



To All Councillors on the Finance & General Purposes Committee,

You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 26 February 2025, 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

19 February 2025

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 29 January 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for January 2025 - Appendix A. **TO FOLLOW**
8. To note
 - a) Cashbook 1 bank reconciliation to 31 January 2025 - Appendix B. **TO FOLLOW**
 - b) Cashbook 2 bank reconciliation to 31 January 2025 - Appendix C.
9. To review and ratify current Direct Debits and Standing Orders etc. - Appendix D. **TO FOLLOW**

10. To consider grant application from St Catherine's Hospice - Appendix **E**.
(Accounts on website.)

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

11. To consider request for sponsorship of firework display by BSRA - Appendix **G**.
(Note. Council has budgeted £2,000 for this in year 2025-26.)

12. To consider proposal from Cllr Craig Gale that the Council works towards having
Mission and Vision Statements – Appendix **H**.

13. Date of Next Meeting – **Wednesday 26 March 2025**

Committee Members: PB, EB, CG, PD, ST, CJ, JH

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.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	31/01/2025		191,996.25
			<u>191,996.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			191,996.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			191,996.25
		Balance per Cash Book is :-	191,996.25
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E



For the 2025-26 financial year onwards, grant applications will be considered twice per year, at the April and September meetings of the Finance & General Purposes Committee. Applications, together with all supporting documentation as set out above, must be received by the 15th of the those months and no later. It is the intention to award 50% of the available budget on each occasion.

5. Giving of a Grant

If the application for a grant is successful the Council would welcome a report showing how the money was spent.

Should a grant be awarded but not then used for the purpose intended, it must be returned to the Council.

Where a grant is given for the purchase of a capital item or works, payment is made upon receipt of a copy of a paid invoice for at least the amount requested.

6. Helping with grants

The Council is willing to signpost organisations to various funding sources, but cannot assist with, complete or submit applications for funds on behalf of any third party.

Adopted 29 March 2017

Revised 17 March 2021

Revised 16 March 2022

Revised 29 January 2025

APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	St Catherine's Hospice
2.	Name, Address and Position of Contact in Organisation	Jemma Byrne Partnerships Officer for Trusts St Catherine's Hospice Grace Holland Avenue Pease Pottage West Sussex RH11 9SL
3.	Telephone Number of Contact	01293 583074
4.	Is the Organisation a Registered Charity?	Yes



	If yes, Charity Number	281362
5.	Amount of grant requested	£400
6.	For what purpose or project is the grant requested?	<p>St Catherine's expert teams care for local adults with life-limiting conditions who have complex palliative or end of life care needs, and support their loved ones.</p> <p>We are seeking a contribution from Billingshurst Parish Council towards the core costs of providing our specialist hospice services. Your grant will help ensure:</p> <ul style="list-style-type: none"> • Parishoners facing death and dying on our wards and in their own homes (c. 80% of patients) get the specialist medical and emotional care they need. • Carers feel supported, reassured and better able to cope with the demands of caring for their loved ones. • Visits are made to patients at home to monitor and review their medication, care for wounds and provide advice on managing pain and other symptoms • Therapies and Wellbeing services are provided to help people have as good a quality of life as possible in the precious time they have remaining. • Bereavement support is available to those grieving the death of their loved one. <p><i>"The best thing was getting reliable, expert advice when we needed it. When people said they would call back, they did. When we were offered help, we got it. We felt like we were in safe hands and able to manage at home."</i></p>
7.	What will be the total cost? (See 4i & ii of T&Cs)	We need to raise £7.5 million of voluntary income annually to fund our vital services.
8.	When will the money be spent?	Within 6 months, if successful.
9.	Who will benefit from the project?	Local people who have been diagnosed with a life-limiting or terminal illness and their families/carers.



10.	Approximately how many of those who will benefit are Billingshurst parishioners?	The amount of people we care for who live in Billingshurst varies each year depending on the number of referrals. Last financial year, we cared for 9 patients from postcode area RH14, and provided support such as bereavement services to 2 of their loved ones.
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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 17/02/2025

Name (In capitals) JEMMA BYRNE

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

Tel: 01293 447333
www.stch.org.uk

17 February 2025

Dear Greg,

I hope this letter finds you well. We are incredibly grateful to you and the Parish Councillors for your continued support of St Catherine's Hospice. Your contributions play a pivotal role in ensuring we can provide comfort, care, and support to Billingshurst parishioners during their most challenging times.

This year, as we once again face a substantial funding challenge, which will be further exacerbated in April by the increase in our National Insurance wages bill, we would be very grateful if you would consider our latest grant application to the Billingshurst Parish Council.

Please find below supporting information and our grant application form and annual accounts attached. Should you require further information or have any questions, please do not hesitate to contact me.

