



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 30 April 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

23 April 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 26 March 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for March 2025 - Appendix A.
8. To note Cashbook 2 bank reconciliation to 31 March 2025 - Appendix B.
9. To note Cashbook 3 bank reconciliation to 31 March 2025 - Appendix C.
10. To consider applications for grants from:
 - a. 4SightVisionSupport - Appendix D. (Accounts on BPC website.)
 - b. Billingshurst Open Gardens - Appendix E.
(Grant summary - Appendix F.)

11. To consider corrections: *Family Activity Day* budget and BSRA grant difference - Appendix **G**.
12. To consider report on funding of previous and future improvements to Billingshurst Centre - Appendix **H**.
13. Date of Next Meeting – **Wednesday 28 May 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.

APPENDIX A

Date: 11/04/2025

Billingshurst Parish Council Current Year

Page 1

Time: 11:24

Current Bank A/c

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Screwfix Direct Ltd	DD	7.99		Misc ironmongery
03/03/2025	Horsham DC	DD	118.00		Bin emptying
03/03/2025	Horsham DC	DD	136.50		Bin emptying
03/03/2025	SSE	DD	132.20		Street furniture electric
04/03/2025	K&M Decorating Services Ltd	013611	3,060.00		Parish office decorating
04/03/2025	SGW Safety & Security Ltd	013612	2,040.00		CCTV consultants
04/03/2025	Light Angels Ltd	013613	20,244.00		Xmas lights 2024
04/03/2025	WSALC Ltd	013614	96.00		Planning training x2
04/03/2025	Rentokil Initial	013615	609.79		Public toilet cleaning
04/03/2025	Lift Safe Ltd	013616	318.00		EV 6 month service
04/03/2025	Capital Cleaning (Kent) Ltd	013617	229.67		Loo rolls
04/03/2025	Wightman & Parrish Ltd	013618	270.21		Toiletry supplies
04/03/2025	Ballpoint Office Supplies Ltd	013619	45.58		Stationery
04/03/2025	Liz Berry	013620	45.00		Reimb. eye test
04/03/2025	Healthmatic Ltd	013621	89.64		x3 catches for public loos
04/03/2025	GN Tree Surgery Specialists Lt	013622	2,424.00		Tree works
04/03/2025	Greg Burt	013623	98.27		Cards + thanx u pres.
04/03/2025	West Sussex County Council	013624	48,900.84		Feb salaries
04/03/2025	Billingshurst Comm. & Conf. Ce	013625	536.95		Room hire
04/03/2025	Sussex Land Services Ltd	013626	8,299.20		New fence at allotments / s106
04/03/2025	St Catherine's Hospice	013627	400.00		Grant
05/03/2025	Netcom IT Solutions	DD	1,054.75		IT support
10/03/2025	WSCC	013584A	-19,295.91		Cancel spoilt cheque
11/03/2025	Post Office	CARD	552.50		Stamps
11/03/2025	Mulberry Local Authority Servi	013564A	1,092.60		Purchase Ledger Payment
11/03/2025	Mulberry Local Authority Servi	013564A	-1,092.60		Purchase Ledger Payment
11/03/2025	Mulberry Local Authority Servi	013564C	-1,092.60		Purchase Ledger Payment
14/03/2025	Restream Inc.	CARD	15.12		Restream
17/03/2025	Southern Water	DD	22.79		Water etc 83a High St
18/03/2025	Horsham DC	DD	143.20		Bin emptying
18/03/2025	Horsham DC	DD	68.80		Bin emptying
18/03/2025	Horsham DC	DD	68.80		Bin emptying
21/03/2025	Mailchimp	CARD	12.03		Mailchimp
21/03/2025	Engie Gas Ltd	DD	214.68		Gas 83a High Street
24/03/2025	EE & T Mobile	DD	31.44		Mobile phones
25/03/2025	ALE Bus Machines	DD	30.80		Copier usage
27/03/2025	Business Stream	DD	157.96		Water etc Public toilets
27/03/2025	SSE	DD	148.20		Electric public toilets
28/03/2025	SSE	DD	87.00		Electric 83a High St
31/03/2025	Horsham District Council	013628	94,705.97		N/Wardens cost 2024-25
31/03/2025	Colin Ellis	013629	47.89		Training expenses - tree insp.
31/03/2025	SGW Safety & Security Ltd	013630	2,400.00		CCTV consultancy Part 6
31/03/2025	GN Tree Surgery Specialists Lt	013631	468.00		Tree works
31/03/2025	Lift Safe Ltd	013632	294.11		EV repair
31/03/2025	WSALC Ltd	013633	186.00		New clerk training R Plant
31/03/2025	Billingshurst Comm. & Conf. Ce	013635	366.21		Room hire
31/03/2025	Sussex Land Services Ltd	013636	10,994.16		Tidying Depot/opp Whispers + Land @

