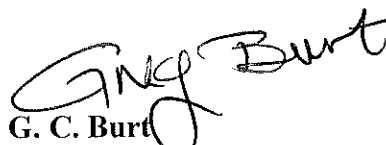




To All Councillors on the Finance & General Purposes Committee,

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 29 May 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. They must give their name.


G. C. Burt
Clerk to the Council

23 May 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. 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 the meeting, at the discretion of the Chairman. They must give their name.
5. Minutes of the meeting held on 27 March 2024, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for
 - a. March 2024 - Appendix A.
 - b. April 2024 - Appendix B.
8. To note
 - a) Current and Reserve bank reconciliation to 31 March 2024 - Appendix C.
 - b) Bonus Saver Reserve bank reconciliation to 31 March 2024 - Appendix D.
 - c) Current and Reserve bank reconciliation to 30 April 2024 - Appendix E.
 - d) Bonus Saver Reserve bank reconciliation to 30 April 2024 - Appendix F.
9. To consider grant application from Victim Support - Appendix G.
(Grant summary - Appendix H.)

10. To consider proposals from consultant (Wilbar) subsequent to meeting of the Traffic Calming Working Party (on East St and High St) and recommend to Council that they be submitted to WSCC accordingly - Appendix **I**.
11. To consider supporting a Family Fun Day at Jubilee Fields being organised by the Neighbourhood Wardens and allocating funds accordingly - Appendix **J**.
12. To consider request by HDC for views on application by Billingshurst Sport & Recreation Association [BSRA] to draw down S106 funds (held by HDC) to commission a drainage study at Jubilee Fields - Appendix **K**.
13. Date of Next Meeting – **Wednesday 26 June 2024**
14. Exclusion of Press and Public (Contractual)
15. To receive a report on additional works required at Environmental Operatives' garage including approval of additional expenditure - Appendix **L**.

Committee Members: PB, 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: 30/04/2024

Billingshurst Parish Council Current Year

Page 1

Time: 10:21

Current Bank A/c

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Horsham DC	DD	126.50		Bin emptying
01/03/2024	Horsham DC	DD	108.00		Green bins emptying(?)
01/03/2024	Netcom IT Solutions	DD	225.20		Phone charges etc
01/03/2024	Netcom IT Solutions	DD	102.00		IT support
01/03/2024	Screwfix Direct Ltd	CARD	11.98		Concrete mix
04/03/2024	Netcom IT Solutions	DD	357.84		IT support
06/03/2024	Land Registry	BACS	6.00		Property ownership search
07/03/2024	SSE	DD	277.06		Electricity public toilets
12/03/2024	AMAZON	CARD	3.69		First aid box supplies
13/03/2024	Billingshurst Comm. & Conf. Ce	013452	415.84		Garage rent X 2
13/03/2024	Greg Burt	013454	112.93		x2 S/H desks for NW office
13/03/2024	GCS Services Ltd	013455	1,920.00		Jet washing various sites
13/03/2024	Playsafe Playgrounds Ltd	013456	9,244.80		Repairs/train play equip SRCG
13/03/2024	GN Tree Surgery Specialists Lt	013457	6,624.00		Tree work
13/03/2024	West Sussex County Council	013458	20,539.93		Feb salaries
13/03/2024	AMdesign Architects Ltd	013459	100.00		NW office fire plan
13/03/2024	Vision ICT Ltd	013460	78.00		.gov domain renewal
13/03/2024	St Catherine's Hospice	013461	400.00		Grant
13/03/2024	Jackson Planning Ltd	013462	1,050.00		Local Plan Reg 19 advice
13/03/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper seervice
13/03/2024	HMRC	CARD	585.79		Q3 Payment VAT
14/03/2024	Freight Container Services Ltd	CARD	608.38		Container hire
14/03/2024	Restream Inc.	CARD	15.32		Restream service
15/03/2024	A272 Design	SO	568.86		Village TWEET advert
15/03/2024	Southern Water	DD	42.89		Water etc 83a High St
17/03/2024	AMAZON	CARD	25.27		1st aid kit + Coffee mate
19/03/2024	Horsham DC	DD	67.60		Bin emptying
19/03/2024	Horsham DC	DD	169.00		Bin emptying
19/03/2024	Horsham DC	DD	137.40		Bin emptying
20/03/2024	VIKING	CARD	74.38		x2 notice boards NW office
21/03/2024	Engie Gas Ltd	DD	179.76		Gas 83a High St
22/03/2024	Mail Chimp	CARD	12.36		Mailchimp
25/03/2024	Brunel Engraving Co Ltd	CARD	102.54		New office signs
25/03/2024	ALE Bus Machines	DD	54.34		Copier usage
25/03/2024	EE & T Mobile	DD	34.25		Mobile phones
26/03/2024	VIKING	CARD	50.94		x1 notice board
27/03/2024	SSE	CARD	820.54		Street furniture energy
28/03/2024	NatWest	BACS	20.30		Bank charges
28/03/2024	SSE	DD	78.00		Electricity 83a High St
31/03/2024	Signquick	013463	172.80		Manor Fields ball signs
31/03/2024	Horsham District Council	013464	90,721.03		NWs 2023-24
31/03/2024	Ballpoint Office Supplies Ltd	013465	196.27		Stationery
31/03/2024	Greg Burt	013466	2.50		Flash wipes for office
31/03/2024	Sarah Newell	013467	25.00		Eye test
31/03/2024	West Sussex County Council	013468	21,020.75		Payroll bureau Oct 23 - Mar 24 + March salaries
31/03/2024	Capital Cleaning (Kent) Ltd	013469	229.67		Public loos - loo rolls.