With warm regards,

Jemma Byrne
Partnerships Officer for Trusts
jemmabyrne@stch.org.uk
01293 583074

Supporting information for Billingshurst Parish Council



Facing our greatest funding challenge

At St Catherine's Hospice we face the most significant funding challenge in our history. Whilst inflation has soared more than 24% in the last 10 years, our statutory funding support has only increased by 3%, despite continuously rising care and service delivery costs. This has heightened the pressure on our expenditure budget, and in April, it will be further exacerbated by the increase in our National Insurance wages bill. Additionally, a growing and ageing population demands more complex palliative and end-of-life care, and the need for our specialist hospice services will continue to rise.

Our expert teams continue to deliver vital care and support to local people facing the hardest of times. Now, more than ever, we need your help.

"Every single person at St Catherine's, from the doctors, the nursing staff, receptionists and community team were just brilliant. The care and compassion you all gave to me showed no bounds. Whenever I walked into St Catherine's it was like receiving the biggest hug on earth."

About St Catherine's

St Catherine's was incorporated 45 years ago and is proud to be rated 'Outstanding' by the Care Quality Commission for the care we provide to adults on our wards and in the community across West Sussex and East Surrey. Our services are free for those referred by local GPs and healthcare providers within our community. Alongside clinical, therapeutic, and personal care, we offer spiritual guidance, welfare advice, social work, and bereavement support. We also have a telephone advice line that provides expert medical guidance and emotional support to patients, their carers, and our local health and social care colleagues. St Catherine's is honoured to have the support of over 940 dedicated volunteers who contribute to our charitable work.

We also work closely with the local NHS, sharing our expertise to inform future care delivery and provide specialist training and education to local health and social care colleagues, pioneering standards in palliative care. Additionally, we collaborate with hospices across Sussex and Surrey to share learnings and best practices.

Caring for our community

Last year, the age of our patients ranged from 18 to 103. Whilst the majority of patients (64%) have cancer as their primary diagnosis, we also care for people affected by conditions including motor neurone disease, heart disease, chronic pulmonary conditions and dementia.

Our expert teams specialise in different types of palliative care and help people manage symptoms such as pain, nausea, and shortness of breath, and offer emotional support that might include counselling or time with our spiritual care team who are there for people of all faiths and none. Eight in ten people choose to be cared for in their own home. Patients who are well enough to travel, can visit our new hospice for outpatient appointments with our specialist clinicians, one-to-one gym-based exercise sessions and group classes, supporting them to live well and remain as independent as possible.

For those staying on our hospice wards, alongside 24-hour specialist medical and clinical care, St Catherine's strives to create precious moments that make all the difference to people at the end of life. For example, sipping a favourite drink with a loved one in our beautiful gardens, enjoying a freshly cooked meal, a visit from their pet dog, a spa bath, or listening to beautiful melodies performed by our volunteer musicians. For people grieving the death of their loved one we offer bereavement support, such as STEPS an informal 'walk and talk' group and Time to Remember services where they can find comfort and solace with others, listen to meaningful readings, and light a candle in remembrance.

Measuring Success

In addition to our 'outstanding' CQC rating, we receive positive feedback from patients, families and carers on the difference our hospice care services make, and 86% of those asked said they would recommend St Catherine's. We are also proud to be accredited by Continuing Healthcare Knowledge Systems, recognising our commitment to the highest levels of quality and improvement. First accredited in 2017, we were recently reaccredited in January 2025.

Funding position

We receive less than a third of our income from the NHS and rely on the continuing generosity of our supporters and the local community to raise around £7.5 million each year to fund our vital end of life care services. We continue to regularly and robustly review our financial position and recently undertook a cost-saving exercise to ensure the long-term sustainability of our charity.

With your support, local people facing the end of life will be able to spend their final days as pain free, dignified, and comfortable as possible while their families feel supported, reassured, and have the resources they need to care for their loved one.

"You allowed my husband to die with dignity and more importantly with me holding his hand. Allowing me to be with him in his final days was what I know he wanted. You looked after me so well too. A huge thank you for all you did for us both."

Thank you for taking the time to consider our application.