Continued on Page 2

Kingslea Farm

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2025	Mulberry Local Authority Servi	013634	1,441.20		Staff issues review
31/03/2025	NatWest	BACS	17.50		Bank charges
31/03/2025	Sussex Land Services	SO	2,697.80		GM - March
31/03/2025	NatWest	BACS	17.50		Bank charges
31/03/2025	A272 Design	SO	618.00		Village TWEET advert
31/03/2025	Netcom IT Solutions	DD	381.18		IT support
31/03/2025	Netcom IT Solutions	DD	224.32		Phones etc
31/03/2025	Netcom IT Solutions	DD	224.32		Phones
31/03/2025	Netcom IT Solutions	DD	381.18		IT support
31/03/2025	SSE	DD	155.27		Street furniture energy
31/03/2025	Unity Bank	BACS	53.40		Bank charges 30/9/24>31/3/25
31/03/2025	NatWest	DD	-17.50		Duplicate payment
Total Payments			185,977.91		

11/04/2025

Billingshurst Parish Council Current Year

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Current Bank A/c

Cash Received between 01/03/2025 and 31/03/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/03/2025	Billingshurst Allotments Soc		Management Fee	618.00
03/03/2025	Dauxwood Pre-School		Ground rent	96.25
10/03/2025	Fowlers Letting Ltd		Flat rent 83a High Street	348.20
18/03/2025	Sales Recpts Page 54		Sales Recpts Page 54	95.00
21/03/2025	Sales Recpts Page 55		Sales Recpts Page 55	7,056.00
31/03/2025	Sales Recpts Page 56		Sales Recpts Page 56	1,364.28
31/03/2025	Sales Recpts Page 57		Sales Recpts Page 57	15,681.66
Total Receipts				25,259.39

Entered Month 12
by user GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
ADVERSANE	Adversane Village Hall	10/03/2025	BPC86	95.00	0.00	95.00	0.00	18/03/2025	1
				Receipt Total	0.00	95.00			
				Total Receipts Paid In 18 MARCH 2025	0.00	95.00			

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Billingshurst Parish Council Current Year

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List of Receipts Paid In 21 MARCH 2025

User: GREG

Entered Month 12
by user GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
DEACON	Deacon Asset Management	11/03/2025	BPC94	7,056.00	0.00	7,056.00	0.00	21/03/2025	1
Receipt Total					0.00	7,056.00			
Total Receipts Paid In 21 MARCH 2025					0.00	7,056.00			

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Billingshurst Parish Council Current Year

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List of Receipts Paid In 31 MARCH 2025

User: GREG

Entered Month 12
by user GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCT	Billingshurst Community Transport	10/03/2025	BPC87	1,364.28	0.00	1,364.28	0.00	31/03/2025	1
Receipt Total					0.00	1,364.28			
Total Receipts Paid In 31 MARCH 2025					0.00	1,364.28			

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Billingshurst Parish Council Current Year

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List of Receipts Paid In 31 MARCH 2025

