



**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 27 March 2024, at 7.30pm.**

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

**G.C. Burt**  
**Clerk to the Council**

**20 March 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 28 February 2024, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for February 2024 - Appendix **A**.
8. To note
  - a) Current and Reserve bank reconciliation to 29 February 2024 - Appendix **B**.
  - b) Bonus Saver Reserve bank reconciliation to 29 February 2024 - Appendix **C**.
9. To consider recommendations from other Committees:

From the Property Committee of 21 February 2024. To fund the balance (50% = £750) for the provision of an additional defibrillator at Adversane from the Council's CIL fund. (Min 09/24 refers.)  
CIL report attached – Appendix **D**.
10. To consider request to support continuation of Boxing Initiative in Billingshurst – DEFERRED from last meeting for further information - Appendix **E**. [Original request letter and Clerk's Report reattached for information.]

11. Date of Next Meeting – **Wednesday 24 April 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.**

Date: 20/03/2024

## Billingshurst Parish Council Current Year

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Time: 12:21

Current Bank A/c

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Restream Inc.	CARD	15.49		Restream sub
01/02/2024	Horsham DC	DD	126.50		Bin emptying
08/02/2024	Greg Burt	013426	62.84		Diary
08/02/2024	We Inspire Construction Ltd	013427	1,051.20		New NW office - final wks
08/02/2024	Billingshurst Bowling Club	013428	750.00		CIL grant
08/02/2024	Billingshurst Mens Shed	013429	750.00		Grant
08/02/2024	Arthur J Gallagher Insurance B	013430	410.92		EV motor insurance 24-25
08/02/2024	Lift Safe Ltd	013431	19,800.00		New EV
08/02/2024	Rentokil Initial	013432	559.38		Wash'r'm services - public loos
08/02/2024	Billingshurst Choral Society	013433	1,500.00		Grant
08/02/2024	West Sussex County Council	013434	20,539.93		January 2023 salaries
08/02/2024	Colin Ellis	013435	19.35		LW Mileage
08/02/2024	TEN Construction Limited	013436	3,900.00		Natts Lane Skate Park repairs
08/02/2024	Sussex Building Surveyors Ltd	013437	429.50		Prof advice - C'yard wall
08/02/2024	ICA Electrical Contractors Ltd	013438	192.00		NW office electric works
09/02/2024	Amazon Marketplace	CARD	9.95		Fire Exit signs
11/02/2024	Lightweight Trading Ltd	CARD	6.65		Cable ties
11/02/2024	ShangHaiFuB.....	CARD	18.99		Bungee clips for new van
11/02/2024	Amazon	CARD	6.65		Cable ties
11/02/2024	AMAZON	CARD	-6.65		Remove dupli payment
12/02/2024	Parkfield Retail Ltd	DD	6.69		Ironmongery
13/02/2024	AMAZON	CARD	10.27	1st aid kit etc EV	AMAZON
13/02/2024	Sussex Land Services Ltd	013453	3,790.14		Tidy up hedges @ ent to JF
15/02/2024	A272 Design	SO	568.86		TWEET advert
15/02/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper lease + service
15/02/2024	Southern Water	DD	42.89		Water/sewage 83a
18/02/2024	AMAZON	CARD	21.42		First aid supplies
19/02/2024	Horsham DC	DD	67.60		Bin emptying
19/02/2024	Horsham DC	DD	135.20		Bin emptying
19/02/2024	Horsham DC	DD	137.40		Bin emptying
20/02/2024	AMAZON	CARD	20.39		Light bulb
21/02/2024	RAC Motoring Services	CARD	256.00		Roadside assisance
22/02/2024	Mailchimp	CARD	12.46		Mailchimp
22/02/2024	Engie Gas Ltd	DD	242.46		Gas 83a High St
23/02/2024	EE & T Mobile	DD	31.26		Mobile phone charges etc
23/02/2024	ALE Bus Machines	DD	61.79		Copier useage
28/02/2024	Billingshurst Comm. & Conf. Ce	013440	345.68		Room hire
28/02/2024	Leith Hill Plant Ltd	013441	1,248.00		Move High St litter bin
28/02/2024	Light Angels Ltd	013442	20,604.00		2023 Christmas lighting
28/02/2024	ICA Electrical Contractors Ltd	013443	300.00		Var electrical works
28/02/2024	Sutcliffe Play Ltd	013444	435.75		Play equip spares.
28/02/2024	Blaker (Specialist Welding Rep	013445	888.00		Move fence / phone box / SRCG
28/02/2024	Loo of the Year Awards Ltd	013446	7.20		Loo door stickers
28/02/2024	Rynat Ltd	013447	720.00		Play Area annual inspection
28/02/2024	Sports & Play Consulting Ltd	013448	3,500.00		Skate Park, Proj Mgmt Part 1
28/02/2024	Playsafe Playgrounds Ltd	013449	3,285.60		Centenary Post replacement
28/02/2024	Jigsaw M2M Ltd	013450	180.00		Flood monitor licence

