

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 25 June 2025, at 7.15pm.

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 June 2025

AGENDA

- 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 28 May 2025, previously circulated; to confirm and sign as a correct record.
- 6. Clerk's Report.
- 7. To approve payments and note any receipts for May 2025 Appendix A.
- 8. To note Cashbook 1 bank reconciliation to 31 May 2025 Appendix B.
- 9. To note Cashbook 3 bank reconciliation to 31 May 2025 Appendix C.
- 10. To note debtors Appendix D.
- 11. To consider appointment of consultants to review General Data Protection Regulations (GDPR) and other data-related policies in advance of changes to Annual Governance and Accountability Return (AGAR) in 2025-26 Appendix E.

12. Date of Next Meeting - Wednesday 30 July 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.

PRENDIX A

Date: 06/06/2025

Billingshurst Parish Council 2025-26

Time: 15:09

Current Bank A/c

List of Payments made between 01/05/2025 and 31/05/2025

01/05/2025 Southern Water DD 22.79 Water 83a High St 01/05/2025 Screwfix Dieset I.d DD 23.85 Misc icommongery 01/05/2025 Netcom IT Solutions DD 385.98 IT 01/05/2025 Netcom IT Solutions DD 224.32 Phones 01/05/2025 Horsham DC DD 140.80 Bin emptying 01/05/2025 West Sussex County Council 013640 53,038.75 April salaries 01/05/2025 West Sussex County Council 013641 2,252.80 Purchase Ledger Payment 01/05/2025 Billingsburst Comm. & Conf. Ce 013641 2,252.80 Purchase Ledger Payment 01/05/2025 Billingsburst Comm. & Conf. Ce 013641 187.80 Reim. Cranham Av survey flyers 07/05/2025 Survey Hills Solidiors LLP 013644 18.00 Clock cards for CIM 07/05/2025 Survey Hills Solidiors LLP 013644 18.00 Clock cards for CIM 07/05/2025 Survey Hills Solidiors LLP 013644 19.00 Clock cards for CIM <t< th=""><th>Date Paid</th><th>Payee Name</th><th>Reference</th><th>Amount Paid Authorized Ref</th><th>Transaction Detail</th></t<>	Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
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19/05/2025 ZOOM CARD 155.88 ZOOM 21/05/2025 Horsham DC DD 361.40 Bin emptying 22/05/2025 ALE Bus Machines DD 30.01 Copier usage 22/05/2025 Mailchimp CARD 11.76 Mailchimp 22/05/2025 AMAZON CARD 79.99 New office chair 23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 SSE DD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	15/05/2025	A272 Design	SO	618.00	Village TWEET advert
21/05/2025 Horsham DC DD 361.40 Bin emptying 22/05/2025 ALE Bus Machines DD 30.01 Copier usage 22/05/2025 Mailchimp CARD 11.76 Mailchimp 22/05/2025 AMAZON CARD 79.99 New office chair 23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	15/05/2025	Southern Water	DD	22.79	Water 83a High St
22/05/2025 ALE Bus Machines DD 30.01 Copier usage 22/05/2025 Mailchimp CARD 11.76 Mailchimp 22/05/2025 AMAZON CARD 79.99 New office chair 23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	19/05/2025	ZOOM	CARD	155.88	ZOOM
22/05/2025 Mailchimp CARD 11.76 Mailchimp 22/05/2025 AMAZON CARD 79.99 New office chair 23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	21/05/2025	Horsham DC	DD	361.40	Bin emptying
22/05/2025 AMAZON CARD 79.99 New office chair 23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	22/05/2025	ALE Bus Machines	DD	30.01	Copier usage
23/05/2025 Brunel Engraving Co Ltd CARD 112.68 Brunel Engraving Co Ltd 23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	22/05/2025	Mailchimp	CARD	11.76	•
23/05/2025 EE & T Mobile DD 33.42 Mobile phones 23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	22/05/2025	AMAZON	CARD	79.99	New office chair
23/05/2025 Engie Gas Ltd DD 106.80 Gas 83a High St 28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	23/05/2025	Brunel Engraving Co Ltd	CARD	112.68	Brunel Engraving Co Ltd
28/05/2025 SSE DD 87.00 Electric 83a High St 29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	23/05/2025	EE & T Mobile	DD	33.42	Mobile phones
29/05/2025 G C Burt CARD -180.00 Cancel dupli. paymen G C Burt 29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	23/05/2025	Engie Gas Ltd	DD	106.80	•
29/05/2025 SSE DD 221.02 Electric street furniture 30/05/2025 NatWest BACS 96.45 Bank charges	28/05/2025	SSE	DD	87.00	Electric 83a High St
30/05/2025 NatWest BACS 96.45 Bank charges	29/05/2025	G C Burt	CARD	*	G C Burt
0.00	29/05/2025	SSE	DD	221.02	Electric street furniture
30/05/2025 Sussex Land Services SO 2,697.80 GM - May	30/05/2025	NatWest	BACS	96.45	Bank charges
	30/05/2025	Sussex Land Services	so	2,697.80	GM - May