Continued on Page 2

Date: 30/04/2024

Billingshurst Parish Council Current Year

Page 2

Time: 10:21

Current Bank A/c

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			157,898.45		

10:22

Current Bank A/c

Cash Received between 01/03/2024 and 31/03/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/03/2024	Dauxwood Pre-School	BACS	Ground rent 1/4ly	96.25
11/03/2024	Fowlers Letting Ltd	BACS	83a Flat rent	881.40
20/03/2024	Fun Village	na	Xtra day for event @ LSRRG	200.00
18/03/2024	NatWest		Treas Res bank interest	3,191.66
28/03/2024	NatWest	BACS	Bank interest	130.32
01/03/2024	Sales Recpts Page 24		Sales Recpts Page 24	1,500.00
13/03/2024	Sales Recpts Page 26		Sales Recpts Page 26	766.50
19/03/2024	Sales Recpts Page 27		Sales Recpts Page 27	2,310.00
20/03/2024	Sales Recpts Page 28		Sales Recpts Page 28	5,733.94
Total Receipts				14,810.07

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	Horsham District Council	013464A	-90,721.03		Cancel payment
02/04/2024	Sussex Land Services	CARD	2,697.80		GM - March
02/04/2024	Horsham DC	DD	136.50		Bin emptying
02/04/2024	Netcom IT Solutions	DD	359.94		IT support
02/04/2024	Netcom IT Solutions	DD	224.32		Phones etc
02/04/2024	Netcom IT Solutions	DD	84.12		IT support
03/04/2024	WorkNest Ltd	013470	6,396.45		HR + H&S support INSURANCE
03/04/2024	WSALC Ltd	013471	2,392.43		WSALC + NALC sub
03/04/2024	Screwfix Direct Ltd	DD	39.83	Misc ironmongery	Screwfix Direct Ltd
04/04/2024	Freight Container Services Ltd	CARD	124.24	Container hire 2/04>	Freight Container Services Ltd
04/04/2024	Freight Container Services Ltd	CARD	1.86		Container hire diff
04/04/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
05/04/2024	Blinds Direct	CARD	196.10		Blinds 83a High St
15/04/2024	A272 Design	SO	568.86		Village TWEET advert
15/04/2024	Restream Inc.	CARD	15.71		Restream
15/04/2024	Southern Water	DD	48.70		Water etc 83a High St.
17/04/2024	Horsham DC	DD	84.50		Bin emptying
17/04/2024	Horsham DC	DD	135.20		Bin emptying
17/04/2024	Horsham DC	DD	171.75		Bin emptying
18/04/2024	Siemens Fin Serv	DD	194.54		Copier lease
18/04/2024	Public Works Loan Board	DD	10,831.25		Loan repayment 83a High St.
22/04/2024	Mailchimp	CARD	12.68		Mail Chimp
23/04/2024	ALE Bus Machines	DD	47.27		Copier useage
23/04/2024	EE & T Mobile	DD	30.73		Mobile phones
23/04/2024	Engie Gas Ltd	DD	173.75		Gas 83a High St.
24/04/2024	Rural Services Partnership Ltd	013472	164.60		Membership
24/04/2024	South & South East in Bloom	013473	275.00		S&SE in Bloom entry fee
24/04/2024	Signquick	013474	31.20		NB header change
24/04/2024	Rialtas Business Solutions Ltd	013475	599.40		Rialtas annual charges
24/04/2024	Steven Hebborn	013476	1,950.00		Rtn ground deposit LSRRG
24/04/2024	Billingshurst Comm. & Conf. Ce	013477	1,501.17		Garage rent - April
24/04/2024	Cae'scapes	013478	690.00		Painting of NW office