Continued on Page 2

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2024	Greg Burt	013451	28.19		Old Billingshurst picture
28/02/2024	SSE	DD	78.00		Electric 83a
29/02/2024	Natwest	BACS	22.40		Bank charges
29/02/2024	Sussex Land Services	SO	2,697.80		GM - February
Total Payments			90,066.89		

12:22

## Current Bank A/c

Cash Received between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/02/2024	Fowlers Letting Ltd	BACS	Flat rent 83a	881.40
27/02/2024	Hebborn Farm Village		Rent for LSRRG = £2k deposit	4,800.00
29/02/2024	NatWest	NA	Bank interest	202.23
29/02/2024	NatWest		Bank interest	1.00
16/02/2024	Sales Recpts Page 20		Sales Recpts Page 20	95.00
22/02/2024	Sales Recpts Page 25		Sales Recpts Page 25	5,733.94
Total Receipts				<u>11,713.57</u>

# APPENDIX B

Date: 20/03/2024

Billingshurst Parish Council Current Year

Page 1

Time: 12:18

Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	29/02/2024		100.00
Business Reserve Account	29/02/2024		142,089.87
Treasury Reserve Deposit	29/02/2024		420,186.99
			<u>562,376.86</u>

Unpresented Payments (Minus)	Amount
11/10/2023 013372 3rd Dimension CAD Ltd	80.00
15/01/2024 013424 Meadows Wellbeing	20.00
15/01/2024 013425 Hayman Hospitality Ltd	20.00
08/02/2024 013430 Arthur J Gallagher Insurance B	410.92
28/02/2024 013440 Billingshurst Comm. & Conf. Ce	345.68
28/02/2024 013441 Leith Hill Plant Ltd	1,248.00
28/02/2024 0134432 Light Angels Ltd	20,604.00
28/02/2024 013443 ICA Electrical Contractors Ltd	300.00
28/02/2024 013444 Sutcliffe Play Ltd	435.75
28/02/2024 013445 Blaker (Specialist Welding Rep	888.00
28/02/2024 013446 Loo of the Year Awards Ltd	7.20
28/02/2024 013447 Rynat Ltd	720.00
28/02/2024 013448 Sports & Play Consulting Ltd	3,500.00
28/02/2024 013449 Playsafe Playgrounds Ltd	3,285.60
28/02/2024 013450 Jigsaw M2M Ltd	180.00
28/02/2024 013451 Greg Burt	28.19
	<u>32,073.34</u>
	530,303.52

Unpresented Receipts (Plus)	Amount
	0.00
	<u>0.00</u>
	530,303.52
Balance per Cash Book is :-	530,303.52
Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

# APPENDIX C

Date: 12/03/2024

Billingshurst Parish Council Current Year

Page 1

Time: 14:09

Bank Reconciliation Statement as at 29/02/2024  
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	29/02/2024		189,493.80
			<u>189,493.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,493.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,493.80
		Balance per Cash Book is :-	189,493.80
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

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		
		Installation of new window in NW's Office. Works Part 3	876.00		
		Installation of new window in NW's Office, further electrical works	160.00		
		Installation of new window in NW's Office, Fire Plan work	100.00		
		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)	£1,448.05		
		Replace bollards at Adversane Green - Phase III (install) Balance left	£580.27		
		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)	£731.45	Replace play surfacing at Mothers Garden/Women's Hall	£4,000.00		
		New gate at Bowling Club	£750.00		
	268,292.67		256,371.03	11,921.64	
As at 30/11/2023					
Red text indicates yet to be paid/received.					