User: GREG

Entered Month 12
by user GREG

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCCC	Billingshurst Centre								
		26/02/2025	BPC85	6,080.63	0.00	6,080.63	0.00	24/03/2025	1
		11/03/2025	BPC92	5,071.69	0.00	5,071.69	0.00	24/03/2025	1
		12/03/2025	BPC93	2,010.00	0.00	2,010.00	0.00	24/03/2025	1
		10/03/2025	BPC88	985.06	0.00	985.06	0.00	24/03/2025	1
		10/03/2025	BPC89	1,534.28	0.00	1,534.28	0.00	24/03/2025	1
Receipt Total					0.00	15,681.66			
Total Receipts Paid In 31 MARCH 2025					0.00	15,681.66			

APPENDIX B

Date: 15/04/2025

Billingshurst Parish Council Current Year

Page 1

Time: 12:08

Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		104,523.78
Treasury Reserve Deposit	31/03/2025		420,186.99
Unity Bank	31/03/2025		440.81
			<u>525,151.58</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
24/01/2025 013608 Progression Signage & Display	102.00
04/03/2025 013613 Light Angels Ltd	20,244.00
04/03/2025 013625 Billingshurst Comm. & Conf. Ce	536.95
31/03/2025 013628 Horsham District Council	94,705.97
31/03/2025 013629 Colin Ellis	47.89
31/03/2025 013630 SGW Safety & Security Ltd	2,400.00
31/03/2025 013631 GN Tree Surgery Specialists Lt	468.00
31/03/2025 013632 Lift Safe Ltd	294.11
31/03/2025 013633 WSALC Ltd	186.00
31/03/2025 013635 Billingshurst Comm. & Conf. Ce	366.21
31/03/2025 013636 Sussex Land Services Ltd	10,994.16
31/03/2025 013634 Mulberry Local Authority Servi	1,441.20
	<u>131,786.49</u>
	393,365.09

<u>Unpresented Receipts (Plus)</u>	
	0.00
	<u>0.00</u>
	393,365.09
Balance per Cash Book is :-	393,365.09
Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 11/04/2025

Billingshurst Parish Council Current Year

Page 1

Time: 13:27

Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		192,389.11
			<u>192,389.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,389.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,389.11
		Balance per Cash Book is :-	192,389.11
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	4Sight Vision Support
2.	Name, Address and Position of Contact in Organisation	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
3.	Telephone Number of Contact	01243 838001
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes 1075447
5.	Amount of grant requested	£650 to fund 10 of the clients living in the parish of Billingshurst.
6.	For what purpose or project is the grant requested?	We are requesting funding so that we can continue to support people in your Parish of Billingshurst who are blind or partially sighted. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving the help that they need. Our specialist team provides individually tailored support offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. There are currently 28 clients living in your Parish of Billingshurst who would benefit directly from any funding that we receive. With your help we can provide support; enabling them to retain their independence, feel less isolated and remain active members of the community. Please see the attached letter for more details about the services that we provide.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£1,820 to support the 28 clients in your Parish of Billingshurst for a year (£65 per person). We are asking for a grant of £650 to fund 10 clients.



8.	When will the money be spent?	Over a period of 12 months from when we receive any funding.
9.	Who will benefit from the project?	Our specialist support is available to anyone in West Sussex who is living with sight loss, as well as their family and carers. We do not charge our clients for our services, as we don't want there to be a financial barrier to anyone receiving our help and support.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	There are currently 28 clients living in your Parish of Billingshurst, who would benefit directly from any funding that we receive.

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

Signed ...  ... Date ... 10th April.....

Name (In capitals)Julie Branson.....

9th April 2025

Dear Mr Greg Burt - Clerk to the Council

On behalf of the staff, Board, volunteers and clients of 4Sight Vision Support, I would like to thank Billingshurst Parish Council for generously supporting our work over the past years, most recently in 2023 with a grant of £440. Your support enabled us to help people in your Parish to continue leading positive independent lives, whilst living with sight loss. I am writing today to ask if Billingshurst Parish Councillors would consider supporting our work again.