25/04/2024	SSE	DD	128.12		Public toilets electric
26/04/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper Service
29/04/2024	PWLB	DD	10,128.52		Loan for BCCC imps.
29/04/2024	SSE	DD	78.00		Electric 83a High St.
30/04/2024	Freight Container Services Ltd	CARD	132.80		Container Hire
30/04/2024	Breakthrough Communications Lt	CARD	834.00		Chair training
30/04/2024	The Mary How Trust for Cancer	013479	645.00		Grant
30/04/2024	Sussex Land Services	DSO	2,697.80		GM - April
30/04/2024	Netcom IT Solutions	DD	224.98		Phones etc
30/04/2024	NatWest	BACS	25.20		Bank charges
30/04/2024	SSE	DD	156.89		SSE

Total Payments	-45,132.34
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12:08

Current Bank A/c

Cash Received between 01/04/2024 and 30/04/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
23/04/2024	Billingshurst CCC	na	Reimb. of gas paid by BPC	1,116.54
09/04/2024	Fowlers Letting Ltd	na	Flat rent 83a High St	881.40
29/04/2024	Horsham DC	na	Precept Part 1	256,505.00
30/04/2024	NatWest	BACS	Bank interest	82.11
16/04/2024	Sales Recpts Page 29		Sales Recpts Page 29	1,845.00
05/04/2024	Sales Recpts Page 30		Sales Recpts Page 30	808.19
23/04/2024	Sales Recpts Page 31		Sales Recpts Page 31	7,428.49
Total Receipts				<u>268,666.73</u>

APPENDIX C

Date: 30/04/2024

Billingshurst Parish Council Current Year

Page 1

Time: 10:19

Bank Reconciliation Statement as at 31/03/2024 for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/03/2024		100.00
Business Reserve Account	31/03/2024		80,000.64
Treasury Reserve Deposit	31/03/2024		420,186.99
			<u>500,287.63</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
15/01/2024 013424 Meadows Wellbeing	20.00
15/01/2024 013425 Hayman Hospitality Ltd	20.00
13/02/2024 013453 Sussex Land Services Ltd	3,790.14
28/02/2024 013450 Jigsaw M2M Ltd	180.00
13/03/2024 013452 Billingshurst Comm. & Conf. Ce	415.84
13/03/2024 013459 AMdesign Architects Ltd	100.00
31/03/2024 013463 Signquick	172.80
31/03/2024 013464 Horsham District Council	90,721.03
31/03/2024 013465 Ballpoint Office Supplies Ltd	196.27
31/03/2024 013466 Greg Burt	2.50
31/03/2024 013467 Sarah Newell	25.00
31/03/2024 013468 West Sussex County Council	21,020.75
31/03/2024 013469 Capital Cleaning (Kent) Ltd	229.67
	<u>116,894.00</u>
	383,393.63

<u>Unpresented Receipts (Plus)</u>	
	0.00
	<u>0.00</u>
	383,393.63
Balance per Cash Book is :-	383,393.63
Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date: 12/04/2024

Billingshurst Parish Council Current Year

Page 1

Time: 11:32

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		189,704.58
			<u>189,704.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,704.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,704.58
		Balance per Cash Book is :-	189,704.58
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

