2 plastic planters o/s Truffles	£684.50							Purchased 2021
	Cycle racks in High Street x 6	£1,156.38	£1,347.89						High Street Enhancements
	Banner brackets on light columns x 2	£535.76	£624.49						High Street Enhancements
			0						
	Street lights x 31	£1.03	£1.20						Was £38,275, but now covered by WSCC PFI, check number of lights on list April 2011
	Centurions x 6	£18,217.77	£21,234.85						Sign of the Times
	Finial and post for Centurions	£2,826.24	£3,294.30						Sign of the Times
	Centenary Post	£3,116.92	£3,633.12						
	Centenary Plaque	£1,060.90	£1,236.60			2009			
	Electronic Sign	£4,821.79	£5,620.34						Polycomp
	Queen's Diamond Jubilee Flagpole	£686.00	£799.61			2012			Harrisons Flagpoles
									Grants obtained by BCP; ownership & responsibility passed to BPC Oct 2017
	Finger Posts x5	£5,979.00	£5,979.00						Jul-18
	Hanging Basket brackets	263	263			2018			Jul-18
	Hanging Baskets	177.35	177.35			2018			Aug-18
	Trough o/s Barclays	£251.60	£251.60			2018			Installed summer 2022
	Beacon on Adversane Gn	£3,500.00	£3,500.00						Installed summer 2022
	Bollards on Adversane Green	£9,789.37	£9,789.37						
	<b>Fences and Gates</b>								
	Station Road Gardens Park style railings	£8,593.29	£10,016.43			2009			Burroughs Fencing
	Gates to rear of Centre car park	560.00	560.00			01/01/2018			
	<b>Other</b>								
	Water tank	£800.00	£874.18			June 2013			
	BBQ Stand	£2,380.00	£2,524.94			April 2014			
	Defibrillators x 2	£0.00	£3,925.33			Dec 2013			Billingshurst Centre, Jubilee Fields pavilion

**Fixed Asset Register as at 15/01/24**  
**Street Furniture**

	Defibrillators x 2	£0.00	£4,000.00		May 2016			Adversane bus shelter, Five Oaks at Watsons car sales
	Mowers & Machinery	£0	£515					SRG shed contents
	Speed Indicator Device (SID) @ Five Oaks	3,195.00	3,195.00					Installed Jan 2019
	Five Oaks Gateway features	4,302	4,302					Spring 2018
	Bowser for watering planters	£559	£559					Jun-20
	War Memorial	£0.00	£42,436.00		June 2013			HM Land Registry would not allow PC to claim ownership 2008 as they appear to have viewed it as the property of the people of Billingshurst.
	Silent Soldier Silhouettes x5	1,000.00	1,000.00		2019			
	Flood Monitor		1,660.00		01/01/2016			Funded by Op Watershed grant
	Total	£129,329.20	£195,351.58					



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**Fixed Asset Register as at 15/01/24**  
**Playing Fields Equipment**

Climbing Net						March 2014	Monster Play Systems Ltd			
Climbing Frame						March 2014	Monster Play Systems Ltd			
Swing		£32,857.25	£34,858.26			March 2014	Monster Play Systems Ltd			Minus install costs of £3,204
Wall		£1.03	£1.20							
Safety surfacing		£4,004.00	£4,004.00				Installed 2021			
<b>Cherry Tree Close Playing Field</b>										
Play equipment consisting of:										
Orchard swing with 2 pod seats		£1,848.00	£1,903.44			January 2015	Sutcliffe Play			
Inclusive dish roundabout		£1,332.00	£1,371.96			January 2015	Sutcliffe Play			
Orchard baby mammoth		£7,064.00	£7,275.92			January 2015	Sutcliffe Play			
Ropewalk tangle		£2,870.00	£2,956.10			January 2015	Sutcliffe Play			
Orchard 2.4m nest swing		£3,181.00	£3,276.43			January 2015	Sutcliffe Play			
5-A-Side Football Goal		£1,570.00	£1,617.10			January 2015	Sutcliffe Play			
Bench		£1,636.00	£1,685.08			January 2015	Sutcliffe Play			
Bin		£661.00	£680.83							
Groundworks		£6,743.00	£6,945.29			January 2015	Sutcliffe Play			
Surfacing		£7,352.00	£7,572.56			January 2015	Sutcliffe Play			
Ancillaries - sign		£1,274.00	£1,312.22			January 2015	Sutcliffe Play			
			£0.00							
			£0.00							
<b>Manor Fields Playing Field</b>										
Play equipment consisting of:		£10,205.21	£11,895.32							
Swing with 2 x slash proof seats			£0.00			October 2002				
Multi-unit		£20,000.00	£20,000.00			Replaced 2018				
Safety Surfacing						October 2002 Replaced Autumn 2017	Miracle / Sovereign Surfacing Replaced Autumn 2017 - Supplied by Mattia Products			
			0							
Perch seat		380	380			2019				
			£0.00							
<b>Cranham Avenue Play Area</b>										
Play equipment consisting of:		£10,300.00	£12,005.80			December 09				
Swings			£0.00							
Climbing tower			£0.00							
Rocking animal			£0.00							
Safety Surfacing			£0.00							
Benches x 1		£721.00	£840.41			December 09				
Bin		£412.00	£480.23			December 09				
Fencing		£1,195.24	£1,393.18			December 09				

[illegible][illegible]

Fixed Asset Register  
As at 15/01/24  
TOTAL

	Asset Values	Insurance Values
Land & Buildings	£1,305,256.45	£1,555,300.97
Office contents	£27,055.00	£32,096.00
General contents	£19,104.42	£25,042.90
Street Furniture	£129,329.20	£195,351.58
Playground Equip	£294,238.40	£322,342.94
	<b>£1,774,983.47</b>	<b>£2,130,134.39</b>

**Note**  
Red text indicates change since previous year

Fixed Asset Register as at 15/01/24  
Billingshurst CCC

Asset No.	Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Billingshurst Centre	£0.00	£2,997,042.50		June 2013	Firesafe	WSX16174	Held on charitable trust dated 14.3.1991
	Billingshurst Centre Car Park	0.00	1.00					
	Billingshurst Centre Office Contents	£0.00	£3,404.00					
	Billingshurst Centre Contents	£0.00	£112,407.00					
	Billingshurst Centre Stage Lighting/Audio	£0.00	£42,146.57					
	CCTV	£0.00	£2,168.00					
	Garden to north of Village Centre	1.00	1.00					Subject of Adverse Possession 2017
	New Litter Wardens Garage		80,000.00					Completed Spring 2022
		£1.00	£3,157,170.07					

**APPENDIX N**  
**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**WEDNESDAY 31 JANUARY 2024**

**NEIGHBOURHOOD WARDENS**

**REPORT BY CLERK**

**FOR DECISION**

Since April 2018, the Council has funded two Neighbourhood Wardens in the parish, employed by Horsham District Council who deliver a service under contract to the Parish Council.

Whilst HDC give an intimation of the cost of the service for the forthcoming year, towards the end of the year they update this, and due to high inflation, costs have jumped significantly in recent years for which no budgetary provision was able to be made.

Thus in recent years, the original three-year contract has been replaced by an annual contract.

HDC have advised that the forecast cost of the service for 2024-25 is £97,092, for which we have made budgetary provision.

**Billingshurst Warden Scheme**

<b>Expenditure</b>	<b>Projected Costs 2024/25</b>
Salaries	£71,740.00
ERS/Superannuation	£20,302.00
Transport Inc fuel, insurance	£4,000.00
Facility Hire	
Clothing	£200.00
Calls & Rental	£100.00
Project Support/equipment	£750.00
<b>Total</b>	<b>£97,092.00</b>

The Committee is invited to support the renewal of the annual contract for the provision of the Neighbourhood Warden service.

**APPENDIX O**  
**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**WEDNESDAY 31 JANUARY 2024**

**CCTV**

**REPORT BY CLERK**

**FOR DECISION**

The Committee agreed on 26 September 2023 meeting to appoint SWG to provide a specification for the provision of public realm CCTV in the village. (Min 96/23 refers)

SWG was advised of and shown all the sites that the Council wished to be considered.

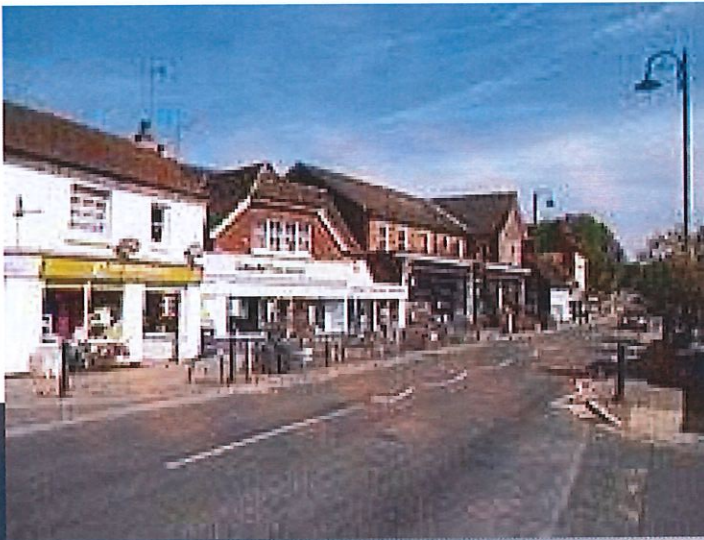
Their draft specification is attached.

In responses to queries, they responded accordingly.

- 1. Please find attached revision 2 of the Billingshurst tender document incorporating your comments, I have also included the assumption register, this document requires the security contractor to declare from the outset any assumptions or caveats they wish applied to the tender award. Once you have agreed on the tender document, I can finalise the tender costing matrix, which will allow the tender to go out to the security contractors for bidding. I would anticipate an eight-week bid process from the date of the tender release, given the current security market status.*
- 2. Regarding potentially knocking out sites, I have compiled the pricing matrix per site, so it is a simple process of turning on and off the sites in the costing matrix to get to an agreed cost or requirements. Regarding the crime stats, I had a look through the open-source police crime data. The village showed the highest level of crime statistics for your local area, but this would be expected and is normal for villages within the UK, the play park areas mainly consisted of antisocial behaviour again this was to be expected given the remoteness of the play areas in association with main area location. There were no glaring crime statistics which should provide any concern, but if required these can be applied to camera locations, for a final location consideration. Personally, I would recommend going with your local knowledge when it comes to final camera locations, this in my experience will be more accurate than using the open-source police statistics, because you have local knowledge of the area and the local problems.*

The Committee is invited to approve this specification upon which tenders can be invited.





## Billingshurst Parish Council CCTV Tender

Billingshurst CCTV

Billingshurst, West Sussex.