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our clients. We currently support 28 residents from your parish who are blind or partially sighted. Your support would directly impact them. Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits.



The current challenges

Cost of living crisis

People continue to face increased costs in food, gas, electricity, fuel and housing. People who are blind or partially sighted are, once again, experiencing disproportionate challenges:

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

With more and more of our clients being pushed into poverty, having to make impossible decisions about what to cut back on and at increasing risk of a decline in their mental health, access to the correct financial support has never been more important.



01243 828555
enquiries@4sight.org.uk
www.4sight.org.uk



The Queen's Award
for Voluntary Service



Registered with
**FUNDRAISING
REGULATOR**

Registered Company No. 3740647
Registered Charity No. 1075447

Since April 2022, we have experienced a huge increase in requests for support with accessing benefits and completing complex benefits forms/assessments, increasing from 40 clients in 2021/22 to 128 clients in 2023/24. We expect this demand to continue.

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

Increasing demand

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

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

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

Life after the pandemic

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

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

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our growing client base, which currently stands at just over 3,500; 28 of which live in your Parish.

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

- Listen, and provide emotional and practical support for our clients after diagnosis, which can be a devastating and life-changing time, helping people to feel less isolated and alone.
- Help people to understand their condition and what it means.

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



- Carry out our dedicated assessments to identify magnification, techniques and products to help with everyday tasks such as reading, shopping, medication, preparing meals; helping our clients to make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Support our clients with accessing benefits and concessions, helping them to complete often complex and paper-based forms, such as Personal Independence Payments, Attendance Allowance and Blue Badge, ensuring they and their families are provided for, which improves their financial stability and reduces stress and anxiety.
- Assist with setting up and using accessibility features on a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones, the outside world and their wider community – reducing isolation.

£65 would enable us to support 1 client for a year

£650 would enable us to support 10 clients for a year

£1,820 would enable us to support 28 clients for a year

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

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

Yours sincerely,



Julie Branson
Fundraising Manager



APPENDIX E.

Billingshurst Parish Clerk

Subject: FW: Billingshurst Open Gardens - Sunday June 22nd 2025

From: Billingshurst Parish Clerk
Sent: 03 April 2025 15:51
To: Marie Montoya
Cc: Denise Campbell
Subject: RE: Billingshurst Open Gardens - Sunday June 22nd 2025

Dear Marie,

Thanks for that.

I am sure this is all doable but I will need to just get the okay from Cllrs on 30 April if that is okay?

Kind regards,

Greg

G C Burt
Clerk to the Council
Billingshurst Parish Council
01403 782555
clerk@billingshurst.gov.uk
www.billingshurst.gov.uk

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From: Marie Montoya **Sent:** 02 April 2025 20:46
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Denise Campbell
Subject: Re: Billingshurst Open Gardens - Sunday June 22nd 2025

Greg
Many thanks for the response.

As this is our first year we are looking at the easier option, so wont be completing a grant application! We would however like to take you up on the offer for help and are more than happy to list the Parish Council as a sponsor.

We would need :-
Photocopying of Map/Ticket. This would be in colour, double sided A4

A3 posters and numbers for all gardens. (6 to 8 at the moment) These would need laminating
Use of the Depot for approx 4 meetings.

Could you also please confirm opening of the Toilets in Mill Way for Sunday 22nd June?

Thankyou again

Marie Montoya

From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: 27 March 2025 16:24
To: Marie Montoya
Subject: RE: Billingshurst Open Gardens - Sunday June 22nd 2025

Dear Marie

Thank you so much for your message.

The Council now only considers grant applications twice yearly, luckily enough for you the next tranche will be looked at on 30 April, but I will require a completed grant application form, attached, by the 23rd.

You will need to list what you think the expenses are, even if only indicative, given that this is your first year.