Date: 20/05/2024

Billingshurst Parish Council Current Year

Page 1

Time: 10:49

Bank Reconciliation Statement as at 30/04/2024 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	30/04/2024		100.00
Business Reserve Account	30/04/2024		281,288.88
Treasury Reserve Deposit	30/04/2024		420,186.99
			<u>701,575.87</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
15/01/2024 013424 Meadows Wellbeing	20.00
28/02/2024 013450 Jigsaw M2M Ltd	180.00
24/04/2024 013472 Rural Services Partnership Ltd	164.60
24/04/2024 013473 South & South East in Bloom	275.00
24/04/2024 013474 Signquick	31.20
24/04/2024 013475 Rialtas Business Solutions Ltd	599.40
24/04/2024 013477 Billingshurst Comm. & Conf. Ce	1,501.17
30/04/2024 CARD Freight Container Services Ltd	132.80
30/04/2024 CARD Breakthrough Communications Lt	834.00
30/04/2024 013479 The Mary How Trust for Cancer	645.00
	<u>4,383.17</u>
	697,192.70

<u>Unpresented Receipts (Plus)</u>	
	0.00
	<u>0.00</u>
	697,192.70
Balance per Cash Book is :-	697,192.70
Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX F

Date: 16/05/2024

Billingshurst Parish Council Current Year

Page 1

Time: 11:39

Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024		189,953.28
			<u>189,953.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,953.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,953.28
		Balance per Cash Book is :-	189,953.28
		Difference is :-	0.00

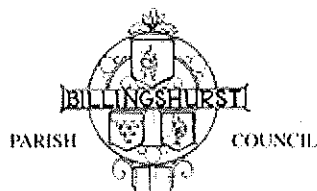
Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX G



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Victim Support (Sussex Area)
2.	Name, Address and Position of Contact in Organisation	Yve Ocana - Volunteer Manager Unit 11 Riverside Business Centre Brighton Road Shoreham by Sea BN43 6RE
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/ No
	If yes, Charity Number	Charity No 298028
5.	Amount of grant requested	£ £80 or what you feel appropriate
6.	For what purpose or project is the grant requested?	Recruit and train new volunteers to work in Sussex supporting victims and witnesses of crime and to provide enhanced training (ie Hate Crime, Rape and Sexual abuse, Homicide, Fraud etc) to new and existing volunteers. 12 new volunteers were recruited and fully trained in last 12 months
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ App £650 for new volunteer for 1st year
8.	When will the money be spent?	recruitment and training ongoing during year
9.	Who will benefit from the project?	Any member of your parish affected by crime could receive support if they wanted it. We support any age, gender, religion and ethnic groups. By giving them emotional and practical support they are helped to move on from the incident
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	During last 12 months there were 234 referrals in your postcode 88 of those Domestic Abuse related

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

[Handwritten signature]

Date

15.3.24

Name (In capitals) ...Sue Bartlett.....

retiring Volunteer Fundraiser
on behalf of Yve Ocana

Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 60 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

WE ARE VERY GRATEFUL FOR YOUR PREVIOUS GRANTS THAT HAVE BEEN USED TO HELP RECRUIT, TRAIN, SUPERVISE AND SUPPORT NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.

It also helps provide enhances training eg Rape, Hate Crime, Fraud, Domestic Violence for existing volunteers.

As you are probably aware, Victim Support is now a national charity divided into areas and each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.

Our AGM is held nationally.

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils, which has been circulated, together with a breakdown of Sussex costs. The a National accounts can be found on <https://www.victimsupport.org.uk/more-us/about-us/annual-reports/>

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices, Managers and training for Sussex to ensure this takes place..

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2023



Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE

Mr Greg Burt
Parish Clerk, Billingshurst Parish Council
Billingshurst Centre
Roman Way
Billingshurst
RH14 9QW

15 March 2024

Dear Mr Burt

Supporting people in Sussex affected by crime

I am once again writing to ask, if Billingshurst Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. In Sussex we are still supporting a large number of Domestic abuse and on line Fraud cases.

Your previous grant was used to help with training of 12 new volunteers and enhanced training for new and existing volunteers.

The impact of crime

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically. Fraud crime by phone, email and dating sites is rising and causing vulnerable people to lose large sums of money and we are frequently supporting them.

Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.
- We have a team specialising in Fraud, as this is an increasing crime

The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.

- With their help victims of crime in Sussex are better able to recover and move on with their lives.
-
- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

What victims say about us

Here is just a small selection of the feedback we receive:

- "Victim Support genuinely care about you - this makes a huge difference because you feel your issues are important and will be dealt with."
- "Victim Support helped me from the moment I reported the crime to the police until I said I didn't need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me."
- "This is the biggest fight I've had to face, but we will get through it. I didn't have support like this when it happened to me when I was younger - I had no one to believe me. But Victim Support sticks by you - I thank them from the bottom of my heart."
- "Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable."
- "I had not received information before going to court and went in 'blind'. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you."

How your donation could be spent

Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer's expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give on going support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 04115819 Quoting ref of your Parish Council (which will allocate the payment to Sussex) or by cheque to Victim Support.

If you would like to read more about Victim Support you can find details on our website: www.victimsupport.org.uk

Yours sincerely,

Sue Bartlett
Volunteer Administrator/Fundraiser - Sussex
Email: sue.bartlett@victimsupport.org.uk

IF YOU REQUIRE ANY MORE INFORMATION CAN YOU PLEASE EMAIL Volunteer Manager:
Yve Ocana: Yve.Ocana@victimsupport.org.uk

Victim Support Sussex
Financial summary
Year-ending 31/3/23
CONFIDENTIAL

	£	£
Total income		-1,397,547
<i>Expenditure-</i>		
Staff (including travel)	1,041,540	
Volunteers	15,150	
Other (premise/office cost, client costs, support)	344,091	
Total expenditure		1,400,781
		<hr/>
Total - deficit		3,234
		<hr/>

Note - the above summary includes Contract income from the OPCC Sussex; local authorities; other Grant funding; Fundraising income and Donations from individuals etc.

This data is confidential and personal to its recipients and should not be copied, distributed or reproduced; nor passed to any third party.

Grants awarded by Billingshurst Parish Council

[illegible]

[illegible]

APPENDIX I

Billingshurst Parish Clerk

Subject: FW: J1392-S4 Billingshurst - Traffic Management Study Stage 3
Attachments: J1392-Billingshurst-Stage 4 Report FINAL.pdf; J1392-S4-01 A Billingshurst Options C Concept Plan.pdf; J1392-S4-02 Billingshurst Options C Concept Plan.pdf; J1392-S4-03 Billingshurst Options C Concept Plan.pdf; J1392-S4-04 Billingshurst Options C Concept Plan.pdf

From: Wilbar Associates - Design <design@wilbarassociates.co.uk>
Sent: Wednesday, May 15, 2024 2:47 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Wilbar Associates Limited <duncan@wilbarassociates.co.uk>
Subject: RE: J1392-S4 Billingshurst - Traffic Management Study Stage 3

Hi Greg, following on from the meeting with the PC on the 7th May I have made some minor adjustments to the Option C 01 plan as follows,

High St between West St and East St - Extend the proposed 20mph limit south of the entrance to Jubilee Court. As discussed the reduction of a speed limit is reliant on the average speed of vehicles being below the implementation threshold which for a 20mph limit is average speeds to be below 26mph. Where existing speeds are higher measures would be required to achieve that speed threshold which in this case would be engineering such as speed humps etc. As suggested in the meeting I have shown a priority system and build-out but I think this needs a bit more thought. Build-outs have limited success where opposing flows are not equal or are low. In such circumstances where traffic does not have to give way as there are no vehicles approaching from the opposite direction the build-out has little effect on speeds.

Thank you for the photos of the signs. The one by Station Rd and further up on the approach to East St have some legitimacy as once a driver is in Billingshurst how do they get out. The existing signs on the A29 and A272 approaches don't positively sign to the industrial areas off Station Road so drivers have to work it out for themselves. Therefore to try and positively sign the industrial areas would likely place the burden on West St or Stane St no doubt with some local opposition.

I would suggest that the attached plans and report would be a good starting point for the C Cllr to discuss with Michelle Hume at WSCC. I could possibly attend that meeting if needed but I suggest that Michelle will delegate down any technical discussions so I wouldn't have much input.