Billingshurst Parish Council

**Prepared by:**

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NG21 9PR  
United Kingdom

**Issue Date** 01/09/2024

**Version** V2

**Reference** Enter Job 1559





## Document Purpose & Restrictions

*This document has been prepared to provide a Billingshurst Parish Council CCTV Tender for the proposed CCTV system for Billingshurst. The purpose of this Billingshurst Parish Council CCTV Tender is to provide the design team and stakeholders with visibility of the methodology to be applied by SGW to fulfil the scope of this assignment.*

*Advice given and recommendations made herein do not constitute a warranty of future results by SGW Safety & Security Limited (SGW), or an assurance against risk.*


*Recommendations made are based on information provided by the client and other information available at the time of writing. No express or implied warranty is given in respect of any judgment made or to changes or any unforeseen escalation of any factors affecting any such judgment.*

*Documents are for the benefit of the client only and may not be disclosed to any third parties without the prior written consent of SGW; such consent is not to be withheld unreasonably. SGW's standard terms of business for the relevant service apply – as attached or otherwise available on request.*

## Document Version Control

Version	Description	Prepared by:	Date	Signature	Approved by:	Date	Signature
Version 1.0	Billingshurst Parish Council CCTV Tender	Andrew Worbey	12/20/2023	<i>Andrew Worbey</i>	Richard Roberts	1/2/2024	<i>Richard Roberts</i>
Version 2.0	Billingshurst Parish Council CCTV Tender incorporating the client's comments.	Andrew Worbey	1/8/2024	<i>Andrew Worbey</i>	Richard Roberts	10-1-2024	

## Document Distribution.

No.	Name	Company	Email	Format of Document Submitted
1	G C Burt	Clerk to the Council Billingshurst Parish Council	clerk@billingshurst.gov.uk	



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## SECTION 1 | INTRODUCTION

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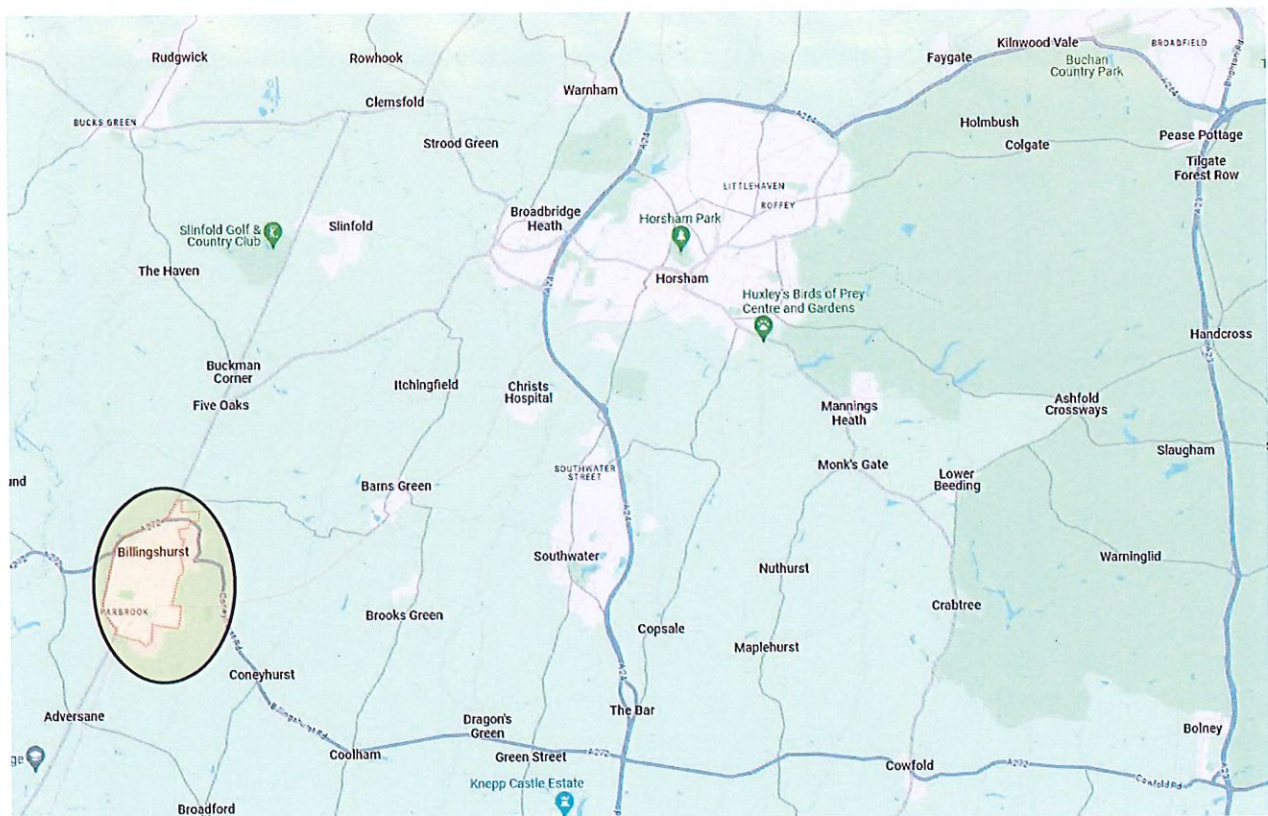
## 1.1 INTRODUCTION

Billingshurst is a village and civil parish in the Horsham District of West Sussex, England. The village lies on the A29 at its crossroads with the A272, 6 miles (10 km) south-west of Horsham and 5.5 miles (9 km) north-east of Pulborough. The village has a secondary school and a sixth-form college, known together as The Weald School.

The Parish Council covers a wide area that includes not only Billingshurst but also Adversane, Coneyhurst and Five Oaks. The Parish Council provides so-called discretionary services for the benefit of the locality that are not provided by the principal councils (Horsham District and West Sussex County), such as open spaces, some street furniture, and public toilets to name a few. There are currently 15 Parish Councillors who are elected every four years and oversee the work of the Parish Council.

In 2023 the Parish Council decided to implement public space CCTV in key areas of the village, to reduce antisocial behaviour and to provide both visual reassurances to residents and visitors while providing the recorded surveillance capability to deter criminals and provide evidence-quality surveillance CCTV footage for the local police to pursue prosecutions where appropriate.

Billingshurst Parish Council have engaged the services of SGW Consulting to produce this performance-based CCTV surveillance tender specification, in line with the Council's requirements.



This tender covers the CCTV proposed surveillance system within the boundaries of Billingshurst only.





## 1.2 PROJECT SCOPE OF WORKS & REQUIREMENTS

Billingshurst Parish Council requires a fixed price cost-effective and value-engineered CCTV surveillance solution/system which meets the requirements specified within this tender document.

The CCTV Contractor will further develop this performance-based specification to provide a detailed technical and commercial offer, for the following:

- Supply, install and commission a new VMS and recording platform providing a minimum of 30 days of recording retention of all cameras
- Supply, install and commission new IP-based cameras of not less than 1080p resolution with day-night imaging via integral IR lighting
- All cameras must provide and be configured with motion detection/line cross-over alarm, function for automatic tagging and alarm on recorded video
- Supply, install and commission a new two-screen control room workstation to allow viewing of both live and recorded images from the proposed new cameras
- Capability of emailing still images and/or short video image clips to mobile devices
- Provide camera and hardware failure notification on the VMS System
- Future capability to install and control audio challenge onto the new system
- Future capability to install white light activation automated via cause and effect and manually activated via the VMS system
- Provide a full detailed system design of the awarded CCTV Surveillance system tender
- The appointed CCTV Contractor will be responsible for leasing with both Billingshurst Parish Council and any 3<sup>rd</sup> parties to achieve the delivery of a fully operational CCTV surveillance system

## 1.3 MAINTENANCE CONTRACT

Billingshurst Parish Council requires the CCTV Contractors (Bidders) to provide a cost within their returned tender quotation, for the provision of a three-year fully comprehensive maintenance package, based on a 1+1+1-year term, renewable yearly based on the CCTV Contractors performance and on achieving the agreed KPIs.

CCTV Contractors (Bidders) should note that Billingshurst Parish Council reserves the right to award the maintenance contract based on the performance of the CCTV surveillance system delivery. The maintenance contract will not be pursued until the completion of the CCTV surveillance deployment project.

## 1.4 TENDER SITE VISIT

CCTV Contractors should note that an accompanied site tour will be scheduled to provide a site & operational overview of the CCTV Surveillance camera location and proposed control room location.

The precise date and times will be agreed upon and notified within a separate document, which will be published to all bidders.

Any CCTV Contractors wishing to submit a tender return must attend the tour to familiarise themselves with the approximate site layout/configuration.

The tours will cover the main sites and the CCTV control room. These site tours will provide an opportunity for the Security CCTV Contractors to make any additional notes they require prior to submitting their tender response and pricing.

Please note technical or finance-related questions will not be answered during the tour, any technical or financial questions must be asked through the RFI process, with all questions and answers being distributed to all bidders.

## 1.5 MANDATORY REQUIREMENTS FOR PERSONNEL WORKING ON THIS PROJECT

All personnel working directly within the awarded tender must hold current manufacturer's training accreditations on the equipment they are working on and must be competent to carry out the work assigned to the interval.

## 1.6 WARRANTY REQUIREMENTS

The CCTV system must be fitted in accordance with the manufacturer's fitting instructions in order to preserve any equipment warranties. As part of this tender response, the respondent must provide a breakdown of the warranty provided for all equipment.

All costs incurred by the administration of such warranties must be included, including the cost of any access equipment or Mobile Elevated Working Platforms required for the installation works.

- The CCTV Contractor must provide an escalation process detailing how unresolved performance-related issues or client concerns are progressed and closed off
- Engineers with the knowledge to support the contract
- Like-for-like replacement of equipment during the warranty period at no cost to the client
- A UK-based manufacturer technical support line (Technical support services provided by the CCTV Contractor will not be deemed acceptable in place of a UK-based technical support line)
- Manufacturer's equipment warranty periods will commence from the date of installation acceptance (the signed-off completion by the appointed project manager or appointed representative)
- The CCTV Contractors 12-month defect liability period will commence from the date of the project completion. Project completion is defined as the date the system is signed off by the client's project manager or appointed representative





*No 'end of life' products, within 12 months of the manufacturer's announced obsolescence will be accepted. Therefore, the CCTV Contractor is required to provide a statement of conformity, that no products proposed are 'end of life' products, within 12 months of the manufacturer's announced obsolescence from the project award date.*

## 1.7 CONTRACTOR DESIGN DEVELOPMENT

The successful CCTV Contractor will be responsible for developing a detailed design to comply with the requirements of this performance-based specification, following the contract award, which addresses the following requirements:

- A statement of compliance with this specification
- A full detailed proposed network topology for the project – including any Wide Area Network (WAN)
- Full details of the proposed Video Management System (VMS) and capabilities
- Detailed calculations for network design bandwidth throughput
- Detailed Video storage calculations, including resilience and redundancy calculations of not less than 20% per site
- A fully detailed technical description of their proposed system for the project

*The purpose of this performance specification is to outline all of the operational requirements for the installation.*

*The CCTV Contractor will be responsible for further developing the design and providing pricing to design, install, commission etc to deliver a fully functional system.*

## 1.8 APPLICABLE STANDARDS

In respect of any requirements resulting from the tender, suppliers must comply with statutory regulations in relation to security and surveillance systems and other obligations/regulations or statutory undertakings relating to security and surveillance systems, incorporating all minimum standards and regulations referred to within this specification.

As a minimum, the CCTV Contractors (bidders) must comply with (but not be limited to) all policies and standards and any subsequent updates or revisions in line with BS EN Standards.