As an alternative, it could be that instead of giving you a grant, we could possibly undertake some of these things for you, e.g. photocopying, laminating etc, free us of The Depot at 83a High Street.

Either way, the Parish Council would expect to be listed a sponsor.

Hope that helps!!

Kind regards,

Greg

G C Burt
Clerk to the Council
Billingshurst Parish Council
01403 782555
clerk@billingshurst.gov.uk
www.billingshurst.gov.uk

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From: Marie Montoya
Sent: 25 March 2025 19:04

To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Denise Campbell
Subject: Billingshurst Open Gardens - Sunday June 22nd 2025

Hello Greg

I am part of the team arranging the Billingshurst Open Gardens - Led by Denise Campbell and Carol Terry.

I was lucky enough to gain certificates at the Gardens in Bloom last year, and I remember after the presentations, the gentleman from the Parish Council asking if anyone would take the idea forward.

As we are now doing that - I would like to raise with the Parish Council whether they would be prepared to support the Open Gardens and assist with any of the following:-

1. A grant to cover expenses?
2. Copying the maps and information that will be produced as a booklet (This will act as the tickets)
3. Helping with any advertising material and the cost of producing such (The Village Tweet is currently priced at £170 inc VAT)
4. Laminating (garden numbers, info boards etc)
5. The cost of room hire at the Billingshurst Community Centre (when we have a larger group that includes stewards etc and are finalising details we will need more space)

I look forward to hearing from you.

We would also request that the toilets in Mill Way to be opened on the day of the Open Gardens. If you could confirm this is acceptable it would be appreciated.

Many thanks

Marie Montoya

APPENDIX F

[illegible]

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.I.				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	19,375	15,000
Budget available	5,850.00	5,850	5,850	7,100	7,126	19,084.00	28,500.0	4,500	19,500	20,000
Additional budget for BCCC CCTV			2,260							
Budget remaining	842.64	250	135	905	672	4,907.81	3,263.15	80.00	125.00	5,000

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

APPENDIX G

BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY 30 APRIL 2025

**FAMILY ACTIVITY DAY BUDGET AND FIREWORKS SPONSORSHIP
DIFFERENCE**

REPORT BY CLERK

FOR DECISION

1. Family Activity Day Budget

During the budget-setting process last Autumn, Cllrs supported the inclusion of £2,000 to repeat last year's first Family Activity Day, which had been funded through unspent Earmarked Reserves (EMR) and grants. However, I recently noted that it had not actually been included in the final 2025-26 budget approved by Members. The Committee is invited therefore to formally approve its inclusion in this year's budget.

2. Fireworks Sponsorship Difference

The Council included sponsorship of the annual firework display hosted by BSRA in the 2025-26 budget in the sum of £2,500. When this was formally considered by this Committee in February, I inadvertently advised Members that £2,00 was in the budget, rather than £2,500. The Committee approved £2,000. (Min 28/25 refers) The Committee is invited to consider increasing the sponsorship to the full amount budgeted accordingly.

APPENDIX H
BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY 30 APRIL 2025

FUNDING OF PREVIOUS AND FUTURE IMPROVEMENTS TO BILLINGSHURST CENTRE

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

The Council has endeavoured to progress improvements to the Billingshurst Centre, of which it is Sole Managing Trustee.

Refurbished toilets, automatic front doors and an extension to the Main Hall were identified by Members as being priorities, and at a meeting of the Centre Committee on 28 September 2022, the following was minuted:

69/22 To consider Tender Report on planned improvements.

Members had previously confirmed their wish to take forward the refurbishment of the toilets, new automatic main doors and new windows etc on the west face of the Main Hall. A tender report setting out the prices from three bidders had been circulated, summarised below.