Total Payments

79,566.97

06/06/2025	06/06/2025 Billingshurst Parish Council 2025-26								
15:11	15:11 Current Bank A/c								
	Cash Received between 01/05/2025 and 31/05/2025								
<u>Date</u>	Cash Received from	Receipt No	Receipt Description	Receipt Total					
13/05/2025	Davies & Partners	BACS	Commuted sum x3 bus shelters	15,000.00					
09/05/2025	Fowlers Letting Ltd	BACS	Flat rent 83a High St	926.60					

20/05/2025

23/05/2025

Sales Recpts Page 64 Sales Recpts Page 65

> **Total Receipts** 23,981.68

Sales Recpts Page 64

Sales Recpts Page 65

1,551.56

6,503.52

APPENDIKE

Date:06/06/2025

Time: 15:15

Billingshurst Parish Council 2025-26

Bank Reconciliation Statement as at 30/05/2025 for Cashbook 1 - Current Bank A/c

Page 1

User: GREG

Bank Statemen	it Account Na	ame (s) Statement Dat	e Page	Balances
Current Account	t	30/05/202	5	194,718.90
Treasury Reserv	ve Deposit	30/05/202	5	420,186.99
Unity Bank	·	30/05/202	5	440.81
				615,346.70
Unpresented P	ayments (Mi	nus)	Amount	
24/01/2025 01	3608	Progression Signage & Display	102.00	
07/05/2025 65	0	4Sight Vision Support	650.00	
07/05/2025 01	3648	Rural Services Partnership Ltd	172.42	
07/05/2025 01	3651	GN Tree Surgery Specialists Lt	540.00	
				1,464.42
				613,882.28
Unpresented R	leceipts (Plus	s)		
			0.00	
				0.00
				613,882.28
			Balance per Cash Book is :-	613,882.28
			Difference is :-	0.00

APPENDIX C

Date: 10/06/2025

Billingshurst Parish Council 2025-26

User: GREG

Page 1

Time: 11:37

Bank Reconciliation Statement as at 31/05/2025 for Cashbook 3 - Bonus Saver Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
Bonus Saver Account	31/05/2025		192,756.15
			192,756.15
Unpresented Payments (Minus)		Amount	
		0.00	
		,	0.00
			192,756.15
Unpresented Receipts (Plus)			
		0.00	
			0.00
			192,756.15
	Balance p	er Cash Book is :-	192,756.15
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Date	

APPENDIX D

17/06/2025		Billingshurst Parish Council 2025-26				Page 1 User: GREG	
10:02		SALES LEDGER 1 UNPAID INVOICES BY DATE					
Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
27/05/2025	BPC98	HORSHAM	HORSHAM	13,598.20	0.00	13,598.20	13,598.20
30/05/2025	BPC99	BCCC	BCCC	5,419.60	1,083.92	6,503.52	6,503.52
			TOTAL INVOICES	19,017.80	1,083.92	20,101.72	20,101.72

APPENDIX E

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 25 JUNE 2025

GENERAL DATA PROTECTION REGULATIONS (GDPR)

REPORT BY CLERK

FOR DECISION

In 2018 the Council took steps to ensure that it was compliant with the incoming General Data Protection Regulations (GDPR). This included ensuring that all Cllrs used dedicated council e-mail addresses for both incoming and outgoing e-mails, reviewing existing and introducing additional policies, looking at what data was being held that was no longer needed, and ensuring that new data being sought was held in accordance with the givers agreement

Since then we have regularly sought advice from external advisors when we have, for example, been conducting resident surveys and consultation exercises etc. so I am fairly confident that we have tried to comply with the spirit of GDPR.

However, next year's Annual Governance and Accountability Return (AGAR) is to include a new declaration regarding GDPR compliance. Whilst we could tick the box to say that we are GDPR compliant, we could be asked, as we often are, to provide evidence by way of policies.

I would like the Council to be in a position where the Council can demonstrate its GDPR compliance if required, rather than be caught out and then trying to review policies etc at the very last minute.

Breakthrough Communications, who helped the Council in 2018 when GDPR first appeared and since on running a number of online public consultations etc, are able to carry out a review of all our existing related policies and practices, including two visits to the office for £2,995 net.

I consider this work to be beyond our own in-house skill set, and particularly with ongoing staffing shortages, would like to commission this work this summer.

Financial Regulations advise that

- 1.1. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;

The Committee is invited appoint Breakthrough Communications to undertake this work in the sum of £2,995, noting that as it is a specialist professional service, competitive prices need not be sought.