## 1.8.1 Minimum Standards

- The government's recommended standards for the CCTV industry
- BS EN 62676-1-1 - British Standard on the minimum requirements for a Video Surveillance System 11
- BS EN 62676-2-1 - British Standard on setting out specifications for how devices work together and connect across a network
- BS EN 62676-2-2 - British Standard that specifies a method of connectivity for IP video transmission devices using HTTP and REST services
- BS EN 62676-2-3 - British Standard that specifies a method of connectivity for IP video transmission devices using web-based services
- BS EN 62676-3 - British Standard on how digital and analogue devices exchange information)
- BS EN 62676-4 - British Standard on requirements for the selection, planning, installation, commissioning, maintenance and testing of CCTV systems
- BS7858 - British Standard on conducting the security screening of individuals
- BS7958 - British standard setting out recommendations on the management and operation of CCTV systems
- BS8418 - British Standard on the design, installation, commissioning, operation and remote monitoring of detector-activated CCTV
- BS EN 50575: 2014+A1: 2016 – Power, control and communication cables. Cables for general applications in construction works are subject to reaction to fire requirements
- BE EN 60529: 1992+A2: 2013 – Degrees of protection provided by Enclosures (IP Code)
- Surveillance camera code of practice - <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>
- NCP 104.3 - NSI code of practice for design, and installation of CCTV surveillance systems
- BS 7671:2018 - Requirements for Electrical Installations. IET Wiring Regulations
- ANSI/TIA-1152-A; Requirements for Field Test Instruments for Twisted-Pair Cabling
- The European Electrical Safety Standard EN60950
- All relevant British Standards and Codes of Practice
- All relevant Building Regulations
- The Construction (Design and Management) Regulations 2015 (CDM 2015) - <http://www.hse.gov.uk/pubns/priced/l153.pdf>
- Health & Safety at Work Act 1974; <http://www.hse.gov.uk/legislation/hswa.htm>
- Working at Height Regulations 2005; <http://www.hse.gov.uk/work-at-height/the-law.htm>
- CIBSE Guidelines (*where applicable*)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013
- Article 6 of the Energy Efficiency Directive 2012
- Any specific requirements of the local Building Control officer
- The Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- BS EN 50575 standards with special attention to the cable type and fire safety
- EN 50174 all applicable section, Information technology - Cabling installation - Part 2: Installation planning and practices inside buildings
- BS EN 62305 Protection against lightning
- All other standards are referred to within this specification





## 1.8.2 Compliance with the Tender Specification

Bidders will be required to provide a schedule of any items in their proposal that are not in compliance with this specification document. Any item that is not listed as non-compliant within the bidder's non-compliance register will be assumed to meet the required compliance, and any additional cost to rectify undeclared non-compliant items will be the responsibility of the CCTV Contractor.

*Failure to provide this schedule during the bid stage or any item later found to be non-compliant that was not declared at the tender stage will result in any changes during implementation being undertaken at the CCTV contractor's own cost.*

Any non-compliance items must be documented within the non-compliance register and referenced in the relevant section of this specification for clarity during the tender review stage.

## 1.9 TENDER PROCESS

### 1.9.1 Document Confidentiality

Bidders will consider the contents of this document and all provided documentation as confidential. The documents issued as part of this tender must not be copied or supplied to any third party without written consent from Billingshurst Parish Council.

The contractor will not divulge any details of Billingshurst Parish Council's site surveillance systems to any third party, either verbal or written, without the written permission of Billingshurst Parish Council.

Any contractor found to be in breach of the above confidentiality clause will be excluded from the tender process.

The contractor will, at all times, respect and adhere to the Code of Practice relating to Billingshurst Parish Council.

### 1.9.2 Programme of Works

Within the CCTV Contractors (bidders) tender return, the CCTV Contractor will be required to provide a detailed programme of works, indicating work phases, key milestones & durations of work for the total project duration. This programme of works will be incorporated within the tender award documentation. (Note a generic project programme will not be deemed acceptable).

The CCTV Contractors (Bidders) Programme of Works must be realistic and achievable. Billingshurst Parish Council reserves the right to reject any tenders, should their submitted programme of works be deemed unrealistic.

### 1.9.3 Proposed Equipment

The CCTV Contractor will be required to select products that comply with all aspects of this specification and demonstrate product compliance where requested.

Any alternatives proposed will be subject to final review/approval by Billingshurst Parish Council / their appointed consultant.

The CCTV Contractor will be fully responsible for ensuring the proposed alternative meets the required standard specified and operates correctly with the VMS systems proposed within their tender return.

## 1.9.4 Quality Control

The successful CCTV Contractor will be required to be National Security Inspectorate (NSI) Gold Certified, with a quality control process that is compliant with BS EN 9001.



Bidders are required to submit details along with evidence of certifications relating to their organisation's quality control processes, within their tender return.

## 1.9.5 Risk Assessment Method Statements (RAMS)

The CCTV Contractor (Bidders) are required to submit a statement within the tender, identifying any significant or unavoidable risks that may arise during the proposed works, with appropriate mitigation measures outlined and documented on how the operatives or persons affected will be safeguarded against these risks. (Note a generic Risk Assessment / Method Statement will not be deemed acceptable). The risk and method statements (RAMS) must be modified during the installation, and commissioning phase of works to record and address any risks and works which may arise during the contracted period.

## 1.9.6 Technical Proposal

The CCTV Contractor (Bidders) are required to submit a detailed technical proposal and a draft proposed site-wide network topology design. The CCTV Contractors Technical proposal must provide adequate detail to demonstrate their understanding and compliance within their draft proposed site-wide network topology design, along with a high level of technical detail to demonstrate, that the CCTV Contractor, proposed solution complies with the requirements of the specification and can be delivered in accordance with this specification.

## 1.9.7 Mandatory Required Tender Submittals

*The documents stated below are mandatory tender submittal documents, any non-completed tender returns will be excluded from the tender evaluation process.*

1. Technical proposal and a draft proposed site-wide network topology design. (detailed to demonstrate system interconnections)
2. Commercial proposal
3. Proposed equipment details and data sheets.
4. Detailed storage and bandwidth calculations for each site





5. Programme of works in Gantt chart format. Detailing all aspects of the bidder's proposed delivery (this will form part of the tender contract)
6. Completed Assumptions and Caveat register
7. Team structure and key personnel CVs
8. Sub-contractor details where applicable
9. Non-compliance Register
10. Evidence of NSI Gold status
11. Quality control process details
12. Draft Risk Assessment Method Statement (RAMS) Associated with the Billingshurst Parish Council Project
13. Pricing schedule – refer to pricing schedule appendix F (in its native Excel format)

## 1.9.8 Requests for Information (RFI)

All RFIs and technical queries on this performance specification must be submitted in written format on a standard template as agreed with the project manager. All RFIs will set out the following information and will be responded to in written format within five working days.

1. The title of the project
2. The details of the party requesting the information
3. The date the query was raised
4. The nature of the information being requested
5. Any supporting explanatory documents are provided
6. A section for the RFI response (by client/consultant)

## 1.10 PROJECT DEFINITIONS:

API	Application Programming Interface
BS	British Standard
CAD	Computer-Aided Design
CCTV	Closed Circuit Television
CIBSE	Chartered Institute of Building Services Engineers
COSHH	Control of Substances Hazardous to Health
DVR	Digital Video Recorder
DoS	Denial of Service
DVD	Digital Video Disc
EMC	Electromagnetic Compatibility
GDPR	General Data Protection Regulation



GIS	Geographic Information System
GUI	Graphical User Interface
HD	High Definition
HDMI	High-Definition Multimedia Interface
HDR	High Dynamic Range
HTTP	Hypertext Transfer Protocol
ICO	Information Commissioners Office
IDF	Intermediate Distribution Frame
IDS	Intrusion Detection System
IEC	International Electrotechnical Commission
IET	Institute of Engineering & Technology
IP	Internet Protocol
ISO	International Organisation for Standardisation
LAN	Local Area Network
LCD	Liquid Crystal Display
LSOH	Low Smoke Zero Halogen
MDF	Main Distribution Frame
MEP	Mechanical, Electrical and Plumbing
NAS	Network Attached Storage
NC	Normally Closed
NICEIC	National Inspection Trust for Electrical Installation Contracting
NO	Normally Open
NTP	Network Time Protocol
NVR	Network Video Recorder
ODBC	Open Database Connectivity
O&M	Operations & Maintenance
ONVIF	Open Network Video Interface Forum



OPC	Open Architecture Communications
OSPF	Open Shortest Path First
PC	Personal Computer
PoE	Power over Ethernet
PSIA	Physical Security Interoperability Alliance
RCBO	Residual Current Breaker with Over-Current
RCD	Residual Current Device
REM	Remote Evidence Management
RFID	Radio Frequency Identification
RSS	Really Simple Syndication
SAN	Storage Area Network
SD	Secure Digital
SDK	Software Development Kit
SHA	Secure Hash Algorithm
SIP	Sessions Initiation Protocol
SNMP	Simple Network Management Protocol
SSO	Single Sign-on
SQL	Structured Query Language
USB	Universal Serial Bus
UDP	User Datagram Protocol
UHD	Ultra High Definition
VMS	Video Management System
VSS	Video Surveillance System
UPS	Uninterruptible Power Supply
WAN	Wide Area Network
WDR	Wide Dynamic Range



WEEE

Waste Electrical and Electronic Equipment





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## SECTION 2 | BILLINGSHURST SITE

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## 2.1 NEW CAMERA LOCATIONS

Billingshurst Parish Council have determined and agreed on the locations and areas to be covered by the new proposed CCTV Surveillance system.

SGV have conducted a site survey to determine the suitability and achievability of implementing CCTV surveillance within these areas. The below consideration should be taken into account by the CCTV Contractors (Bidders).

- There will be a requirement to provide and install new suitable camera mounting columns within some areas requiring the installation of new CCTV cameras
- There will be a requirement for the installation of a new power provision at some camera locations, this can be achieved via a short soft dig to the local council-owned and sub-private-owned buildings, then pick up the mains supply via the local fuse board
- CCTV Contractors should note that not all of the camera locations offer a line of sight, CCTV Contractors must consider the use of alternative transmission formats to achieve a fully working CCTV surveillance solution, i.e., 4/5G network communication. The use of 3rd party fibre connections may be considered but should be avoided whenever possible
- The CCTV Contractors should note that some of the new cameras will need to be installed onto street lighting columns
- The proposed location for the new control room location will be within the Billingshurst Centre building, located on Roman Way, Billingshurst, RH14 9EW







The below map shows the locations required by Billingshurst Parish Council for the new proposed cameras.



