

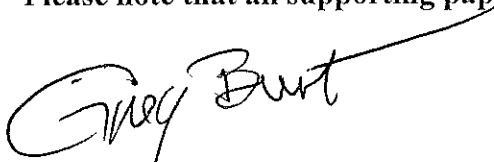


**To All Councillors on the Finance & General Purposes Committee,**

**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 24 September 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.**

**Please note that all supporting papers can be found on the Councils' website.**

  
**G. C. Burt**  
**Clerk to the Council**

**18 September 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 July 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for July and August 2025 - Appendices **A** and **B**.
8. To note Cashbook 1 bank reconciliation to 31 July and 31 August 2025 - Appendices **C** and **D**.
9. To note Cashbook 3 bank reconciliation to 31 July and 31 August 2025 - Appendices **E** and **F**.

10. To note aged debtors - Appendix **G**.

11. **RECOMMENDATIONS FROM COMMITTEES**

a. From Property Committee of 16 July 2025

**RECOMMEND** the F&GP Committee that £7,053.04 be allocated from CIL or other funds to enable the final phase of bollard replacement around Adversane Green to be completed. Minute 30/25 refers.  
(Note: CIL available = £1,586.)

12. To consider applications for Grant Aid

a. Arun Counselling Centre - Appendix **H**. (**Accounts on website.**)

b. Walking Nativity - Appendix **I**.

c. Billingshurst Women's Institute Association (Afternoon Group) - Appendix **J**.  
(Grant summary - Appendix **K**.)

13. To confirm budgeted grant of £15,000 to Billingshurst Centre.

14. *The Depot* 83a High Street update - Appendix **L**.

15. Date of Next Meeting – **Wednesday 29 October 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: 20/08/2025

**Billingshurst Parish Council 2025-26**

Page 1

Time: 15:17

Current Bank A/c

## List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Horsham DC	DD	154.88		Bin emptying
02/07/2025	Screwfix Direct Ltd	DD	69.73		Misc ironmongery
02/07/2025	Horsham DC	CARD	53.00		New bin
07/07/2025	Jumping Jacks Ent	CARD	74.00		Fam Day Bouncy Castle deposit
08/07/2025	BT	DD	61.76		83a High St broadband
08/07/2025	Scottish Water	DD	279.80		Public Toilets water etc
09/07/2025	Breakthrough Communications Lt	CARD	5,714.40		Training and consultancy
10/07/2025	Parkfield Retail Ltd	PARKFIELD	7.38		Play area spares
14/07/2025	Restream Inc.	CARD	14.49		Restream
15/07/2025	A272 Design	SO	618.00		Village TWEET advert
15/07/2025	Southern Water	DD	22.79		Water etc 83a High St
16/07/2025	Horsham DC	DD	361.40		Bin emptying
18/07/2025	Siemens Fin Serv	DD	194.54		Copier lease
22/07/2025	We Print Gifts Ltd	CARD	13.87		New ID badge
22/07/2025	Mailchimp	CARD	11.70		Mailchimp
22/07/2025	Engie Gas Ltd	DD	42.03		83a High St Gas
23/07/2025	EE & T Mobile	DD	33.42		Mobile phones etc
24/07/2025	Vision ICT Ltd	013671	567.60		Websites renewal
24/07/2025	West Sussex County Council	013672	30,890.76		June salaries
24/07/2025	Healthmatic Ltd	013673	1,384.57		Spare parts for public loos
24/07/2025	Greg Burt	013674	363.89		Mtg travel expenses
24/07/2025	Billingshurst Comm. & Conf. Ce	013675	1,157.56		Office utilities
24/07/2025	Friends of Station Road Garden	136676	1,200.00		Grant ref prisoner subsistence
24/07/2025	Southwater Parish Council	013677	264.00		EO training
24/07/2025	Loo of the Year Awards Ltd	013678	189.60		Loo of yr entry
24/07/2025	K.T. Fabrications Ltd	013679	30.00		Water bowser repair
24/07/2025	Colin Ellis	013680	12.84		Play area training expenses
24/07/2025	Glasdon UK Ltd	013681	861.36		Replacement bollards Adversane
24/07/2025	Sussex Land Services Ltd	013682	259.80		Play area fencing repairs
24/07/2025	Baskets in Bloom Ltd	013683	1,690.00		Summer planting High St etc
24/07/2025	ALE Bus Machines	DD	28.49		Copier usage charges
28/07/2025	Laker Brickwork & Construction	013659A	0.20		Correct inputting error
28/07/2025	SSE	DD	87.00		83a High St Electric
30/07/2025	Sussex Land Services	SO	2,697.80		GM - July
31/07/2025	NatWest	BACS	17.50		Bank charges
31/07/2025	Jumping Jacks	CARD	655.96		Fam Act Day Bouncy Castle
<b>Total Payments</b>			<b>50,086.12</b>		

