



**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**

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 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.**

Date: 06/06/2025

## Billingshurst Parish Council 2025-26

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Time: 15:09

## Current Bank A/c

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Southern Water	DD	22.79		Water 83a High St
01/05/2025	Screwfix Direct Ltd	DD	23.85		Misc ironmongery
01/05/2025	Netcom IT Solutions	DD	385.98		IT
01/05/2025	Netcom IT Solutions	DD	224.32		Phones
01/05/2025	Netcom IT Solutions	DD	915.55		IT incl. new PC
01/05/2025	Horsham DC	DD	140.80		Bin emptying
07/05/2025	West Sussex County Council	013640	53,038.75		April salaries
07/05/2025	Billingshurst Comm. & Conf. Ce	013641	2,252.80		Purchase Ledger Payment
07/05/2025	Richard Plant	013643	187.80		Reim. Cranham Av survey flyers
07/05/2025	Liz Berry	013644	18.00		Clock cards for CIM
07/05/2025	Surrey Hills Solicitors LLP	013645	474.00		Legal advice
07/05/2025	Wilbar Associates Ltd	013646	405.00		Traffic calming spec
07/05/2025	4Sight Vision Support	650	650.00		Grant
07/05/2025	Rural Services Partnership Ltd	013648	172.42		Membership 25-26
07/05/2025	Ballpoint Office Supplies Ltd	013649	92.08		Stationery
07/05/2025	WBC Cares UK	013650	4,054.60		Boxing sessions 24-25
07/05/2025	GN Tree Surgery Specialists Lt	013651	540.00		Tree work
07/05/2025	Extinguisher Trading Company	013652	76.80		83a Fire ext. servicing
07/05/2025	Colin Ellis	013653	47.89		Purchase Ledger Payment
07/05/2025	Rialtas Business Solutions Ltd	013655	1,156.80		EOY closedown
07/05/2025	Sussex Land Services Ltd	013656	8,047.20		Land @ Kingslea Farm GM 24-25
07/05/2025	Greg Burt	013642	2,067.92		Reim. loo hire beacon lighting
08/05/2025	BT	DD	101.76		Broadband The Depot, High St
14/05/2025	Restream Inc.	CARD	14.86		Restream
15/05/2025	A272 Design	SO	618.00		Village TWEET advert
15/05/2025	Southern Water	DD	22.79		Water 83a High St
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	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
30/05/2025	Sussex Land Services	SO	2,697.80		GM - May
Total Payments			79,566.97		

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## Current Bank A/c

Cash Received between 01/05/2025 and 31/05/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
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	Sales Recpts Page 64		Sales Recpts Page 64	1,551.56
23/05/2025	Sales Recpts Page 65		Sales Recpts Page 65	6,503.52
<b>Total Receipts</b>				<b>23,981.68</b>

Date: 06/06/2025

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Time: 15:15

**Bank Reconciliation Statement as at 30/05/2025  
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	30/05/2025		194,718.90
Treasury Reserve Deposit	30/05/2025		420,186.99
Unity Bank	30/05/2025		440.81
			<u>615,346.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
24/01/2025 013608	Progression Signage & Display	102.00	
07/05/2025 650	4Sight Vision Support	650.00	
07/05/2025 013648	Rural Services Partnership Ltd	172.42	
07/05/2025 013651	GN Tree Surgery Specialists Lt	540.00	
			<u>1,464.42</u>
			613,882.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			613,882.28
		<b>Balance per Cash Book is :-</b>	<b>613,882.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# APPENDIX C

Date: 10/06/2025

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Time: 11:37

## Bank Reconciliation Statement as at 31/05/2025 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	31/05/2025		192,756.15
			<u>192,756.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,756.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,756.15
		Balance per 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

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10:02

## SALES LEDGER 1 UNPAID INVOICES BY DATE

User: GREG

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.