## Required CCTV Surveillance Coverage:

- Jubilee Fields
- Jubilee Fields Entrance
- Cherry Tree Close Play Area
- Manor Fields Play Area
- Station Road Community Gardens
- Railway Station
- Lower Station Road Rec. Ground
- Cranham Avenue
- Cleveland Gardens
- Billingshurst High Street
- Library Car Park
- Jengers Mead Precinct
- The Alders Play Area
- Amblehurst Green Play Area 1
- Amblehurst Green Play Area 2





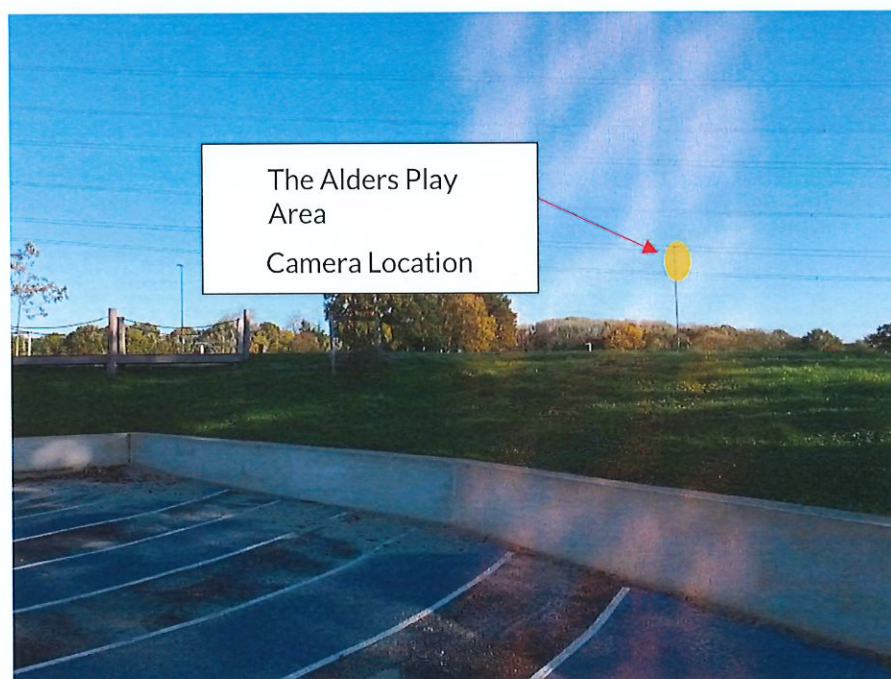


## 2.2 PROPOSED CAMERA LOCATIONS

The images below are for reference only to facilitate the CCTV Contractors in their understanding of the project delivery and to provide information about the proposed locations for the CCTV Surveillance Cameras. The final locations and fixing details are to be determined by the CCTV Contractors within their design submission.

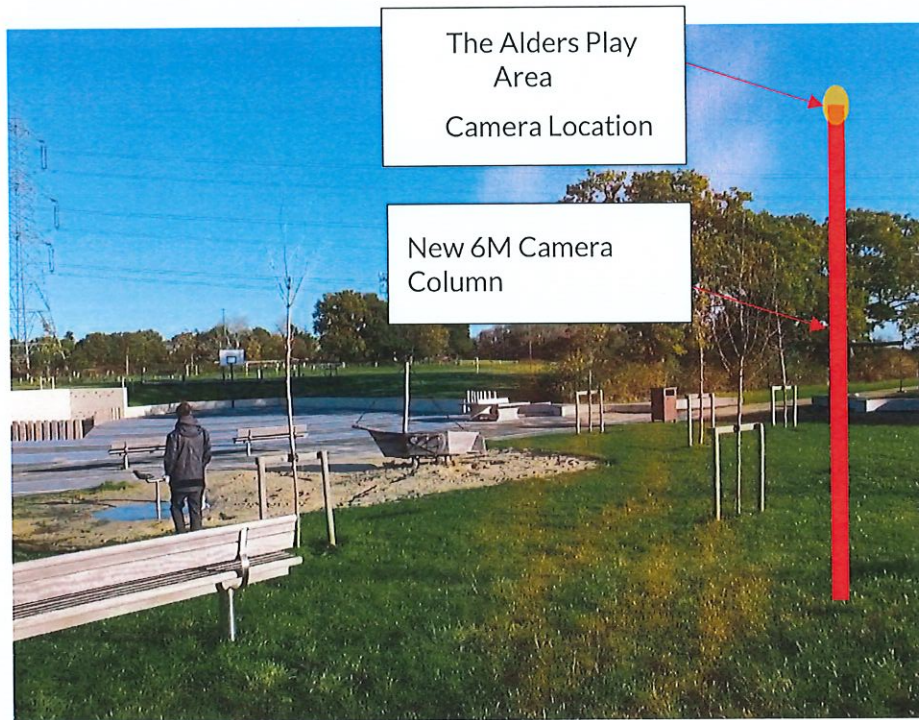






An alternative proposal for mounting the CCTV surveillance camera within The Alders Play Area would be to install a new 6m column and associated power. Note due to the location of the play area, there is limited access to local mains power.



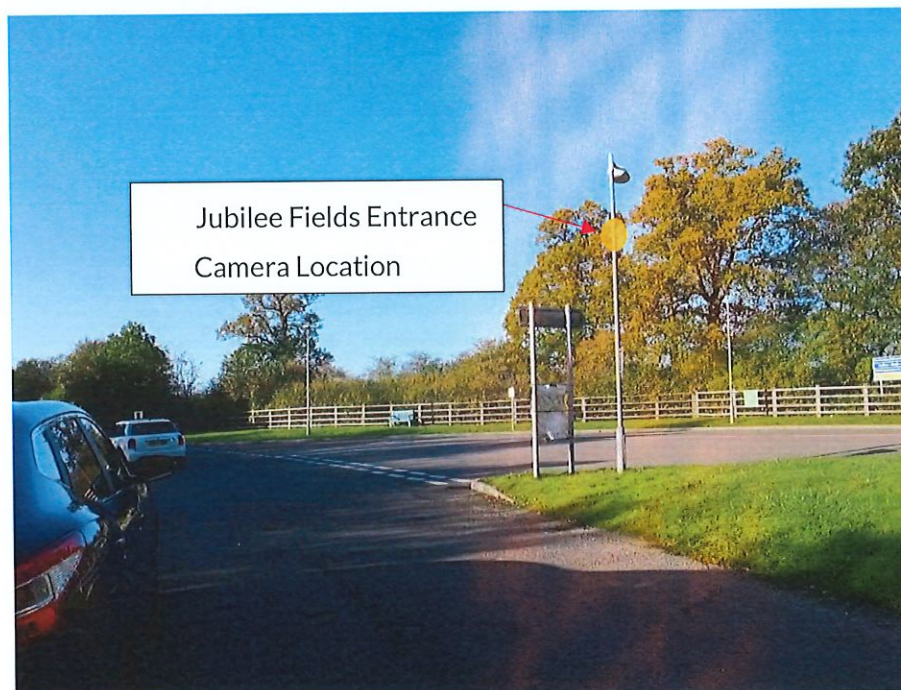
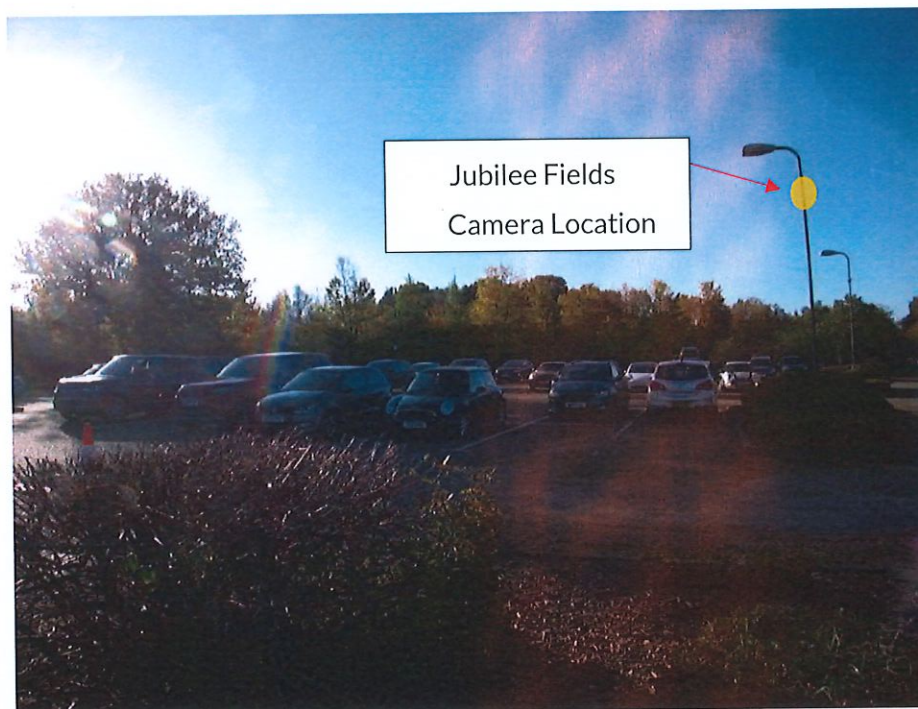


The proposal for mounting the 2 x CCTV surveillance camera within The Alders Play Area would be to install a new 6m column and associated power. Note due to the location of the play area, there is limited access to local mains power.



The proposal for mounting the CCTV surveillance camera within the Manor Fields Play Area would be to install a new 6m column and associated power. Note there is currently a disconnected mains feeder pillar located adjacent to the allotments which could provide the main power to the new column.





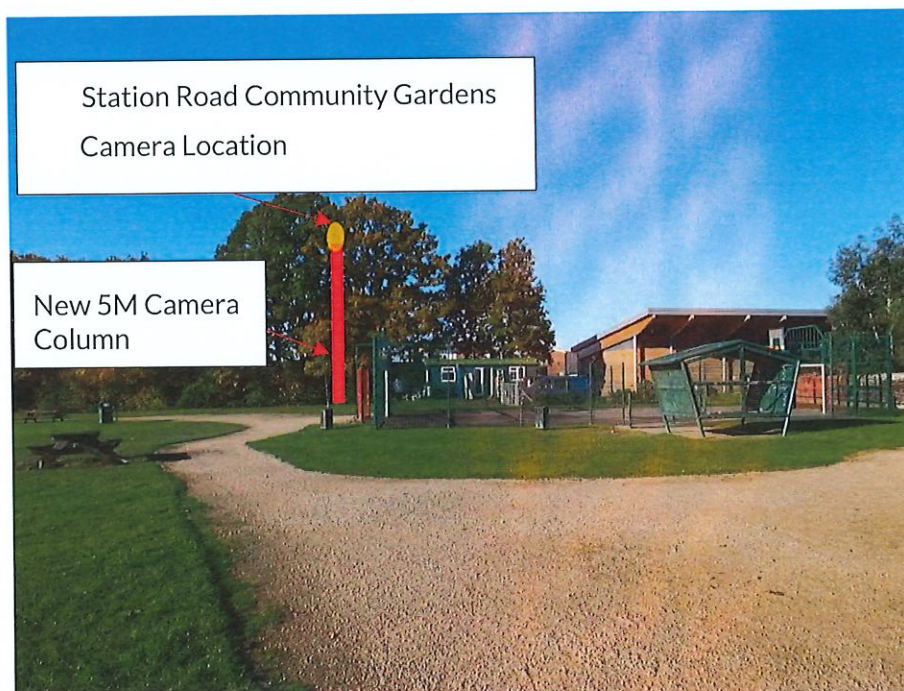




The proposal for mounting the CCTV surveillance camera within the Cranham Avenue Play Area would be to install a new 4m column and associated power.







The proposal for mounting the CCTV surveillance camera within the Station Road Community Gardens area would be to install a new 5m column and associated power. Note there is currently a mains feeder located within the adjacent council-owned Men's-Shed building. (approx. 5m soft dig)







The proposal for mounting the CCTV surveillance camera within the Cherry Tree Close Play Area would be to install a new 4m column and associated power.

## 2.3 EQUIPMENT LOCATIONS PERMISSIONS

Billingshurst Parish Council will facilitate the appointed CCTV Contractor, in obtaining permission to install any equipment associated with the new surveillance system where possible. Irrespective of Billingshurst Parish Council's offer to assist, the CCTV Contractor will be responsible for liaising with any 3rd parties to obtain permission in respect of the new surveillance system.