Lucking Brothers South Ltd	£183,185
Fowlers Building Contractors Ltd	£176,980
Taylor Morrisson Ltd.	£153,540

Architects had recommended Fowlers bid be accepted, as the lowest bid from Taylors was considered unrealistic. The Clerk had suggested ways the works could be funded. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** to

- a. Request HDC release S106 funds available for community buildings to this project;
- b. **RECOMMEND** to the F&GP Committee the application of £10,197.37 of CIL funds;
- c. **RECOMMEND** to the F&GP Committee the application of future CIL funds to cover the residual cost of this project;
- d. Appoint Fowlers Building Contractors Ltd to undertake the works as quoted, in the sum of £176,980.

At a meeting of the F&GP Committee on 26 October 2022, the following was minuted:

116/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** the following:

- a. that £10,197.37 of CIL funds be allocated to the package of improvements to the Centre under s.19 of the LG (Misc. Prov.) Act 1976.

At a meeting of the F&GP Committee on 14 December 2022, the following was minuted:

131/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

- a. From Billingshurst Centre Committee of 28 Sept 2022. On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** that a further £21,635 + prof. fees. of £7,560, making £29,195 in total, of CIL funds be allocated to the package of improvements to the Centre.

To summarise,

Total project costs:		Funded by:	
Fowlers Building Contractors	£176,980	S106	145,148
Prof fees	7,560	CIL	10,197.37
		CIL	29,195
TOTAL	£184,540	TOTAL	184,540.37

Works were undertaken over several months in 2023 with snagging items running into 2024. As with many projects of such magnitude, extras and changes were necessary which were approved by the Clerk in conjunction with the Centre Manager. These included some big ticket items including needing to relay the path from the new fire door facing High Street to the Assembly Point to the rear of the building, including amended drainage £9,369 and replacement replacement (!) taps and valves in toilets, £4,612. Whilst the works were being undertaken, new fire doors were urgently required for the Council Chambers so we asked the contractor supplying the new automatic doors to quote for these whilst on site. These amounted to £3,588. A full breakdown of extras and omissions is attached to this report. Whilst many of these items were reported to Councillors via the Manager's Reports, I apologise for not keeping Cllrs informed of these extra costs.

As 12 months have now passed since the works were completed, a retention fee is now due meaning all costs are now known.

In summary the total cost for these works including professional fees is £210,295.25. This has been paid by:

S106	145,148
CIL	34,076
Billingshurst Centre	25,785
NOW OWED (builders)	4,685
NOW OWED (architects)	601.25
TOTAL	£210,295.25

More recently, Members will recall that they approved the replacement Gas Boiler etc in the sum of £30,000 to be met from the Centre's own funds.

Funding of the overspend on Centre improvements (£25,754.88) and the replacement boiler, has severely depleted the Centre's reserves which now total £48,985.64.

Conversely, the Council has significant unallocated reserves,

In addition, we are receiving many complaints about the tattiness of the Centre's stacking chairs; initial attempts to recover some have met with limited success. The Centre Manager shared a quote in her March report of £11,600 for 200 new chairs.

The Committee is invited to:

- a. Note the overspend of £25,754.88 on this project.
- b. Consider whether to reimburse the Billingshurst Centre the overspend.
- c. Consider whether to reimburse the Billingshurst Centre the cost of the new gas boiler.
- d. Consider whether the Billingshurst Centre or Council should fund new chairs.