15:18

## Current Bank A/c

Cash Received between 01/07/2025 and 31/07/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
09/07/2025	Billingshurst CCC		Overpay Inv 97 salaries	6,503.52
28/07/2025	Billingshurst Lions		Cont. to Fam. Act Day	300.00
10/07/2025	Fowlers Letting Ltd		83a High St flat rent	926.60
22/07/2025	HMRC	na	VAT Rebate Q1	14,109.13
21/07/2025	NatWest	na	Bank interest	2,416.44
09/07/2025	Sales Recpts Page 67		Sales Recpts Page 67	6,503.52
Total Receipts				<u>30,759.21</u>

# APPENDIX B

Date: 09/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:14

Current Bank A/c

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Horsham DC	DD	154.88		Bin emptying
01/08/2025	Screwfix Direct Ltd	DD	28.98		Misc. Ironmongery
04/08/2025	Xtreme Vortex	CARD	532.35		Climbing wall 2nd payment
05/08/2025	Billingshurst CCC	013684	6,503.52		Return of inv. 97 already paid
07/08/2025	BT	DD	61.76		Broadband etc - The Depot
11/08/2025	Parkfield Retail Ltd	DD	10.79		Misc ironmongery
13/08/2025	Rialtas Business Solutions Ltd	013685	1,270.80		Annual licence for accounting
13/08/2025	Sutcliffe Play Ltd	013686	249.87		Play equip. spares
13/08/2025	Martin Dobson Associates	013687	780.00		Tree consultancy
13/08/2025	Signquick	013688	96.00		Activity Day banners
13/08/2025	Billingshurst Comm. & Conf. Ce	013689	438.20		Garage rent
13/08/2025	Greg Burt	013690	715.98		X3 reimbs.
13/08/2025	Fowlers Estate Agents	013691	203.40		Refund overpayment
14/08/2025	Restream Inc.	CARD	14.56		Restream
15/08/2025	A272 Design	SO	618.00		Village TWEET advert
15/08/2025	Southern Water	DD	22.79		83a High St water etc
18/08/2025	Horsham DC	DD	142.00		Bin emptying
18/08/2025	Horsham DC	DD	148.40		Bin emptying
18/08/2025	Horsham DC	DD	284.00		Bin emptying
22/08/2025	Netcom IT Solutions	DD	387.19		Phones etc.
22/08/2025	Hampshire Flag Co.	CARD	130.85		New flag o/s Centre
22/08/2025	Mailchimp	CARD	11.66		Mailchimp
22/08/2025	Engie Gas Ltd	DD	39.33		Gas 83a High St
26/08/2025	ALE Bus Machines	DD	31.41		Copier usage
26/08/2025	EE & T Mobile	DD	33.42		Mobiles etc
27/08/2025	JPIMedia Publishing Ltd	DD	62.40		County Times 6 month sub
28/08/2025	SSE	DD	87.00		Electric 83a High St
29/08/2025	NatWest	BACS	15.05		Bank charges
29/08/2025	ICO	DD	47.00		Annual registration fee
Total Payments			13,121.59		

09/09/2025

Billingshurst Parish Council 2025-26

Page 1

11:15

Current Bank A/c

Cash Received between 01/08/2025 and 31/08/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/08/2025	BPC		Activity Day Bouncy Castle inc	212.90
13/08/2025	Fowlers Letting Ltd		83a flat rent	1,130.00
18/08/2025	Izzys Ice Cream		Activity Day ice cream inc.	167.00
22/08/2025	NatWest		Compensation	150.00
15/08/2025	Sales Recpts Page 68		Sales Recpts Page 68	636.00
18/08/2025	Sales Recpts Page 69		Sales Recpts Page 69	172.00
18/08/2025	Sales Recpts Page 70		Sales Recpts Page 70	172.00
<b>Total Receipts</b>				<b>2,639.90</b>