## 2.4 CAMERA COLUMNS AND MAINS POWER

The appointed CCTV Contractor will be responsible for providing any new suitable galvanized columns deemed necessary within their proposed CCTV surveillance solution. These works are to include but are not limited to:

- Supply and placement of suitable rigid columns allowing for the cameras to be mounted
- Supply of any required new column bases
- Supply and reinstatement of any ground works required to provide an electrical supply to the new columns
- Any electrical works and associated permissions required to provide mains power to the new columns



## 2.5 CCTV VIEWING LOCATION

Billingshurst Parish Council have determined the most appropriate location for the new CCTV surveillance system monitoring suit, will be within a dedicated operational room located with the "The Billingshurst Centre" (the main Parish Council building) in Billingshurst.

A room has been allocated for the new CCTV Surveillance viewing suit. The Security viewing suit will not operate on a 24/7 basis but will be aligned to a reactive view suit.



The Surveillance suit will be located within "The Billingshurst Centre" Council Building in Billingshurst.



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## SECTION 3 | SURVEILLANCE EQUIPMENT

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## 3.1 CCTV CAMERAS

The appointed CCTV Contractor will be responsible for the supply, configuration, installation, and commissioning of all new IP-based HD CCTV surveillance cameras as part of the Billingshurst CCTV project.

CCTV Contractors are to note that the Billingshurst Parish Council CCTV surveillance system is predominantly a reactive-based surveillance system. CCTV Contractors should therefore consider the use of fixed cameras within their design strategy. Should the CCTV Contractors wish to utilise PTZ cameras within their design, they must demonstrate the cameras can be configured to auto-track an object within the primary field of view.

*The use of dome cameras will only be permitted, on the basis the dome cameras have suitable weather/ sun shields fitted.*

### 3.1.1 Minimum Camera Specification

- Minimum Pixels (horizontal x vertical) 1920, (H) x 1080(V)
- Min. Illumination 1. Colour 0.3Lux (1/30sec, F1.6) B/W 0.03Lux (1/30sec, F1.6)
- Integral 50m IR lighting
- Focal Length Veri-focal to suit the installed location.
- Aperture Ratio F1.6(Wide)
- Focus control Auto / Manual / One push.
- Camera Title On, off (displays up to 45 characters)
- Day and Night Auto (ICR), Colour, B/W
- Backlight Compensation BLC, HLC, Off, WDR
- Wide Dynamic Range 120dB
- Digital Noise Reduction SSNR III (2D+3D noise filter) (Off / On)
- Defog Off, Auto, Manual
- Motion Detection On, off (rectangle zone)
- Privacy Masking On, Off (16 zones of rectangle zone)
- Gain Control Off, Low, Middle, High
- White Balance ATW / AWC / Manual / Indoor / Outdoor / Mercury / Sodium
- Electronic Shutter Speed Minimum / Maximum / Anti-flicker (2 ~ 1/12,000sec)
- Digital Zoom 16x
- Flip/Mirror Off, On
- Intelligent Video Analytics Tampering, Virtual line cross, Enter / Exit, Appear / Disappear, Audio detection, Face detection, and Motion detection.
- Camera Alarm tampering
- Alarm I/O Input / Output
- The alarm Triggers Motion detection and network disconnection
- Alarm Events File upload via FTP and E-mail, Notification via E-mail, TCP and HTTP, local storage (SD/SDHC/SDXC) recording at network disconnected & event (Alarm triggers), External output
- Ethernet RJ-45 (10/100Base-T)



- Video Compression H.264, H265(MPEG-4 part 10 / AVC), MJPEG
- Resolution 1920 x 1080p (Full HD)
- Video Quality Adjustment
- Streaming 3 profiles
- IP IPv4, IPv6
- Protocol TCP/IP, UDP/IP, RTP(UDP), RTP(TCP), RTSP, NTP, HTTP, HTTPS, SSL, DHCP, PPPoE FTP, SMTP, ICMP, IGMP, SNMPv1/v2c/v3(MIB-2), ARP, DNS, DDNS, QoS, PIM-SM, UPnP
- Streaming Method Unicast, Multicast
- Max. User Access 15 users at Unicast
- Memory Slot SD/SDHC/SDXC
- IK10 vandal resistant IP67 (minimum)
- Offering 4/5G connection if applicable

### 3.1.2 CAMERA BRACKETS

The CCTV contractor will ensure that all bracketry is fit-for-purpose for the type of camera selected and to suit the operational requirement of the camera itself. Camera Brackets must be installed in accordance with the manufacturer's recommended installation process and fixings to provide a solid mounting fixing.

New brackets will be approved by the Parish Council and/or Council's Representative prior to installation. There may be a requirement to colour-match the cameras and brackets to the building or mounting column fabric, to the satisfaction of the Parish Council where applicable. All colours must be agreed upon and approved by the Parish Council prior to installation.

The CCTV Contractor will undertake a lighting survey at all camera locations to determine current Lux levels in primary surveillance zones to ensure the chosen CCTV camera specification is optimised to suit areas within the camera's field of view.

The CCTV Contractor will be responsible for determining the lighting levels and additional lighting provisions, if necessary, to ensure the specified camera-by-camera primary surveillance zone performance criteria as stated within the British Standards. The camera's sensitivity will match the lighting source spectrum.

Additional lighting will be considered where camera picture quality is impaired due to the existing lighting conditions. The selection and positioning of visible or non-visible lighting will meet the safety requirements that prevent damage to the eye. The light source will be away from the camera and near the object or area that is monitored by the camera.

The CCTV Contractor will be responsible for liaising with the Parish Council, to determine and agree on any additional lighting requirements, and to ensure light pollution is minimized wherever possible.

The following site conditions will be the key elements that drive the selection of camera, location, and type of additional illumination: -

- Backlighting
- Glare that is caused by excessive bright light falling on the camera lens
- Poor level of lighting or no lighting





### 3.1.3 Camera Commissioning Standard

The CCTV Contractor will ensure all cameras are commissioned and configured in accordance with 62676 Part 4. The CCTV Contractor will be responsible for demonstrating compliance with 62676 Part 4 by utilising a suitable test target.

## 3.2 RECORDING & CONTROL HARDWARE SPECIFICATION

### 3.2.1 Networked Video Recording Systems

The CCTV Contractor will design, supply, configure, install, and commission a new networked video recording (NVR) system with a separate workstation in accordance with the following requirements.

The NVR system will take into account ALL guidelines and recommendations from the British Standards, Police and Crime Commissioner's office and all applicable standards relevant to the design, supply, configuration, installation and commissioning of a public space surveillance system and be fully compliant with the Data Protection Act 2018 and the GDPR and will provide recorded data in a format that is admissible in a UK court of law.

The CCTV Contractor will provide written confirmation from the equipment manufacturer that these objectives are complied with in full.

The new NVR recording system will be installed with a suitable locked equipment rack located within The Billingshurst Centre, Billingshurst.

The new recording system will include a future expansion capability of not less than 20%. This redundancy allowance applies to the number of additional cameras and the corresponding amount of storage available (i.e., hard drive space).

CCTV Contractors must provide bandwidth calculation within the tender return, demonstrating how they have calculated the network throughput and NVR hard drives sized to achieve the following.

NVR systems will be configured to achieve the following –

- ALL cameras are to be recorded at a minimum of 25 frames per second (fps)
- ALL cameras are to be recorded 24/7. (the use of time-configured motion detection may be considered to provide a valued engineer solution)
- The recording resolution for IP cameras will be a minimum of 1080P HD (or equivalent)
- Recorded archives for ALL cameras will be a minimum of 31 days

Consideration should be taken to the use of RAID format. RAID 6 or RAID 10 will be equally acceptable to avoid the loss of recorded footage from the failure of a single Hard Drive.

The CCTV Contractor will note that full integration of the NVR to the chosen Video Management System (VMS) is a requirement and that the reviewing and exporting of recorded footage will be achievable seamlessly from the CCTV surveillance suit within the VMS environment and NOT from a separate software package.





### 3.2.2 In-Camera SD Recording and Backfill

The system must provide automated backfilling from an SD card installed within the CCTV surveillance cameras to the network video recorder. In the event of network or network video recorder failure, the system must auto-backfill the recorded surveillance footage from the camera SD to the NVR, at the point the NVR or network communication is re-established (the backfill process may be configured to reduce the network traffic during peak times) to provide an unbroken chain of recorded surveillance footage. The CCTV Contractor must provide suitable SD cards installed within each camera to provide 7 days of recording retention in the event of a network or NVR failure.

### 3.2.3 Motion Detection Recording

Detection zones will be fully configurable on a per-camera basis to allow for the masking of areas that include background activity such as trees or moving traffic. The CCTV Contractor will note that some cameras may require this feature to be enabled as part of the final commissioning procedure.

The feature will include a configurable time period for recording Pre- and Post-event activity.

### 3.2.4 Time Scheduled Recording

The NVR system will include a facility for time-scheduled recording to allow for more efficient use of the storage provided.

Scheduled recording will include a minimum capability to configure different recording profiles (i.e., a change in the recorded fps) for different times of the day. The feature will be based on a per-day basis and be configurable over a 7-day period.

The CCTV Contractors (bidders) will note that some cameras may require this feature to be enabled as part of the final commissioning procedure.

### 3.2.5 Network Switches

The CCTV Contractor will provide fully managed network switches at all collection hubs (i.e., equipment racks and points-of-presence) where required within the CCTV Contractors design to provide a fully operational CCTV surveillance system.

The throughput capacity of each switch will be of sufficient size so as to NOT create 'bottlenecks' in network traffic and will provide a minimum future expansion capability rated to the full extent of data throughput of the network equipment to which the switch is connected.

Each network switch will also be sized accordingly to ensure a sufficient number of ports provided to connect all associated network devices. A redundant capacity of not less than 20% (i.e., ratio of unused ports to total number of ports PER switch) will be provided at each switch.

The CCTV Contractor will consider the need for a combination of Layer 2/Layer 3 switches or solely Layer 3 switches based on their own solution but will note that the choice of switch will include the following features as a minimum: –

- Individual port autosensing up to speeds of 1Gbps
- All ports will provide independent POE+ Power
- Advanced security features such as individual Port Security and Access Control Lists (ACL)
- VLAN capabilities



- Quality of service (QoS) features that allow prioritising of network traffic, minimising latency and allocation of guaranteed bandwidth
- Link aggregation features to reduce bottlenecks in data traffic between network devices

For environmental reasons and where appropriate, the CCTV Contractor will consider the use of high port density switches rather than multiple smaller port density switches.

### 3.2.6 Transmission Network Design

Where the CCTV Contractor design utilised wireless transmission equipment, the CCTV Contractor will allow for a minimum of 10Mbps or above of video bandwidth per camera location. This data allowance will be taken in a worst-case scenario (for example in low-light conditions at night).

It should be noted that there are many different potential configurations of wireless network design possible to achieve wireless connectivity between those cameras which have line-of-sight. The CCTV Contractor must carry out a detailed site survey to determine the most applicable wireless design and equipment to achieve a fully operational CCTV surveillance system.

The Security controller's design of the wireless network will mitigate latency for camera telemetry control as much as possible, therefore each fixed camera location will have the minimum number of wirelesses 'hops' between the camera and its corresponding connection point.