VALUATION NO.04

Spec No.	Item	Contract Value	%	Valuation
FACILITIES AND DOORS				
1.0	Preliminaries			
2.0	General			
2.1	Limitations			
2.1	Site Area	£ 150.00	100%	£ 150.00
3.0	Temp Works			
3.1	Temporary facilities	inc. item 4.4		
3.2	Facilities	£ 2,800.00	100%	£ 2,800.00
3.3	Access	£ 50.00	100%	£ 50.00
3.7	Access platform - general	£ 50.00	100%	£ 50.00
3.8	Protection	£ 100.00	100%	£ 100.00
3.10	Rubbish	£ 350.00	100%	£ 350.00
4.0	Demolition, Prep and Excavation			
4.2	Hazard - asbestos	£ 650.00	100%	£ 650.00
4.3	Preparatory works	£ 150.00	100%	£ 150.00
4.5	Dismantle	£ 2,400.00	100%	£ 2,400.00
5.0	The Works			
5.1	Scope of the works	£ 200.00	100%	£ 200.00
6.0	Floor			
6.1	Existing floor	£ 860.00	100%	£ 860.00
6.2	Proposed floor	£ 2,600.00	100%	£ 2,600.00
7.0	Walls			
7.1	Existing walls	£ 480.00	100%	£ 480.00
7.2	Proposed walls	£ 2,700.00	100%	£ 2,700.00
8.0	Ceilings			
8.1	Ceiling	£ 900.00	100%	£ 900.00
9.0	Joinery			
9.1	Cubicles	£ 31,241.00	100%	£ 31,241.00
9.2	Basin unit	inc.		
10.0	Services Installation			
10.2	Plumbing installation	£ 17,110.00	100%	£ 17,110.00
11.0	Fittings			
12.0	Heating Services			
12.1	heating services	PS £ 950.00	100%	£ 950.00
13.0	Wired Services			
13.1	Electrical services	inc.		
13.2	Hand dryer	£ 9,588.00	100%	£ 9,588.00
13.3	MV installation	£ 1,400.00	100%	£ 1,400.00
13.4	Test	£ 100.00	100%	£ 100.00
14.0	Works to main foyer entrance doors			
14.1	Strip out	£ 650.00	100%	£ 650.00
14.2	doors	£ 22,352.00	100%	£ 22,352.00
14.3	decoration	£ 850.00	0%	£ -
15.0	Completion	£ 400.00	100%	£ 400.00
16.0	Prov/Contn			
16.1	Additional works to services	£ 2,500.00	100%	£ 2,500.00
16.2	Walls and floors additional repairs	£ 1,500.00	0%	£ -
16.4	Contingency	£ 3,500.00	0%	£ -
	MCOH&P	£ 15,987.15	100%	£ 15,987.15

EXTENSION

1.0	Preliminaries			
2.0	General			
2.1	Limitations			
2.1	Site Area	£ 500.00	100%	£ 500.00
3.0	Temp Works			
3.1	Temporary facilities	£ 600.00	100%	£ 600.00
3.2	Facilities	£ 2,400.00	100%	£ 2,400.00
3.1	Rubbish	£ 600.00	100%	£ 600.00
4.0	Demolition and Prep			
4.2	Hazard - asbestos	£ 650.00	100%	£ 650.00
4.3	Preparatory works	£ 800.00	100%	£ 800.00
4.4	site area	£ 400.00	100%	£ 400.00
4.5	Dismantle	£ 725.00	100%	£ 725.00
4.6	Dismantle	£ 650.00	100%	£ 650.00
4.7	Excavation	£ 1,500.00	100%	£ 1,500.00
4.8	Drainage	£ 100.00	100%	£ 100.00
5.0	Foundation			
5.1	Foundations	£ 1,200.00	100%	£ 1,200.00
5.2	Ramp substructure	£ 625.00	100%	£ 625.00
6.0	Drainage			
6.1	Existing drainage	£ 100.00	100%	£ 100.00
6.2	New surface water drainage	£ 495.00	100%	£ 495.00
7.0	Walls			
7.1	external wall extension	£ 2,100.00	100%	£ 2,100.00
7.2	Backfill	£ 1,020.00	100%	£ 1,020.00
7.3	Horizontal dpc	£ 180.00	100%	£ 180.00
7.4	Ramp retaining wall	£ 825.00	100%	£ 825.00
8.0	Ground Floor			
8.1	GF	£ 3,300.00	100%	£ 3,300.00
9.0	Walls above DPC			
9.1	External walls	£ 3,500.00	100%	£ 3,500.00
9.2	Internal walls	£ 225.00	100%	£ 225.00
10.0	Finishes			