Date: 20/08/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 14:39

Bank Reconciliation Statement as at 31/07/2025  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/07/2025		264,696.08
Treasury Reserve Deposit	31/07/2025		280,124.66
Unity Bank	31/07/2025		440.81
			<u>545,261.55</u>
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
07/05/2025 013648	Rural Services Partnership Ltd	172.42	
07/05/2025 013651	GN Tree Surgery Specialists Lt	540.00	
24/07/2025 013671	Vision ICT Ltd	567.60	
24/07/2025 013672	West Sussex County Council	30,890.76	
24/07/2025 013673	Healthmatic Ltd	1,384.57	
24/07/2025 013674	Greg Burt	363.89	
24/07/2025 013675	Billingshurst Comm. & Conf. Ce	1,157.56	
24/07/2025 136676	Friends of Station Road Garden	1,200.00	
24/07/2025 013677	Southwater Parish Council	264.00	
24/07/2025 013678	Loo of the Year Awards Ltd	189.60	
24/07/2025 013679	K.T. Fabrications Ltd	30.00	
24/07/2025 013680	Colin Ellis	12.84	
24/07/2025 013681	Glasdon UK Ltd	861.36	
24/07/2025 013682	Sussex Land Services Ltd	259.80	
			<u>37,894.40</u>
			507,367.15
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			<u>0.00</u>
			507,367.15
Balance per Cash Book is :-			507,367.15
Difference is :-			0.00

Signatory 1:

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

Signatory 2:

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

Date: 09/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:11

Bank Reconciliation Statement as at 31/08/2025  
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	31/08/2025		217,885.61
Treasury Reserve Deposit	31/08/2025		280,124.66
Unity Bank	31/08/2025		440.81
			<u>498,451.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
07/05/2025 013648	Rural Services Partnership Ltd	172.42	
07/05/2025 013651	GN Tree Surgery Specialists Lt	540.00	
24/07/2025 013671	Vision ICT Ltd	567.60	
24/07/2025 013678	Loo of the Year Awards Ltd	189.60	
13/08/2025 013688	Signquick	96.00	
			<u>1,565.62</u>
			496,885.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			496,885.46
		Balance per Cash Book is :-	496,885.46
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



Date: 11/08/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:20

**Bank Reconciliation Statement as at 31/07/2025  
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	31/07/2025		193,112.52
			<u>193,112.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,112.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,112.52
		Balance per Cash Book is :-	193,112.52
		Difference is :-	0.00

**Signatory 1:**

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

**Signatory 2:**

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

# APPENDIX F

Date: 08/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:20

## Bank Reconciliation Statement as at 31/08/2025 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	31/08/2025		193,273.62
			<u>193,273.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,273.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,273.62
		Balance per Cash Book is :-	193,273.62
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

# APPENDIX G

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
30/06/2025	BPC100	BCCC	BCCC	5,419.60	1,083.92	6,503.52	6,503.52
05/08/2025	BPC101	BCCC	BCCC	6,897.65	1,379.53	8,277.18	8,277.18
08/08/2025	BPC102	BCCC	BCCC	844.50	168.90	1,013.40	1,013.40
13/08/2025	BPC103	DEACON	DEACON	4,198.32	839.68	5,038.00	5,038.00
13/08/2025	BPC104	WHISPERS	WHISPERS	286.65	57.33	343.98	343.98
13/08/2025	BPC105	KINGS	KINGS	143.33	28.67	172.00	172.00
13/08/2025	BPC108	BAY	BAY	286.66	57.33	343.99	343.99
13/08/2025	BPC109	WSCC	WSCC	766.50	0.00	766.50	766.50
28/08/2025	BPC111	BCCC	BCCC	6,205.06	1,241.01	7,446.07	7,446.07
08/09/2025	BPC112	HORSHAM	HORSHAM	500.00	0.00	500.00	500.00
TOTAL INVOICES				25,548.27	4,856.37	30,404.64	30,404.64

