



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 28 May 2025, at **7pm.**

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


G. C. Burt
Clerk to the Council

21 May 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 30 April 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for April 2025 - Appendix **A**.
8. To note Cashbook 2 bank reconciliation to 30 April 2025 - Appendix **B**.
9. To note Cashbook 3 bank reconciliation to 30 April 2025 - Appendix **C**.
10. To note aged debtors - Appendix **D**.
11. To consider 2024-25 accounts in detail - Appendix **E**.
12. To consider and approve Earmarked Reserves - Appendix **F**.

13. To consider writing to Pulborough Parish Council to show support for the idea of reducing the speed limit on the A29 past Brinsbury College, southwards - Appendix G.

14. Date of Next Meeting – **Wednesday 25 June 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.

Date: 19/05/2025

Billingshurst Parish Council 2025-26

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Time: 12:38

Current Bank A/c

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Leith Hill Plant Ltd	013639	1,824.00		Xmas Tree pit / BCCC
01/04/2025	Sarah Meyer	013654	9.99		Reimb. VE Day Flag
01/04/2025	Screwfix Direct Ltd	DD	39.36		Misc ironmongery
01/04/2025	Horsham DC	DD	140.80		Bin emptying
02/04/2025	Xtreme Vortex	CARD	532.35		Climbing Wall hire 1 of 2
04/04/2025	BT	CARD	244.85		BT The Depot
19/04/2025	SSE	DD	87.00		83a High St electric
22/04/2025	Mailchimp	CARD	11.83		Mailchimp
22/04/2025	Restream Inc.	CARD	14.74		Restream
22/04/2025	PWLB	DD	10,831.25		Loan repayment 83a High St
22/04/2025	Siemens Fin Serv	DD	194.54		Copier lease
22/04/2025	Engie Gas Ltd	DD	97.57		Gas 83a High St
23/04/2025	EE & T Mobile	DD	33.42		Mobile phones
24/04/2025	ALE Bus Machines	DD	31.40		Copier charges
25/04/2025	Worknest	013637	6,556.40		H&S + HR supp 25-26
28/04/2025	Horsham DC	BACS	266,908.00		Precept Part 1
28/04/2025	HDC	BACS	-266,908.00		Correct error
28/04/2025	WSALC Ltd	013638	2,501.14		WSALC + NALC sub 25/26
29/04/2025	PWLB	DD	10,128.52		Loan repayment BCCC imps.
29/04/2025	SSE	DD	171.92		Street furniture electric
30/04/2025	Horsham DC	CARD	329.60		Bin emptying
30/04/2025	Colin Ellis	013629A	-47.89		Purchase Ledger Payment
30/04/2025	Billingshurst Comm. & Conf. Ce	013625A	-536.95		Purchase Ledger Payment
30/04/2025	Billingshurst Comm. & Conf. Ce	013635A	-366.21		Purchase Ledger Payment
30/04/2025	Sussex Land Services	SO	2,697.80		GM - April
30/04/2025	NatWest	BACS	23.80		Bank charges
Total Payments			35,551.23		

19/05/2025

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12:39

Current Bank A/c

Cash Received between 01/04/2025 and 30/04/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/04/2025	Adversane Village Hall		Gd rent	95.00
10/04/2025	Fowlers Letting Ltd		Flat rent 83a High st	217.85
29/04/2025	Hiscox		Ins - Adversane bollards RTA	831.80
23/04/2025	HMRC		Q4 VAT rebate	36,353.99
28/04/2025	Horsham District Council		Precept Part I	266,908.00
17/04/2025	NatWest		Bank interest	1,168.55
24/04/2025	Sales Recpts Page 63		Sales Recpts Page 63	6,258.52
Total Receipts				<u>311,833.71</u>

Date: 19/05/2025

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Time: 12:34

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		271,529.36
Treasury Reserve Deposit	30/04/2025		420,186.99
Unity Bank	30/04/2025		440.81
			<u>692,157.16</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	
31/03/2025 CARD G C Burt		180.00	
30/04/2025 CARD Horsham DC		329.60	
			<u>20,855.60</u>
			671,301.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			671,301.56
		Balance per Cash Book is :-	671,301.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 13/05/2025

Billingshurst Parish Council 2025-26

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Time: 08:58

Bank Reconciliation Statement as at 30/04/2025 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	30/04/2025		192,582.03
			<u>192,582.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,582.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,582.03
		Balance per Cash Book is :-	192,582.03
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
11/03/2025	BPC91	BSRA	BSRA	1,551.56	0.00	1,551.56	1,551.56
14/05/2025	BPC97	BCCC	BCCC	5,419.60	1,083.92	6,503.52	6,503.52
TOTAL INVOICES				6,971.16	1,083.92	8,055.08	8,055.08

APPENDIX E
BILLINGSHURST PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY 28 MAY 2025

2024-25 ACCOUNTS

REPORT BY CLERK

FOR DECISION

Renewed Financial Regulations stipulate that both interim and final internal audit reports, plus to agree any responses to any actions raised, must now be considered by the whole Council. The final internal audit report for 2024-25 was considered and actions agreed at the meeting on 7 May last.