# APPENDIX E

## Billingshurst Parish Clerk

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**Subject:** FW: The answer to our question??

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**From:** Dan.Fairchild <Dan.Fairchild@horsham.gov.uk>  
**Sent:** Thursday, March 14, 2024 9:42 PM  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Cc:** Liz.Burt <Liz.Burt@horsham.gov.uk>  
**Subject:** RE: The answer to our question??

Hi Greg apologies for the delay in getting back to you.

In regard to your questions

- a. **What is meant by intervention?**  
Intervention is a diversionary activity that aims at reducing those who may course ASB or may have a potential of coursing ASB. This type of intervention is designed to be preventative work.
- b. **What exactly is the total cost being requested of the Council?**  
This would need to be confirmed with WBC Cares. All I can inform you is the agreement and costs HDC had paid. Which was stated in my letter.
- c. **What is WBC Cares sponsoring? i.e. what are they contributing?**  
They continue to 'add value' to the project i.e. we paid for 30 session a year they "pay"/ donate additional session to complete the term. 6 additional sessions. This would of course be down to the new contract holder to negotiate with WBC cares

I am happy to attend a meeting if I'm able.

Many thanks

**Dan Fairchild**  
Youth Provision Officer

**Telephone:** 07881 840060  
**Email:** [Dan.Fairchild@horsham.gov.uk](mailto:Dan.Fairchild@horsham.gov.uk)



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Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL  
Telephone: 01403 215100 (calls may be recorded) [www.horsham.gov.uk](http://www.horsham.gov.uk) Chief Executive: Jane Eaton

**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**WEDNESDAY 28 FEBRUARY 2023**

**REQUEST TO SUPPORT CONTINUATION OF BOXING**

**REPORT BY CLERK**

**FOR DECISION**

Councillors may be aware that boxing sessions for young people are held weekly during term time at The Weald School, originally held at the Billingshurst Centre.

Whilst delivery is by a third party, the costs have been borne by Horsham District Council (HDC).

HDC have now advised that they are unable to fund this after 31<sup>st</sup> March and have asked the Parish Council if they are able to provide alternative funding - letter attached.

Having watched myself some of these sessions whilst held at the Centre, the benefits in providing a structured, physical and fun outlet for otherwise challenging behaviour has been clear.

The Neighbourhood Wardens have made the following comment:

*The Boxing Programme has been running for 2 years now. It has grown from strength to strength, and we have a core group of 14 young people who come each week and they absolutely love it. It would be such a shame to lose such a brilliant initiative here in Billingshurst. The young people who attend are more focussed, disciplined, fitter and those that once lacked confidence have now become more outgoing with more self-esteem. It is such an amazing opportunity for them all.*

Whilst it would have been more helpful if such requests for funding had received earlier, should Cllrs be keen to support this, I can report that the third role within the Environmental Operatives Team continues to remain vacant, despite being budgeted for. In addition, an unplanned income of £2,800 following a forthcoming letting for an event at Lower Station Road Recreation Ground, is due.

The Committee is invited to consider this funding request.

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

Boxing Billingshurst

Date 19<sup>th</sup> February 2024

Dear Greg Burt

As you are already aware, I am writing to formally confirm that Horsham District Council (HDC) will cease funding The Boxing Project, run in Billingshurst by WBC Cares, as of the end of the end of this financial year ie: 31 March 2024.

HDC started this project in response to reports of anti-social behavior in 2022. We were able to access targeted funding to put these programs in place, in a number of locations across our district. Unfortunately this funding has now come to an end.

HDC funded WBC Cares, the outreach arm of Brighton and Hove Boxing Club, to deliver this program. It has been a great success with in the Billingshurst area, with both great attendance and progression of the young people to engage in more physical activity.

Matt Etherington - UK Program Coordinator and Alfie Eldred - Youth Coach for WBC Cares have been delivering the program for the past 2 years and have built a good relationship with the young people who have attended.

The intervention cost £1,067 for a 10-week program; this is subsidized by WBC Cares who run a full term of up to 15 weeks. The total cost is £3201 per year.

If you wish to see this program continue you can contact Matt and Alfie directly. I am happy to provide their contact details separately to this letter upon request.

Kind regards  
Dan Fairchild  
Youth Provision Officer  
Horsham District Council