# APPENDIX 14



## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Arun Counselling Centre
2.	Name, Address and Position of Contact in Organisation	Erin Mallory, Ooperations Littlehampton
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes
	If yes, Charity Number	293053
5.	Amount of grant requested	£150
6.	For what purpose or project is the grant requested?	<p>A grant from Billingshurst Parish Council will enable us to offer free sessions of confidential, professional counselling/psychological therapy for residents in Billingshurst. Arun Counselling Centre (ACC) is a BACP Accredited Counselling Service and registered charity, providing low-cost individual counselling/psychological therapy to any adult (18+) living in the Arun District. Our vision is to work together with our clients, counsellors, volunteers and community to innovate our services, making psychological support easier to access for those most in need. We believe everyone has the right to access psychological therapies and therefore only ask clients to contribute whatever they can afford.</p> <p>Over the last year we have worked with 2 clients residing in Billingshurst, supporting them to explore their issues with the hope of gaining valuable insights, coming to terms with difficult experiences, reducing suicide risk, building resilience and developing coping skills in order</p>



		to lead a fuller, happier life.  Counselling sessions cost £25 £150 would pay for 6 sessions of counselling.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£150
8.	When will the money be spent?	Over the next year.
9.	Who will benefit from the project?	<p>Many of the people we work with are experiencing heightened mental health challenges, for example, increased levels of stress, depression and anxiety, trauma, PTSD.</p> <p>We have seen demand increase over the past 3 years.</p> <p>Through our counselling sessions with clients we aim: To create a safe space for clients to talk to someone who will not judge them; To support clients to make sense of things and better understand themselves; To help clients explore, and where possible, resolve complicated feelings; To empower clients by helping them recognise destructive patterns in the way they think or act, and find ways to change them.</p> <p>If the funding is granted clients in Billingshurst will benefit from six free sessions of counselling, enabling local people who are struggling economically to receive the therapy they need.</p> <p>The benefits to the local community include improved mental health &amp; wellbeing of local people.</p>
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	2

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 .....19/08/2025.....

Name (In capitals) .....Erin Mallory.....

# APPENDIX I



## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Billingshurst Walking Nativity
2.	Name, Address and Position of Contact in Organisation	Durell Barnes  Billingshurst Billingshurst Walking Nativity Co-Ordinator
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?  If yes, Charity Number	No
5.	Amount of grant requested	£1000
6.	For what purpose or project is the grant requested?	The grant would assist with the costs of the Billingshurst Walking Nativity. This event was inaugurated two years ago and we are seeking to make it an annual occasion after a hugely successful second outing last year. It is a highly social occasion with people gathering ahead of time and enjoying refreshments and acquiring balloon lanterns to light the way through the village. It is a joyous reconstruction when villagers and visitors trace the events of the Nativity, starting with the Annunciation by the Angel Gabriel, dressed in gold, at one end of the village, working through Mary and Joseph's attempts to find room at one of the High Street's four inns accompanied by Wonkey the (real live) donkey, their meeting with the sock washing shepherds with their (real live) sheep on the village green, eventual accommodation at the stable in St Mary's Church, where they are visited by three wise men and women and Colin, their (life sized puppet) camel. The bible stories are followed with wry humour, but the evening culminates with a reverend atmosphere, all eyes



		<p>on the glitterball star as musical solos evoke the holiness of the night before the assembled crowd sing O Come All Ye Faithful in the churchyard. The event is live streamed to venues in the village, including the Women's Hall and the pubs, and anyone will be able to livestream it on their phone if they scan the Walking Nativity logo. Pubs and shops benefit from the attention they receive as the crowd make their way through the village, and when they relax over a drink afterwards.</p> <p>Spending priorities this year to reflect the growing attendance include investment in better sound facilities, provision of stronger props and more handcrafted souvenirs for use during the event.</p>
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ 6000
8.	When will the money be spent?	November and December
9.	Who will benefit from the project?	<p>After a turnout of 600 people in the first year, we ensured that we had the safety provided by the presence of fire brigade and ambulance services and they estimated that 1600 people came in 2024. So we can hope for an increase on that this year. The event is aimed at the whole community but we are especially hoping to attract those who might not otherwise be able to afford to go to a commercial Christmas event.</p> <p>Several community groups work together to make the event a success and the team work and camaraderie engendered is exciting for them and beneficial to the village. They include Billingshurst Dramatic Society, Billingshurst Choral Society, Churches Together, the Lions, the Scouts.</p>
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	Almost all—so many hundreds.

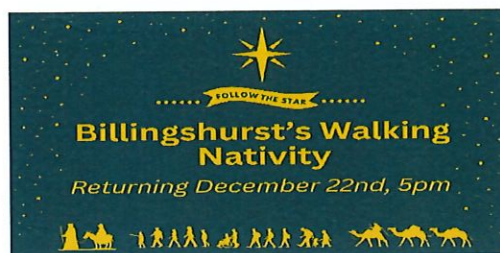


Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed ...Durell Barnes.....Date .....12<sup>th</sup> August 2025.....

Name (In capitals) ...DURELL BARNES.....