10.1	Floor finishes	£	2,400.00	100%	£	2,400.00
10.2	Wall finishes	£	350.00	100%	£	350.00
11.0	Doors and windows					
11.2	doors	£	6,680.00	100%	£	6,680.00
11.3	windows	£	4,400.00	100%	£	4,400.00
12.0	Joinery					
12.1	skirting	£	100.00	100%	£	100.00
13.0	Wired Services					
13.1	Electrical services	£	1,200.00	100%	£	1,200.00
13.2	Lighting	£	120.00	100%	£	120.00
13.4	Test	£	65.00	100%	£	65.00
14.0	Decoration					
14.1	Generally	£	300.00	100%	£	300.00
14.2	internally		inc.			
14.3	Externally	£	225.00	100%	£	225.00
14.4	metalwork		inc.			
14.5	colour schedule		inc.			
15.0	External works					
15.2	Ramp	£	2,080.00	100%	£	2,080.00
16.0	Completion	£	400.00	100%	£	400.00
17.0	Prov/Contin					
17.1	Additional external works	£	2,000.00	0%	£	-
17.2	Walls and floor	£	1,500.00	0%	£	-
17.4	Contingency	£	3,000.00	0%	£	-
	MCOH&P	£	7,097.25	100%	£	7,097.25
Addendum						
18.0	Additional cost from tender associated with a late acceptance of tender/ new calendar year	£	2,672.00	100%	£	2,672.00
ORIGINAL TENDER SUM			<u>£ 179,852.40</u>		<u>£ 167,302.40</u>	

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AMENDMENTS

Architects Instructions

AI no.01	Item					
1.1	Add supply and install 2no.switch fused connection units	£	554.00	100%	£	554.00
1.2	Add supply and install LED lighting	£	868.00	100%	£	868.00
1.3	Omit item 16.1 PV sum	£	(2,500.00)	100%	£	(2,500.00)
2.1	Add plaster wall in male WC	£	320.00	100%	£	320.00
AI no.02	Item					
1.1	Proceed with SE drawing Sk008A for new ramp and drains	£	8,563.54	100%	£	8,563.54
AI no.03	Item					
1.1	Omit item 12.1	£	(900.00)	100%	£	(900.00)
1.2	Omit item 4.8	£	(100.00)	100%	£	(100.00)
1.3	Omit item 5.1	£	(1,200.00)	100%	£	(1,200.00)
1.4	Omit item 5.2	£	(625.00)	100%	£	(625.00)
1.5	Omit item 8.1	£	(3,300.00)	100%	£	(3,300.00)
1.6	Omit item 15.2	£	(1,080.00)	100%	£	(1,080.00)
1.7	Proceed with side path works	£	9,369.10	100%	£	9,369.10
AI no.04	Item					
1.1	Proceed with replacement of existing fire doors	£	3,587.86	100%	£	3,587.86
AI no.05	Item					
1.1	Proceed additional bracing to upvc unit	£	1,159.20	100%	£	1,159.20
AI no.06	Item					
1.1	Add 1no tap	£	421.00	100%	£	421.00
1.2	Add 1no valve	£	72.00	100%	£	72.00
2.1	Add 6no. Taps and valves	£	4,611.97	100%	£	4,611.97
AI no.07	Item					
1.1	Add power supply for urinals	£	267.00	100%	£	267.00

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Items to be confirmed

<u>£</u>	-	0%	£	-
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MATERIALS ON SITE

Materials on site

<u>£</u>	-	0%
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Current Gross Valuation at date of Statement

Less: retention at 2.5%:

£ 167,391.07

£ 4,684.78

£ 182,706.29

Less: settlement of Interim Certificate no.01:

£ 63,110.40

Less: settlement of Interim Certificate no.02:

£ 26,374.89

Less: settlement of Interim Certificate no.03:

£ 68,591.42

Nett amount to be certified for payment

£ 24,629.58

Robin Nugent Architects
Castle Barn
Sedgwick Horsham
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Date: 25 March 2024