However, Members do like to look at the detailed budget headings for the year just ended and for the y/e 31 March 2025 I attach details of income and expenditure.

Several points of note:

1. Bank interest continues to come in above budget due to high interest rates and significant reserves, although this may not continue long term.
2. *Miscellaneous repairs* continues to be the budget heading in the cash book for which large capital/repair items continues to be channelled, but as you can see, the overspend is largely met from Earmarked Reserves (EMR).
3. *Trees* is also overspent but we cannot forecast what a tree survey will identify that must be acted upon.
4. CCTV maintenance, again an overspend, but CIL covered this preparatory consultancy work for the scheme which should start this new year.
5. A budget of £1,500 for the future replacement of the Electric Vehicle (EV), has been moved to Earmarked Reserves at year end.
6. H&S + HR again overspent due to staffing issues and commissioning external reports.

Overall the Council ended the year with:

Income £808,994

Expenditure £813,315

Difference of £4,320

There was a net reduction in EMR of £20,510.

General Reserves increased by £33,166.45.

The Committee is invited to note the 2024-25 I&E report accordingly.

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	513,010	513,010	0			100.0%	
1078 CIL Receipts	0	6,471	0	(6,471)			0.0%	6,471
1080 Bank Interest Received	204	16,136	9,030	(7,106)			178.7%	
1250 BCCC Management Fee Rcvd	0	2,000	2,000	0			100.0%	
1399 Miscellaneous Income	(23,470)	865	210	(655)			411.9%	190
Income :- Income	(23,266)	538,481	524,250	(14,231)			102.7%	6,661
Net Income	(23,266)	538,481	524,250	(14,231)				
6001 less Transfer to EMR	0	6,661	0	(6,661)				
Movement to/(from) Gen Reserve	(23,266)	531,821	524,250	(7,571)				
210 Parks and Open Spaces								
1100 Sponsorships	0	1,003	2,000	997			50.2%	
1225 Parks income	(60)	(842)	2,100	2,942			(40.1%)	
Parks and Open Spaces :- Income	(60)	161	4,100	3,939			3.9%	0
4110 Grass Cutting & Floral Display	3,293	36,760	31,710	(5,050)	(5,050)		115.9%	1,450
4115 Kingslea Farm Gds Maint.	6,475	7,095	6,150	(945)	(945)		115.4%	620
4120 Trees	390	12,117	7,350	(4,767)	(4,767)		164.9%	4,817
4130 Miscellaneous Repairs	3,950	65,297	5,513	(59,784)	(59,784)		1184.4%	18,318
4140 Churchyard Maintenance	0	825	0	(825)	(825)		0.0%	
4150 Skateboard Park/Ball Court	140,000	140,000	0	(140,000)	(140,000)		0.0%	
4160 Toilets	450	3,664	5,250	1,586	1,586		69.8%	
4170 Dog & Litter Bin Emptying	535	5,798	6,300	502	502		92.0%	
4180 Jubilee Fields-Grounds Maint.	0	127	3,000	2,873	2,873		4.2%	
4200 Jubilee Fields Skate Park	0	40	0	(40)	(40)		0.0%	40
4210 Play Equip-Inspect/Repl/Repair	26	3,248	5,000	1,752	1,752		65.0%	
4220 SRG Ongoing Maintenance	(800)	800	2,100	1,300	1,300		38.1%	
Parks and Open Spaces :- Indirect Expenditure	154,319	275,770	72,373	(203,397)	0	(203,397)	381.0%	25,244
Net Income over Expenditure	(154,379)	(275,609)	(68,273)	207,336				
6000 plus Transfer from EMR	8,282	25,244	0	(25,244)				
Movement to/(from) Gen Reserve	(146,097)	(250,365)	(68,273)	182,092				
220 General Admin								
1077 Grants	0	158,275	0	(158,275)			0.0%	500
1200 General Admin Income	12,503	13,615	6,000	(7,615)			226.9%	1,675
1205 Xmas lights income	0	1,500	1,500	0			100.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1210 Telecoms income	464	464	2,000	1,536			23.2%	
1215 IT income	673	1,876	1,200	(676)			156.3%	
General Admin :- Income	13,640	175,729	10,700	(165,029)			1642.3%	2,175
4458 Family Activity Day	100	100	0	(100)		(100)	0.0%	
General Admin :- Direct Expenditure	100	100	0	(100)	0	(100)		0
4310 Chairman's Allowance	0	0	200	200		200	0.0%	
4320 Solicitors	45	3,701	8,000	4,300		4,300	46.3%	
4330 Audit Fees	0	1,889	2,625	736		736	72.0%	
4340 Accountants Fees	0	0	1,500	1,500		1,500	0.0%	
4350 Bank Charges	71	320	306	(14)		(14)	104.4%	
4360 Insurance	0	19,174	19,000	(174)		(174)	100.9%	
4370 Subscriptions	(100)	2,663	3,000	337		337	88.8%	100
4380 Office Expenses	(521)	12,407	13,000	593		593	95.4%	2,365
4381 Postage	553	1,013	800	(213)		(213)	126.6%	
4390 Telecomms	400	3,003	3,250	247		247	92.4%	
4400 Photocopying	26	1,182	1,575	393		393	75.0%	
4430 Training	155	1,605	1,000	(605)		(605)	160.5%	
4440 Council Comms	515	7,187	5,973	(1,214)		(1,214)	120.3%	
4450 Christmas Lights	0	17,810	20,822	3,012		3,012	85.5%	
4456 D-Day events	0	763	500	(263)		(263)	152.7%	
4457 Remembrance events	0	160	500	340		340	32.0%	
4460 IT	1,539	10,504	5,500	(5,004)		(5,004)	191.0%	