CCTV Contractors should be advised that not all of the proposed cameras with the Billingshurst CCTV surveillance system, can be connected via wireless transmission equipment, due to their location and the limitations of line-of-sight, the CCTV Contractors may wish to consider 4/5g transmission as an alternative or in conjunction with a wireless solution.

CCTV Contractors should avoid the use of leased line fibres wherever possible.

## 3.3 CONTROL ROOM REQUIREMENTS

### 3.3.1 Operator Workstation & Monitors

The CCTV Contractor will supply, configure, install and commission a single workstation PC with two number 42" professional 24/7 display monitors mounted on the wall in front of the operator's desk, in accordance with the CCTV Contractors ergonomic design, to allow the operator to control, select and playback both live and recorded CCTV surveillance footage.

### 3.3.2 Workstation Keyboard & Mouse

The CCTV Contractor will provide a standard wired keyboard and wired mouse at the CCTV operator positions to allow the operators to select cameras via the VMS system and to enter free text into the system where applicable. i.e., time a date search, event report data entry text etc.

### 3.3.3 Camera Control Joystick

CCTV Contractors are to note that the Billingshurst Parish Council CCTV surveillance system is predominantly a reactive-based surveillance system, CCTV Contractors should therefore consider the use of fixed cameras within their design strategy. Should the CCTV Contractors wish to utilise PTZ





cameras within their design, the CCTV Contractor must provide a multi-functional wired CCTV keyboard and joystick controller at the operator workstation positions.

The controller will form part of a fully integrated system and work seamlessly in conjunction with the graphical user interface (GUI) provided as part of the CCTV contractor's solution.

Each joystick controller should be ruggedized with a variable speed 3-axis joystick for pan, tilt and zoom control. Each controller should incorporate selection programmable function keys for ease of use. It will not be acceptable for the controller to control PTZ cameras directly without direct integration with the chosen VMS System. In addition, it will not be acceptable to use a mouse or trackpad as the main means to control PTZ cameras.

### 3.3.4 Network Time Server & Clock Display

The CCTV Contractor will supply, install, and commission a new NTP timeserver to provide an up-to-date and synchronised time signal to all network devices, including NVR recorders, IP cameras, wireless network transmission equipment, network switches, workstations etc.

## 3.4 VIDEO MANAGEMENT SYSTEM (VMS)

### 3.4.1 Overview

The CCTV Contractor will provide an open-platform Video Management System (VMS) with seamless integration to their proposed network/digital video recording and digital IP Cameras.

The VMS will be presented and operated via two (2) monitors connected to the workstation and will be capable of full CCTV surveillance system command and control, alarm handling and digital image, live and playback mode simultaneously.

The VMS workstation will provide a Graphical User Interface (GUI) for the control of CCTV cameras, NVRs, and seamless control of digital cameras.

In full-screen mode when viewing live images, the monitor image will be presented at a minimum of 25fps at all times and the viewed image will be capable of being displayed at full resolution minimum 1080P HD for IP cameras without any image degradation.

The facility to review NVR recorded footage will form part of each VMS workstation and the ability to restrict this feature via password authority level/ access rights (or similar).

The VMS solution must offer and be configured to allow for a minimum of three user levels.

- Administrator
- Unrestricted operator
- Restricted operator

The VMS will include the ability to provide a full audit trail of information, alarm history, user log-on, systems configuration and general diagnostics.



A full compliance statement is required with the tender return providing additional information on how each defined component and system functionality is fully compliant with this specification. In summary, the VMS will include (but not be limited to) –

- Multi-screen operation (2 monitors)
- Seamless control of all recording (including burning of evidential footage)
- Full audit trail of recorded archive
- Management reporting features such as event and alarm handling, audit trail of operator activity, incidents and incident-related activity and general system information
- Future expansion capabilities and integration to 3rd party equipment – including legacy systems telemetry control where necessary; This will be direct through the VMS system and not utilise older analogue interfaces and technology
- Support for standard resolution and megapixel/HD cameras via ONVIF compliance

The open platform Video Management System will be an efficient, scalable, easy-to-use, video command and control management system. The system will seamlessly integrate with multiple manufacturer's analogue equipment & digital IP equipment.

The VMS will be an 'Open Architecture' platform that can integrate with security and information management systems from multiple manufacturers, subject to contract requirements and the provision of suitable software development kits, applications programming interfaces or web services.

The VMS will be a mature and proven product that has been successfully deployed on a number of existing public space surveillance schemes. The manufacturer of the VMS must be able to demonstrate considerable public space surveillance experience, using field-proven products and provide expert support.

Support for the VMS must be provided from within the UK by the manufacturer who can offer the provision of an on-line knowledge base, dedicated technical support staff and the manufacturer's field-based engineers.

The manufacturer must offer a comprehensive technical training programme for installers, operators, administrators, managers, and technical staff that is delivered by dedicated trainers employed by the manufacturer.

*Third-party in-house CCTV Contractors training will not be deemed acceptable.*

As an open platform, the VMS will create a unified point of control that allows operators and administrators to present and manage alarms, video, and transactional data from 3<sup>rd</sup> party sub-systems (integration permitting) in a secure, unified, and visually intuitive command and control environment.





### 3.4.2 VMS Licensing

The VMS will provide centralised licenses, installed, and activated on the system. Once activated, periodic internet validation checking will not be required and the licenses will be transferable, i.e., the replacement of any device will not require the purchase of a new licence. The use of unlicensed or Lt versions of the VMS software will not be permitted.

*All licenses will be perpetual, i.e., 'once-off' payment and activation, with NO recurring fees or charges.*

### 3.4.3 Graphical User Interface

Noting the Billingshurst Parish Council CCTV surveillance system is predominantly a reactive based system, there will be, on occasions times when the CCTV surveillance system will take on the role of a pro-active system (such as event days etc). In order to facilitate this, the VMS client workstation will present a user-friendly Graphical User Interface (GUI) that is both intuitive and structured, with streamlined access to commonly used functions to accelerate response to critical events and present the operator with vital information to proactively manage threats quickly and appropriately.

In addition to providing the operator with a default alarm response view that includes the most relevant functionality for handling alarms, the VMS will contain a custom video layout capability that allows the operator to completely tailor the size and content of the windows on their workstation via a drag-and-drop interface. It will be possible to design any number of free-form video layouts that can be saved as unique user layouts specific to each individual operator and can then be recalled manually or automatically as required.

The GUI will include view panels that are flexible areas that can be configured and customized by the system administrator or operator for the display of video, data and situational information, comprising the following displays:

- Alarm Response
- Incident Video
- Live Video Panel
- Customize Panel
- Layouts Panel

The GUI will include panel customisation providing the ability to dynamically change the organisation of the view panels using the following functions:

- Drag-and-drop to change panel layout.
- Customization of panel layout per user to match operational requirements.

The GUI will include dedicated buttons to provide immediate access to:

- Camera selection



- Camera operations
- Monitor control.
- Incident mode controls to facilitate:
- Live incident capture
- The capture of associated information

### 3.4.4 Video Playback

The VMS will provide the following video playback functionality:

- Play
- Pause
- Frame re-wind
- Frame advance
- Fast re-wind up to x128
- Fast forward up to x 128
- Frame jog and shuttle
- Timeline video bar slider
- Digital PTZ

## 3.5 DOCUMENTATION REQUIREMENTS

### 3.5.1 Summary

At least two weeks prior to system handover, the CCTV Contractor will submit draft copies of the Operations and Maintenance (O&M) manual and record drawings to the Council (and/or Council's Representative) for approval.

Any comments made by the Parish Council (and/or Council's Representative) will be incorporated and the draft resubmitted. Once the draft documentation has been approved, formal copies will be prepared.

The draft copies of the documentation need not contain all the test certificates etc., but space will be allocated within the manuals to receive them prior to the formal issue.

### 3.5.2 Asset Register

The CCTV Contractor will produce a full asset register for all new equipment supplied and installed as part of the initial capital works project.

The asset register will be provided in a standard spread sheet format (i.e., \*.csv or \*.xls) and include detailed information relating to each item of equipment such as: –

- Asset number (format to be provided by the Parish Council)
- Description of equipment
- Type/make and model



- Serial number
- The version of software/firmware (where applicable)
- Location of equipment at initial installation
- Equipment IP Address
- Equipment MAC Address
- Equipment warrantee's start and expire dates
- Usernames and Passwords

### 3.5.3 'As-Built' Drawings

The CCTV Contractor will provide complete 'as-built' drawings in AutoCAD (.dwg) format, which will include the following: –

- Indicate all system device locations on a site-wide plan(s). No other system(s) will be included in these plans
- Include full schematic wiring information on these drawings for all devices. Wiring information will include cable type, any conductor routings, quantities, and connection details at the device
- Include a complete CCTV System one-line block diagram
- Include a complete network topology design
- Include an overall schematic diagram of the complete surveillance system
- Include a statement of the system sequence of operation

### 3.5.4 System & Product Data

The CCTV Contractor will provide complete product data that includes the following: –

- Manufacturer's technical data for all material and equipment at the system and sub-system level to be provided as part of the CCTV systems
- System descriptions including calculations size, power usage, weight, and heat dissipation of equipment

The descriptions will show how the equipment will operate as a complete system solution to meet the performance requirements of the Parish Council tender document and operational requirements. The following information will be included (but not limited to): –

- NVR disk space and memory size
- Description of site equipment and its individual configuration
- Network bandwidth, latency, and reliability requirements
- Start-up operations for each type of system.
- System expansion capability and method of implementation
- Device/component environmental requirements (cooling and or heating parameters)
- A description of the operating system and application software





### 3.5.5 Contract Close-Out Submittals

The CCTV Contractor will provide one (1) hard/paper copy and two (2) electronic copies of manuals including operating instructions, maintenance recommendations and parts list including wiring and connection diagrams modified to reflect as-built conditions.

### 3.5.6 Manuals

The final copy of the manuals will be delivered within 14 days after the successful completion of the witness testing of the system. Each manual will have a table of contents and labelled sections and will include, where applicable, the names, addresses and telephone numbers of the CCTV Contractor responsible for the installation and maintenance of the system and the factory representatives for each item of equipment for each system.

The final copy will include all modifications made throughout the installation, commissioning and acceptance testing processes.

The manuals will contain the following sections –

### 3.5.7 Functional Design

The functional design section identifies the operational requirements for the systems and explains the theory of operation, design philosophy and specific functions.

A description of hardware and software functions, interfaces and requirements will be included.

### 3.5.8 Hardware

The hardware section will describe all equipment furnished including: –

- General description and specifications
- Installation and check-out procedures
- Equipment layout and electrical schematics to an appropriate level of detail
- System layout drawings and schematics
- Alignment and calibration procedures
- Manufacturers repair parts list indicating sources of supply

### 3.5.9 Software

The software section will describe the functions of all software and will include all other information necessary to enable proper operation and where necessary, testing and troubleshooting.