YES Project									
The Purple Bus									
Billingshurst Scouts & Guides									
Classrooms for Kenya									
Billirox and TAG									
Rotary Club Christmas Lunch									
HomeStart	50.00								
Mary How Trust			200.00	200					645
St Mary's Church - lawnmower				750.00					
Billingshurst W.L.				120.00			350.00	600.00	800
1st Billingshurst Scouts					150				
The Racehorse Sanctuary & Rehoming Centre					100				
Billigreen					228				
BEAT					500				
Billingshurst Dramatic Society						835.19			500
Billingshurst Street Pastors						500.00			
Head2Head Theatre							1,973		
Tyler's Trust								500.00	200
Arun Counselling Centre								150.00	150
Men's Shed								750.00	
Choral Society								1,500	
Weald Sch / Car garage									1,000.00
Loxwood & Kirdford Youth FC									100.00
Committed to date	5,007.36	5,600	7,975	6,195	6,454	14,176.19	25,236.9	4,420	18,975
Budget available	5,850.00	5,850	5,850	7,100	7,126	19,084.00	28,500.0	4,500	19,500
Additional budget for BCCC CCTV			2,260						
Budget remaining	842.64	250	135	905	672	4,907.81	3,263.15	80.00	525.00

Italics indicates allocation in Budget. Not final amount drawn/approved.

Billingshurst Parish Clerk

Subject: FW: Fireworks

From: Mark Betts < >
Sent: 14 February 2025 11:25
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: Fireworks

Greg.

As you know, we, the BSRA, would like to resurrect the fireworks again for this year and the date we were looking at, after consultation with Aurora, is Friday 31st Oct, to coincide with Halloween. We aim to carry the theme of Halloween through to the evening and make the event a more family/community event and not have the fairground rides for the older children. We're looking for some help and sponsorship towards the display and wondered, as it's a community event, if the Parish Council would like to donate towards the cost. Any help would be greatly appreciated as we'd like to re-build the firework fund to enable us to continue with the event on an annual basis.

Kind regards.

Mark.

Acting Chairman

BSRA



Parish Council

Mission and Vision

Definition and intention

A mission statement defines an organisation's current purpose, outlining what it does and how it aims to achieve its goals, while a vision statement describes the organisation's desired future state, outlining where it aspires to be in the long term, essentially serving as a guiding north star for the organisation's direction and aspirations; both together provide a clear roadmap for a strategic direction and motivate officers and councillors to work towards achieving its goals.

Proposal for Implementing Mission and Vision Statements for Billingshurst Parish Council

Introduction Billingshurst Parish Council plays a vital role in serving the local community by delivering essential local services, supporting residents, and fostering a sustainable and thriving environment. To ensure long-term strategic direction and operational cohesion, the adoption of clear Mission and Vision statements would provide a unified framework for decision-making, service delivery, and community engagement.

Purpose of Mission and Vision Statements A Mission Statement defines the Council's core purpose, responsibilities, and commitment to the community. It outlines what the Council aims to achieve on a daily basis and serves as a guiding principle for its operations.

A Vision Statement sets out the long-term aspirations of the Council, presenting a picture of the future it seeks to create for Billingshurst. It inspires both the Council and the community by aligning efforts towards shared goals.

Key Benefits

1. Strategic Direction

- A Mission Statement ensures that all council activities align with its core responsibilities, preventing mission drift and maintaining focus.
- A Vision Statement provides long-term goals, helping to shape policies, initiatives, and budget allocations with a clear trajectory.

2. **Enhanced Cohesion and Unity**

- Establishing shared objectives promotes collaboration among councillors, staff, and community stakeholders.
- It fosters consistency in decision-making, ensuring all projects and initiatives contribute to the Council's overarching goals.

3. **Improved Communication and Public Trust**

- Clearly articulated statements help residents understand the Council's priorities and commitments.
- Enhancing transparency and accountability builds stronger trust between the Council and the community.

4. **More Effective Service Delivery**

- Aligning services with a well-defined Mission ensures resources are allocated efficiently to meet community needs.
- A Vision Statement provides a benchmark for progress, enabling periodic evaluations and adjustments to service provision.

5. **Stronger Stakeholder Engagement**

- Encourages greater participation from local organisations, businesses, and residents by providing a clear sense of direction.
- Helps attract external funding and support by demonstrating a structured and forward-thinking approach.

Implementation Process

- Conduct a consultation with councillors and staff to define the Council's core values, priorities, and long-term objectives. Trevor Leggo who is CEO of SALC offers a facilitatory service to enable this, free as part of our membership subscription to SALC.
- From that consultation, draft Mission and Vision Statements reflecting the Council's role, aspirations, and community needs.
- Review and refine the statements through public engagement to ensure they resonate with residents.
- Integrate the statements into policy documents, strategic plans, and communication materials.
- Regularly review and update the statements to ensure they remain relevant and effective.

Conclusion The adoption of Mission and Vision Statements would provide Billingshurst Parish Council with a structured foundation for long-term success. By defining its purpose and aspirations, the Council can improve service delivery, enhance community engagement, and ensure cohesive governance. Establishing these statements will be a key step in shaping a prosperous future for Billingshurst and its residents.

I would strongly encourage the council to support this proposal and to arrange the consultation with Trevor Leggo to help us to see this become a reality.

Cllr. C.Gale