4470 Room Hire	(354)	1,944	2,000	56		56	97.2%	
4500 Parish Office Utility Bills	1,987	2,650	2,000	(650)		(650)	132.5%	
4510 H&S and HR Support	0	7,528	4,725	(2,803)		(2,803)	159.3%	
General Admin :- Indirect Expenditure	4,316	95,503	96,276	773	0	773	99.2%	2,465
Net Income over Expenditure	9,224	80,126	(85,576)	(165,702)				
6000 plus Transfer from EMR	0	2,465	0	(2,465)				
6001 less Transfer to EMR	1,675	2,175	0	(2,175)				
Movement to/(from) Gen Reserve	7,549	80,416	(85,576)	(165,992)				
230 Salaries								
1251 BCC Salary recharge	(4,476)	55,715	59,406	3,691			93.8%	
Salaries :- Income	(4,476)	55,715	59,406	3,691			93.8%	0
4000 Salaries	71,423	263,938	288,206	24,268		24,268	91.6%	
Salaries :- Indirect Expenditure	71,423	263,938	288,206	24,268	0	24,268	91.6%	0
Net Income over Expenditure	(75,899)	(208,223)	(228,800)	(20,577)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Village Hall								
4559 Climate Change	0	0	5,000	5,000		5,000	0.0%	
Village Hall :- Direct Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
4550 PWLB BCCC Improvement Loan	0	20,257	20,257	(0)		(0)	100.0%	
Village Hall :- Indirect Expenditure	0	20,257	20,257	(0)	0	(0)	100.0%	0
Net Expenditure	0	(20,257)	(25,257)	(5,000)				
250 Highways								
1300 Highways Income	1,773	29,555	33,000	3,445			89.6%	
Highways :- Income	1,773	29,555	33,000	3,445			89.6%	0
4610 Suction Sweeper Maintenance	0	723	3,318	2,595		2,595	21.8%	
4620 Other Highway Costs	263	3,440	5,182	1,742		1,742	66.4%	2,056
4624 EV Replacement	0	0	1,500	1,500		1,500	0.0%	(1,500)
4625 EV Maint.	255	785	1,590	805		805	49.4%	
4626 CCTV Maintenance	2,000	9,450	500	(8,950)		(8,950)	1890.0%	9,450
4630 Traffic Calming	338	2,183	0	(2,183)		(2,183)	0.0%	1,845
Highways :- Indirect Expenditure	2,855	16,581	12,090	(4,491)	0	(4,491)	137.1%	11,851
Net Income over Expenditure	(1,082)	12,974	20,910	7,936				
6000 plus Transfer from EMR	500	11,851	0	(11,851)				
Movement to/(from) Gen Reserve	(582)	24,825	20,910	(3,915)				
260 Lighting								
4650 Electricity / street furniture	265	1,737	2,500	763		763	69.5%	
4660 Maintenance	0	1,372	1,274	(98)		(98)	107.7%	
Lighting :- Indirect Expenditure	265	3,110	3,774	664	0	664	82.4%	0
Net Expenditure	(265)	(3,110)	(3,774)	(664)				
270 Neighbourhood Wardens Support								
4700 Neighbourhood Wardens Support	94,706	94,706	97,092	2,386		2,386	97.5%	
Neighbourhood Wardens Support :- Indirect Expenditure	94,706	94,706	97,092	2,386	0	2,386	97.5%	0
Net Expenditure	(94,706)	(94,706)	(97,092)	(2,386)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Section 137</u>								
4750 Section 137 Donations	(440)	3,375	4,500	1,125		1,125	75.0%	
4790 Billingshurst Centre	0	15,000	15,000	0		0	100.0%	
Section 137 :- Indirect Expenditure	(440)	18,375	19,500	1,125	0	1,125	94.2%	0
Net Expenditure	440	(18,375)	(19,500)	(1,125)				
<u>300 83a High Street</u>								
1255 83a High St flat net income	348	9,285	9,975	690			93.1%	
1256 83a Utilities INC	(1,049)	67	3,500	3,433			1.9%	
83a High Street :- Income	(701)	9,353	13,475	4,122			69.4%	0
4560 83a utilities EXP	324	2,991	7,200	4,209		4,209	41.5%	
83a High Street :- Direct Expenditure	324	2,991	7,200	4,209	0	4,209	41.5%	0
4660 Maintenance	0	322	1,500	1,178		1,178	21.5%	
5000 PWLB 83a High Street	0	21,663	21,663	1		1	100.0%	
83a High Street :- Indirect Expenditure	0	21,985	23,163	1,178	0	1,178	94.9%	0
Net Income over Expenditure	(1,026)	(15,622)	(16,888)	(1,266)				
Grand Totals:- Income	(13,090)	808,994	644,931	(164,063)			125.4%	
Expenditure	327,868	813,315	644,931	(168,384)	0	(168,384)	126.1%	
Net Income over Expenditure	(340,959)	(4,320)	0	4,320				
plus Transfer from EMR	8,782	39,560	0	(39,560)				
less Transfer to EMR	1,675	8,836	0	(8,836)				
Movement to/(from) Gen Reserve	(333,852)	26,404	0	(26,404)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Bus Shelters	3,025.00		3,025.00
327 EMR EV replacement fund	0.00	1,500.00	1,500.00
328 EMR Five Oaks Traffic Calming	6,176.17		6,176.17
332 EMR JF Commuted Sum	1,507.00		1,507.00
336 EMR Neighbourhood Plan	1,618.95		1,618.95
343 EMR Skate Parks	-3,500.00	3,500.00	0.00
345 EMR Station Road Gardens	500.00		500.00
353 EMR Youth Grants	4,431.00	-4,431.00	0.00
354 EMR UKCOG / Env Imps	947.73		947.73
358 EMR CIL Levy	20,010.24	-4,387.52	15,622.72
360 EMR PCC sports faster grant	712.32	-712.32	0.00
361 EMR MF Allotment Fence s106	0.00	-13,598.20	-13,598.20
364 EMR Comm'd sum/Kingslea Farm	400,326.92	-5,582.41	394,744.51
365 EMR Boxing Sessions	0.00	3,201.00	3,201.00
	<u>435,755.33</u>	<u>-20,510.45</u>	<u>415,244.88</u>