The section will include (but not be limited to): –

- Definition of terms and functions
- System use and application software
- Initialization, start-up, and shut down
- Reports generation
- Details on Client customization
- System checks and tests



## 3.5.10 Operation

This section will fully explain all procedures and instructions for the operation of the system.  
including (but not limited to): –

- Computers and peripherals
- System start-up and shut-down procedures
- Use of system, command, and applications software
- Recovery and restart procedures
- Graphical representation of system components and alarm presentation
- Assignment of control parameters to graphical components
- Generation of reports and audit trail
- General data entry
- Operator commands
- Alarm messages and reprinting formats
- System permissions functions and requirements

## 3.5.11 Maintenance

The maintenance section will include descriptions of maintenance for all equipment including inspection, periodic preventive maintenance, fault diagnosis, and repair or replacement of defective components.

## 3.5.12 Passwords & Usernames

All items of equipment that require log-on credentials to allow access to the configuration settings of said equipment, will be identified and listed within the O&M manuals.

All usernames and passwords for the individual items of equipment will be provided. If necessary, to avoid the disclosure of the CCTV Contractors own confidential passwords. The CCTV Contractor will ask the Parish Council for a pre-determined username/password combination for use on all devices at the start of the contract.

## 3.6 COMPLETION & HANDOVER REQUIREMENTS

### 3.6.1 Site Witness Testing

When the installation is complete and fully tested and commissioned, the CCTV Contractor will invite the Parish Council and/or Council's Representative to carry out an inspection of the installation.

Any defects noted by the Parish Council and/or Council's Representative will be corrected by The CCTV Contractor.

*(This does not preclude the Parish Council and/or Council's Representative from making inspections and issuing defects reports at any time during the contract period.)*





When all the defects have been corrected to the Parish Council and/or Council's Representative's satisfaction the CCTV Contractor will issue a certificate confirming that all works are complete and that they comply with the specification and drawings for the project.

### 3.6.2 Training

The CCTV Contractor will provide a sufficient number of dedicated training sessions (2) to the staff of the Parish Council including maintenance operatives and management where necessary. The CCTV Contractor will be aware that the system's operators will be working on a shift basis assignment and will take account of this when organising dates for training sessions.

The training provided will be carried out by a competent manufacture-trained person capable of communicating and presenting information in an easy-to-follow and methodical manner.

During the training course, the CCTV Contractor will provide, where necessary, simple operating instructions to each attendee. These instructions will be non-technical, use diagrams and pictures wherever possible and will be written so that persons of all levels of intelligence can understand them.

*Operating Instructions will be laminated and BESPOKE to the Billingshurst Parish Council CCTV Project.*

*Manufacturers Manuals Will Not Satisfy the Above Requirement.*

Operator training will include, but not be limited to the following: -

- All operating system procedures live and playback
- System configuration, tailoring the screen layouts
- Alarm event acknowledgment, and alarm response logging

Administrative training will include, but not be limited to the following: -

- All operating system procedures and configuration variables
- Database functions and setup and report generation
- Applications programs (as applicable)
- Event log integration and printing

Once training is complete to the Parish Council's satisfaction, the CCTV Contractor will issue a certificate to the Parish Council and/or Council's Representative confirming what training has been provided and listing the names of the personnel who received it

### 3.6.3 Final Handover

Final acceptance and handover of the system(s) will not be given until ALL of the following elements of the project have been carried out to the satisfaction of the Parish Council and/or Council's Representative: -

- Satisfactory rectification of ALL items presented by the Parish Council and/or Council's Representative on a post-installation / practical completion snagging / non-conformity report
- Completion of all Parish Council training programmes
- Final project inspection
- Receipt, amendment if required and final approval of test, operating and maintenance (O&M), health and safety and as-built documentation as per specification
- Satisfactory performance of the system for a four-week period prior to Completion
- A signed defects liability certificate and if specified, a signed maintenance agreement

#### 3.6.4 Completion

The Parish Council and/or Council's Representative will grant Completion of the project following satisfactory provision of items outlined above and when all other works as defined in the contract Works Information are complete.

The Parish Council and/or Council's Representative will be the deciding party as to when Completion will be granted. The CCTV Contractor will refer to the contract preliminaries for further information.

#### 3.6.5 Defects Warranty Period

The CCTV Contractor will include in their tendered sum a full 12-month defects liability and system warranty for every component of the new solution.

This warranty will include the CCTV Contractor attending the site and repairing, replacing, and fully restoring to full working order all genuine system defects in line with the performance requirements of the service and maintenance provision outlined in the next section.

Where any manufacturer offers a longer warranty on an item, the Parish Council will expect to benefit from that also. (A list of warranties for individual parts will be included within the documentation).

The CCTV Contractor will note that, irrespective of how much usage the Parish Council may already have had, the warranty period will commence from the date of the Completion Certificate.

### 3.7 CCTV CONTRACTORS RESPONSIBILITY

The CCTV Contractor will adhere to all requirements and standards detailed within this specification and the contract of award. Any unauthorised deviation from any standards, the agreed system specification or contract award, will be at the CCTV Contractors own risk.

The CCTV Contractor will adhere to all health and safety legislation.

The CCTV Contractor will hold and display their company ID at all times while working on site.

The CCTV Contractor will take reasonable steps to maintain the site's security.

The CCTV Contractor will take such reasonable steps to maintain the site security equipment, so that it will continue to have, throughout the contract period, acceptable high standards of serviceability and performance acceptable to the Parish Council and/or Council's Representative.



The CCTV Contractor must provide the required site design and installation documents and drawings, for approval, prior to any site installation work taking place. Any works undertaken without an approved design, or drawings, agreed upon and signed by the Parish Council and/or Council's Representative, will be at the CCTV Contractors own risk.

Billingshurst Parish Council reserves the right to decline any submitted payment applications for works undertaken by the CCTV Contractor without an approved design, drawings, agreed and signed by the Parish Council and/or Council's Representative or any works undertaken by the CCTV Contractor at their own risk.

The CCTV Contractor will be responsible for demonstrating compliance with all relevant standards upon request from the Parish Council and/or the Council's Representative. Any non-compliance/non-conformity to the relevant standards will be rectified at the CCTV Contractors cost.

The CCTV Contractor will be responsible for all essential and non-essential items of spares for the fulfilment of the contract and associated fix times required by the Parish Council for essential security equipment downtime prevention during the installation and defects liability period.

The CCTV Contractor will be responsible for, an adequate stock of spares holding to ensure that the Parish Council requirement for acceptable high standards of serviceability of the system is complied with for the duration of the project.

The CCTV Contractor will be responsible for ensuring any faults which occur on any equipment supplied and installed within this project, are rectified within 24 hours of the fault being reported, until sign-off completion of the project.

The CCTV Contractor will be responsible for ensuring that all equipment supplied and installed by the CCTV Contractor within this project, is operating on the latest version of firmware and software prior to system sign-off.

Where the CCTV Contractor requires the equipment to be moved to his workshops for repair or replacement, the CCTV Contractor must provide loan equipment at no cost to Billingshurst Parish Council, on a temporary basis to ensure that the system remains in operation during the installation and defects liability period.

If the equipment is damaged by some cause outside the control of the CCTV Contractor, then the CCTV Contractor will be required to undertake work to make good such damage. The cost of such work will be agreed upon in advance of the work taking place and be borne by Billingshurst Parish Council.

The CCTV Contractor will be responsible for making good of all surfaces damaged during their installation works.

At the commencement of the contract, the CCTV Contractor will provide a schedule of equipment (where feasible at the time) with equipment serial numbers, which will be provided to the Parish Council and/or Council's Representative

At the commencement of the contract, the CCTV Contractor will provide a detailed Microsoft project plan (in PDF and its native format) detailing each item of work, cost per item of work, date of commencement of works and duration of work for the entire project. (This project programme will then be modified on a monthly basis to reflect the work completed, taking place and any delays.

Should it be necessary, during the contract period, for any equipment to be replaced by the CCTV Contractor, the replacement item will be equal to the original item or be subject to the prior approval of the client, which will not be unreasonably withheld.

Where an equipment replacement results in the Parish Council's system documentation (i.e., Operator and Maintenance Manuals) being out of date the CCTV Contractor will, if not replacing equipment at the client's expense, update the Parish Council's documentation (i.e., the Operator and Maintenance Manuals) at his own expense. Where the equipment is being replaced at the client's expense, the documentation update will be borne by the client. All changes to the documentation will be subject to the prior agreement of the client, which will not be unreasonably withheld.





Should any change to the schedule of equipment be necessary the CCTV Contractor will provide an updated schedule within four(4) weeks of any change-taking place.

At the termination of the contract, or at any other time that the Parish Council requests it, the CCTV Contractor will, in conjunction with the Parish Council, verify that the system equipment complies with the agreed schedule.

The CCTV Contractors fault reporting centre will always be operational during the hours of 9 am to 6 pm Monday to Friday excluding Bank Holidays and 9.30 am to 1 pm on Saturday. Faults will be reported to the centre by EMAIL, thus providing a hard copy of the reported fault. At all other times, faults should be reported to an out-of-hours telephone number, staffed 24 hours per day and backed up by EMAIL.

The fault reporting procedures will be subject to the prior approval of the client.

Throughout the installation and defects liability period, the CCTV Contractor will maintain full records of all attendances and all repairs, or equipment replacements made under the contract.

All such records will be provided to the client at regular intervals, not to exceed three months.

The CCTV Contractor will utilise good housekeeping practices with respect to their work including clean-up of all dirt and debris created by the contractor during installation operations on a daily basis.

The CCTV Contractor will provide all protection necessary to safeguard their work from damage by their operations and the operations of others. Unless the CCTV Contractor proves to the owner's satisfaction that the work has been damaged by others, the CCTV Contractor will promptly repair, adjust, and clean all defective installations and bear all associated costs.

All of the CCTV Contractors work will be tested and inspected by the Parish Council and/or Council's Representative in accordance with the specifications and relevant standards. The CCTV Contractor will coordinate and cooperate fully and will provide at no additional cost to the client, labour, documentation, facilities, scaffolds, etc. to assist with the inspections.

The CCTV Contractor will examine the site and the documents and review with the client the designated areas of access, delivery, and storage for the contractor's use. The contractor will agree that such areas are satisfactory and sufficient for their needs in the completion of their work and in conformance with the terms of the contract.

The CCTV Contractor must state if they intend to utilise a subcontractor and provide the subcontractor's name and address. The subcontractor will comply with all the same rules, regulations, laws, codes, licenses, etc. as required by the contractor and as specified herein. The client reserves the right to approve or disapprove any subcontractor proposed by the contractor.

Any unauthorised deviation from the specification will be at the CCTV Contractors risk, unless pre-agreed in writing. Any delays resulting from unauthorised deviation and corrective works could incur project delay penalties.

### 3.8 CLIENT'S RESPONSIBILITY

The Parish Council will ensure that its representatives operate the equipment in accordance with the instructions contained within the operator's manual.

The Parish Council will neither make nor permit others to make any alterations to the system without first consulting with the CCTV Contractor.

The Parish Council will ensure that its representative complies with the fault reporting procedures agreed upon with the CCTV Contractor.

The Parish Council will facilitate access to all areas required by the CCTV Contractor, providing sufficient notice has been provided by the CCTV Contractor.





The Parish Council will provide adequate notice to the CCTV Contractor, if access to a known work area will be restricted or inaccessible, with sufficient notice to allow the CCTV Contractor to re-arrange their site work allocation to ensure potential project delays are avoided.