I think we have satisfied the deliverables in the Project Scope so if you agree we will submit our invoice.

Kind Regards

Phil Henty
Wilbar Associates Ltd / 610 Traffic Management
design@wilbarassociates.co.uk
www.wilbarassociates.co.uk
Mob:
Tel: 01798 874653

Plans sent via
e-mail



Woodbrooke Farm
Toat Lane
Pulborough

APPENDIX J

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 29 MAY 2024

FAMILY FUN DAY

REPORT BY CLERK

FOR DECISION

In recent summers the Neighbourhood Wardens (NW) have organised sports taster sessions, with limited success. Having noticed a Family Fun Day organised by NW in Storrington, the Parish Council suggested to the wardens that they might do something similar in Billingshurst.

To this end the NW will be holding a Family Fun Day at Jubilee Fields on Sat 4 August Noon-4pm, courtesy of the BSRA. The Parish Council has been supporting the NW in the organising of this. The target is children and young people with an emphasis on things the visitors can do. To date a climbing wall has been booked, along with bushcraft demonstrations. Some funfair rides are also attending. Refreshments incl, a BBQ will be served from the pavilion which will be open for a cricket match. The Parish Council itself hopes that the occasion will be an ideal opportunity to *officially open* the new skatepark and some proficient BMXers etc are being sought to come along and *wow* the crowds!

The NWs are drawing down the residue (£713.32) of a grant secured from the Sussex PCC some years ago held by the Council for the sports taster sessions and have secured a donation of £500 from Billingshurst Lions who also hope to be able to help on the day.

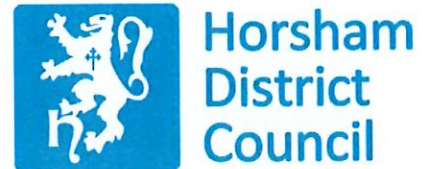
I have identified a further Earmarked Reserve (EMR) that could be put to the event. Prior to my arrival, there has been a reserve called Youth Projects that we believe emanated from a third party, but no one can recall its source. There is currently £4,431 remaining, of which this Committee at its last meeting allocated £3,201 towards after school boxing sessions, leaving a residue of £1,230.

A draft budget of knowns to date is appended below.

The Committee is invited to support the allocation of this residual fund of £1,230 towards this event.

NW Family Fun Day 2024		
Income		
Sports taster grant from SPCC	712.32	Confirmed
Residue of youth grant held by BPC	1,230.00	TBC
Funfair site rental	50.00	TBC
Lions cont.	500.00	Confirmed
	2,492.32	
Expenditure		
Climbing Wall Part 1	419.43	PAID
Climbing Wall Part 1	419.43	TO PAY
Bushcraft	150.00	Budget
Banners	200.00	Budget
Skate Park demonstrations	400.00	
Incidentals	100.00	
	1,688.86	

APPENDIX H.



APPLICATION FOR RELEASE OF SECTION 106 FUNDING CONSULTATION

Project reference:	BL130
Applicant:	Billingshurst Sports & Recreation Association
Project description:	Drainage report for Jubilee Fields site
Funding sought from:	DC/13/0735
Amount of funding sought:	£8,640
Type of contribution:	Community Infrastructure
Date of consultation:	23 May 2024
Comments to be received by:	6 June 2024

Dear Councillor

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

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

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

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

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

Yours faithfully,

Suzanne Shaw
Planning Obligations Officer
(01403) 215075



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REQUEST FOR THE RELEASE OF SECTION 106 FUNDS

Applicant details:

Name of Organisation	BILLINGSHURST SPORTS & RECREATION ASSOCIATION
Main Contact Name	MARK BETTS
Position Held	ACTING CHAIR PERSON
Email	
Telephone	
Address	JUBILEE FIELDS BILLINGSHURST RH14 9HZ

Project details:

Project reference (if known)	
Location/address of project	JUBILEE FIELDS BILLINGSHURST RH14 9HZ
Description of project (continue on separate sheet if necessary)	DRAINAGE REPORT FOR THE FULL SITE.
Quote to be pursued/ Supplier Name	AMS CONTRACTING LTD
Reasons for choice of supplier	SPECIALIST IN THIS WORK
Total cost of project	£ 8640.00
Amount of Section 106 funding being sought	£ 8640.00
Other sources of funding secured, if any.	
Does the applicant own the land? If not, please provide details of the owner and evidence of their consent.	BSRA ARE THE TENANT BILLINGSHURST PARISH COUNCIL - LANDLORDS.
Is planning permission required or other form of consent required? Please provide details / evidence	N/A.
Who will be responsible for maintenance of the project on completion?	N/A.
Please provide details of consultation undertaken e.g.	