Subject: FW: Speed limit A29 Brinsbury

From: Paul Berry <paul.berry@billingshurst.gov.uk>

Sent: 29 April 2025 20:43

To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>; Liz Berry <liz@billingshurst.gov.uk>

Subject: Speed limit A29 Brinsbury

Hi Greg,

I spoke to Paul Clarke from Pulborough Parish Council (PPC) this evening. He is part of a working group involving PPC, WSCC and others which looks into transport issues in Pulborough Parish. Amongst other things, they are looking into possible speed reductions between Pulborough and Adversane. He was asking if BPC had anything in the pipeline regarding the speed limit south of Adversane past Brinsbury College.

I was able to explain that a few years ago, BPC wrote to some residents in the Brinsbury and North Heath area asking if they thought the speed limit should be lowered. I told Mr Clarke that BPC put in an application to WSCC to extend the 40mph limit at Adversane further south, to cover Brinsbury. I explained that although Brinsbury is not in our 'patch' the rationale at the time was that if the speed limit was extended, people heading north might hit Adversane a bit slower. I think councillors were also mindful that some of its parishioners no doubt attended Brinsbury.

I also made Mr Clarke aware of the current application to change the speed limit from Billingshurst to Adversane, and in Adversane itself. This would extend the 40mph limit further south to roughly where the brewery is I think but would not extend past Brinsbury (which seems crazy!).

Anyway, there are obviously efforts in place from Pulborough to reduce the speed limit past Brinsbury. Mr Clarke felt that if BPC could send an email to him stating that it would be in support of lowering the speed limit and stating that the council had in fact previously looked into this, it might add more weight to their efforts.

Could this please be placed on an appropriate agenda, "To consider writing to Pulborough Parish Council to show support for the idea of reducing the speed limit on the A29 past Brinsbury College". I'm happy for you to use this email as supporting paperwork.

Best wishes,

Paul Berry