The Parish Council will have the authority at all times, until final completion and acceptance of the work, to inspect and reject work which in its judgment is not in conformity with the documents, and its decision in regard to the character and value of work will be final and conclusive on both contracting parties. If the Parish Council permits said work to remain, the Parish Council retains the right to have the work or materials repaired or replaced, as well as the damage caused thereby, at the expense of the CCTV Contractor, at any time within one (1) year after the completion of the entire project, or within such longer period as may be covered by any guaranty; and neither payments made to the contractor, nor any other acts of the employer, will be construed as evidence of acceptance or waiver.



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## SECTION 4 | SERVICE & MAINTENANCE

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### 4.1 SERVICE & MAINTENANCE REQUIREMENTS

Billingshurst Parish Council requires the CCTV Contractors (Bidders) to provide a cost within their returned tender quotation, for the provision of a three-year fully comprehensive maintenance package, based on a 1+1+1-year term, renewable yearly based on the CCTV Contractors performance and on achieving the agreed KPI's.

CCTV Contractors (Bidders) should note that Billingshurst Parish Council reserves the right to award the maintenance contract based on the performance of the CCTV surveillance system delivery. The maintenance contract will not be pursued until the completion of the CCTV surveillance deployment project.

#### 4.1.1 General

The maintenance services will neither include anything expressly excluded from this Contract nor any replacement of, nor repair to, parts damaged or worn out during this Contract which may otherwise be covered by the manufacturer's warranty, otherwise than by fair wear and tear.

In the event of the CCTV Contractor needing to send any part of the equipment away from the installation for repair or overhaul, then the CCTV Contractor will bear all the costs, including those of packing, carriage, and insurance, incurred in the dispatch, overhaul, repair, return and installation of the equipment.

All goods and materials used by the CCTV Contractor in carrying out their obligations herein will be of the highest standard and quality and in compliance with the requirements of the original equipment manufacturer's recommendation; all replacements will be new and of a manufacturer's revision level not less than that of the part to be replaced. When replacement parts are fitted these will become the property of Billingshurst Parish Council.

The CCTV Contractor will be responsible for providing any access vehicle and safety barriers, etc. for servicing the camera, wireless and any part of the CCTV surveillance systems equipment; along with all tools, test equipment, spares, goods, and materials in fulfilling the Maintenance Services and they will be deemed to be included in the Contract Price.

The CCTV Contractor will, except where otherwise agreed in writing, perform routine preventative maintenance of all equipment in accordance with the recommendations of the original equipment manufacturer.

The CCTV Contractor will provide details of the proposed programme of preventative maintenance for the full surveillance system, the programme will, as a minimum, provide for two six monthly inspections per annum, together with any necessary corrective action, on all system equipment, confirming or returning equipment to full and proper operation; a full equipment status report in writing will be given to the Client.

#### 4.1.2 Maintenance Contractor's Responsibility

The CCTV Contractor will take such reasonable steps to maintain the equipment so that it will continue to have, throughout the Contract period, acceptable high standards of serviceability and performance acceptable to the Client.

The CCTV Contractor will retain in addition to the Billingshurst Parish Council stock spares items, an adequate stock of spares holding to ensure that the Billingshurst Parish Council's requirement for acceptable high standards of serviceability of the system is complied with.





The CCTV Contractor will return the Billingshurst Parish Council stock spares to the agreed spare storage location after the repair of the faulty equipment.

Where the CCTV Contractor requires the equipment to be moved to his workshops for repair or replacement and Billingshurst Parish Council does not have stock spares available, similar equipment provided by The CCTV Contractor may be loaned on a temporary basis to ensure that the system remains in operation.

If the equipment is damaged by some cause outside the control of the CCTV Contractor, then the CCTV Contractor will be required to undertake work to make good such damage. The cost of such work will be agreed upon in accordance with and be borne by Billingshurst Parish Council.

The CCTV Contractor will be responsible for identifying all faults associated with the loss of the electrical mains supply to all equipment within the system, and for reporting to and liaison with either (the electrical supply company) or Billingshurst Parish Council, as appropriate, to ensure the system is restored to full operation as quickly as possible.

At the commencement of the maintenance contract, the CCTV Contractor will provide a schedule of equipment with equipment serial numbers, which will be provided to Billingshurst Parish Council.

Should it be necessary, during the contract period, for any equipment to be replaced by the CCTV Contractor the replacement item will be subject to the prior approval of Billingshurst Parish Council, which will not be unreasonably withheld.

Where an equipment replacement results in the system documentation (i.e. Operator and Maintenance Manuals) being out of date the CCTV Contractor will, if not replacing equipment at Billingshurst Parish Council expense, update all O&M documentation at his own expense. Where the equipment is being replaced at Billingshurst Parish Council's expense, the documentation update will be at the expense of Billingshurst Parish Council. All changes to the documentation will be subject to the prior agreement of Billingshurst Parish Council, which will not be unreasonably withheld.

Should any change to the schedule of equipment be necessary the CCTV Contractor will provide an updated schedule within one month of any change taking place.

At the termination of the contract, or at any other time that Billingshurst Parish Council requests it, the CCTV Contractor will, in conjunction with Billingshurst Parish Council, verify that the system equipment complies with the agreed schedule.

Throughout the contract period, the CCTV Contractor will establish and maintain an operational fault reporting centre to which all faults on the system will be reported.

The centre will be operational at all times during the hours of 9 am to 6 pm Monday to Friday excluding Bank Holidays and also from 9.30 am to 1 pm on Saturday. Faults will be reported to the centre by EMAIL, thus providing an electronic copy of the reported fault. At all other times, faults should be reported to an out-of-hours telephone staffed 24 hours per day and backed up by EMAIL.

The fault reporting procedures will be subject to the prior approval of Billingshurst Parish Council. Throughout the contract period, the CCTV Contractor will maintain full records of all attendances and repairs made under the contract. All such records will be provided to Billingshurst Parish Council at regular intervals, not to exceed three months.

### **4.1.3 Access To Equipment**

For the purposes of routine maintenance, it will be the general aim to agree on dates for these visits. It must, however, be accepted that occasionally operational or other circumstances will necessitate refusal to agree to dates proposed.

The CCTV Contractor will give Billingshurst Parish Council seven days' notice of routine maintenance visits. Billingshurst Parish Council will give the CCTV Contractor three days' notice if the equipment is



not accessible for routine maintenance. There may be instances when for operational reasons, the CCTV Contractor may be refused access to the control room or camera sites without notice.

Notwithstanding the foregoing, the interval between the routine visits to a site will not fall below nor exceed the scheduled date by more than four weeks.

#### **4.1.4 Preventative Maintenance**

The CCTV Contractor will carry out the preventative maintenance programme submitted by the CCTV Contractor and accepted by Billingshurst Parish Council. Any variation from the accepted programme will be subject to the prior agreement of Billingshurst Parish Council, which will not be unreasonably withheld.

The CCTV Contractor will carry out the planned preventative maintenance routines at six monthly intervals. These routines are the minimum required and the routines will incorporate any other activities that may be required to keep the system operating to a high standard acceptable to Billingshurst Parish Council.

#### **4.1.5 Fault Reporting and Rectification**

Billingshurst Parish Council will establish and maintain such fault-reporting organisation, hereinafter referred to as "The Fault Reporting Centre", as will be agreed with the CCTV Contractor.

The Fault Reporting Centre will notify the CCTV Contractor by telephone that a fault exists and confirm by EMAIL.

Billingshurst Parish Council, when reporting a fault will make every effort to give accurate and meaningful information on fault characteristics. Additionally, any other information requested by the CCTV Contractor will, where reasonably practicable, be provided.

#### **4.1.6 Fault Rectification**

Corrective maintenance will be based on a four-hour response in attending the site and a defect being repaired such that no part of the system is out of operation for more than 24 hours, with the exception of operator keyboards and display monitors.

Cover will be provided 24 hours/day, each and every day of the year.

On-site and repair times will commence from the time of notification of a fault by the Fault Reporting Centre to the CCTV Contractor.

Repair time will be that point in time at which the system is returned to an acceptable level of operation to the satisfaction of Billingshurst Parish Council.

Where a full repair has not been carried out the fault will be classified as a non-urgent fault and the repair time period will commence from the time of the temporary repair the CCTV Contractor will use his best endeavours to restore the system to full operational status as quickly as possible; except where the fault is due to damage beyond the CCTV Contractors reasonable control, and he will then take all necessary steps to expedite the repairs to the reasonable satisfaction of Billingshurst Parish Council.

An urgent fault will be any fault(s) that results in the loss of pictures, control facilities or recording of cameras. A non-urgent fault will be all other faults not classified as urgent.

The CCTV Contractor will report to the Control Room or the appointed Billingshurst Parish Council representative and record his attendance on site prior to commencing any works.





The CCTV Contractor will report to the Control Room or the appointed representative before leaving the site and confirm all actions/repairs that have been carried out.

#### **4.1.7 Spares List**

The CCTV Contractor will be expected to include any necessary spares as part of the maintenance contract, which may be needed from time to time to keep the system functional, in the event of minor system failure.

#### **4.1.8 Parts And Labour**

Any Maintenance Agreement to be concluded must include all costs for both parts and labour. Consumables may NOT be excluded from this Agreement.

#### **4.1.9 Repair of Faults Not Covered by The Maintenance Contract**

Faults to the equipment not covered by the terms of the maintenance contract will be repaired by the CCTV Contractor and the cost of any such repairs will be charged in accordance with the schedule of call-out rates and day work charges submitted by the CCTV Contractor.

All such work and costs will be agreed in advance with Billingshurst Parish Council and where possible a fixed price agreed based on the rates.

#### **4.1.10 VMS Software Maintenance**

The CCTV Contractor will include within his price for the maintenance of the VMS to be carried out by the VMS primary software developer.

The CCTV Contractor will only carry out the repair and maintenance of the control system hardware using staff that has been specifically trained in equipment servicing by the control system manufacturer.

All software will be licensed to Billingshurst Parish Council and NOT contain proprietary protocols which the software systems integrator is not prepared to release.

#### **4.1.11 Test Equipment**

The CCTV Contractor will be responsible for providing all of the specialist tools and test equipment necessary to carry out the maintenance of the CCTV surveillance equipment and validate that the equipment is operating correctly to the optimum performance settings.

#### **4.1.12 Monthly Reporting**

The CCTV Contractor will produce monthly reports configured from the information gathered during the preventative maintenance, reporting, responding and resolution of faults as outlined in the contract.

The reports will include a minimum of the following information –

- Details of planned preventative maintenance (PPM) carried out
- List every fault reported during the month with the corresponding reference number
- Response times (average & maximum), i.e. time reported, arrival on site, leave site etc
- Number of Emergency, Urgent and Non-Urgent faults



- Action taken on each visit
- Resolution times (average & maximum), if not on the first visit
- All engineer job/timesheets
- No. of default notices issued
- List of faults for which defaults have been issued with full information
- Default exemption requests

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## SECTION 5 | BS EN 62676 REFERENCE TABLE

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## 5.1 ENBS62676 REFERENCE TABLE

[illegible]



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SGW Safety & Security Limited  
The Coach House  
Hexgreave Hall Estate & Business Park  
Farnsfield  
Newark  
Nottinghamshire  
NG22 8LS  
United Kingdom

**Telephone:** +44 (0)1623 821 508  
**Email:** [info@sgw-consulting.co.uk](mailto:info@sgw-consulting.co.uk)  
[www.sgw-consulting.co.uk](http://www.sgw-consulting.co.uk)

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