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local Member(s), Parish or Neighbourhood Council, community groups etc.	B.I.P.
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Details of legal agreement(s) from which funding has been identified (if known)

S106 reference and Clause	Obligation type (Open Space/Community Facilities etc.)	Obligation details	Amount of funding requested
EXAMPLE: DC/10/1234 Clause 4	Open Space	To be spent on X play park at X location.	£5,000

Justification:

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

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

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

You will also need to provide the following information:

- o A copy of your group's constitution and policies - including Equal Opportunities, Safeguarding etc. (if applicable).
- o Copy of the group's last audited accounts (or one year's projection of income and expenditure for new groups).
- o Proof of security of tenure (where project involves building work)
- o Plans or sketches of the project (where applicable).
- o At least 3 estimates for the proposed work/purchase (if applicable).



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- Copies of any contracts/agreements entered into regarding the project. Including evidence of consent or approval to demonstrate that you have permission, consent, approval including landowner's or landlord's consent i.e. Planning Permission, Building Regulations Approval, Highway Authority Approval, Landlords Consent, Owner's Consent.

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

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

From: Mark Betts <[REDACTED]>

Sent: 16 May 2024 17:36

To: Planning <planning@horsham.gov.uk>

Subject: B.I.P - Application for S106 funds

FAO: Suzanne Shaw, Planning Obligations Manager.

Suzanne.

I've been asked to submit the attached forms relating to the Billingshurst Investment Programme. I've attached a copy of the BSRA constitution as well, along with the quote from AMS, the contractor who will (hopefully) be carrying out the work.

We're unable to get alternative quotes for the work required including the full drainage report, as the work requires specialist equipment and we've struggled to find other local companies who do this type of work. Other groundscare companies say they offer this service, but because of the need to have the specialist equipment, they subcontract to AMS anyway.

The Billingshurst Sports and Recreation Association (BSRA), is the umbrella organisation who are the tenants at Jubilee Fields and look after the facility on behalf of the following clubs:

Billingshurst Football Club.

Billingshurst Youth FC.

Billingshurst Cricket Club.

Billingshurst Angling Club - who use the adjoining lake.

Our Landlords are the Parish Council.

We are a 'not for profit' organisation and the BSRA committee are represented across all the clubs listed above, except the fishing club as they only use the lake and no other facilities.

The BSRA aren't Vat registered.

Please let me know if you require any further information to help assist in this application.

Kind regards.

Mark Betts.

Acting Chairperson - BSRA.



QUOTE

Billingshurst Sports and Recreation Assoc
Attention: FOA Mark Betts
Jubilee Fields
Billingshurst
West Sussex
RH14 9HZ

Date
26 Mar 2024
Expiry
24 Apr 2024
Quote Number
QU-000758
Reference
Jubilee Fields Design
VAT Number
117622234

Ams Contracting Ltd
The Granary
Hundredsteddle Lane
Somerley
Chichester
West Sussex
PO20 7BL

Description	Quantity	Unit Price	VAT	Amount GBP
Work Package 1				
Site visit and site investigation and production of report	1.00	1,794.00	20%	1,794.00
Travel	1.00	108.00	20%	108.00
Soils (Testing)	12.00	42.00	20%	504.00
Work Package 2				
Production of design, specification, preliminaries and other tender documents	1.00	1,794.00	20%	1,794.00
Design Drawings	1.00	960.00	20%	960.00
Issuing of tender documents and evaluation of returns	1.00	360.00	20%	360.00
Work Package 3				
Topographic survey of site	1.00	1,680.00	20%	1,680.00
Site visits will be charged at £200 per visit plus mileage if required.				
Subtotal				7,200.00
TOTAL VAT 20%				1,440.00
TOTAL GBP				8,640.00