## September - December 2024 Accounts

Balance B/Fwd.	£ -
<b>Income</b>	
Sponsors	£ 5,800.00
Donations	£ -
Lantern Sales	£ 247.21
Bucket Donations	£ 91.66
Refreshment Sales	£ 182.71
<b>Total Income</b>	<u>£ 6,321.58</u>
	<u>£ 6,321.58</u>
<b>Expenditure</b>	
Colin Build	£ 34.91
Lighting, Sound & Smoke effect	£ 1,229.19
Costumes	£ 559.67
Stable Build	£ 220.56
Set Building / Stable Build	£ 119.56
Steeple Star Light	£ 268.80
Refreshment Tent	£ 198.62
Marketing	£ 776.57
Road Closure Licence & Signs	£ 100.00
Song Sheets / Programmes (printed free by Freemans)	£ -
Lanterns for Parade	£ 321.15
Marching Band	£ 200.00
Cameras for streaming	£ 228.95
Donkey appearance fee	£ 350.00
Sheep appearance donation	£ 100.00
Miscellaneous Costs	£ 319.69
Donations to Charities	£ 600.00
<b>Total Expenditure</b>	<u>£ 5,627.67</u>
<b>Closing balance 11.02.2025</b>	<u>£ 693.91</u>
<b>Surplus/ deficit</b>	£ 693.91

Bank Reconciliation	
Balance C/F	£ 693.91
Payments not processed through bank	£ -
Receipts not processed through bank	£ -
<b>Agreed with Bank 11.02.25</b>	<u>£ 693.91</u>

Billingshurst

Gary Burt

Parish Clerk

Billingshurst Parish Council

Billingshurst Centre

Roman Way,

Billingshurst RH14 9QW

Tuesday 12<sup>th</sup> August 2025

Dear Mr Burt,

Please find attached an application form for a grant for the Billingshurst Walking Nativity. This will be the third year of this highly successful event, one which has brought many people into the centre of the village to enjoy each other's company and sample village shops, restaurants and pubs. It involves numerous village groups and attracts a great deal of interest in preceding weeks through a carefully targeted social media campaign alerting the people of the village and the surrounding area to the upcoming event, working with our sponsors and featuring one of the Walking Nativity's popular characters—Colin the Camel.

Last year we were surprised but delighted by the huge number of people attending and were pleased that we had taken such careful health and safety and other precautions. We were not able to provide as many handcrafted artefacts to enhance people's (especially children's) enjoyment of the event as we would have wished. And the sound systems hired in did not work as effectively as necessary which detracted from some people's enjoyment. These are two areas where we shall be investing funds raised through grants and sponsorship.

We very much hope the Council will assist us in laying on this happy event, bringing together so many village organisations and providing enjoyment and community spirit for hundreds of adults and children as you did last year.

Yours sincerely,

Durell Barnes

Walking Nativity Co-Ordinator

# APPENDIX J



## APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BILLINGSHURST WOMENS INSTITUTE (AFTERNOON)
2.	Name, Address and Position of Contact in Organisation	MRS D. WALLER (PRESIDENT)
3.	Telephone Number of Contact	<
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No AFFILIATED TO NATIONAL W.I. 803793
5.	Amount of grant requested	£ 800
6.	For what purpose or project is the grant requested?	UPDATE OUR RECRUITMENT FLIERS/POSTERS. develop a website. Travel costs and to assist our Annual Programme of speakers and Activities.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ 800
8.	When will the money be spent?	throughout the 2015/26 years.
9.	Who will benefit from the project?	Current and future members will benefit as we grow and thrive. Continue to benefit all ladies in the Parish
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	the 33 current members/new which we hope to increase throughout the year

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 3/9/2025

Name (In capitals): DENISE WALLER

- 3 SEP 2025

BILLINGSHURST WOMEN'S INSTITUTE

Dear Billingshurst Parish Council

**Application for Grant for Voluntary Organisations.**

The Billingshurst Women's Institute (Afternoon Group) respectfully submits an application for a Voluntary Organisation Grant for 2025. We gratefully acknowledge your ongoing support.

I enclose our audited accounts as requested. Subscriptions are deliberately kept as low possible to ensure affordability so without your generous support our finances would be a very different picture.

Our Billingshurst WI continues to survive serving this Parish for 105yrs. This has and continues to provide support, friendship, education and activities for ladies who prefer to meet in the afternoon. Most of our ladies are retired and /or widowed so this provides an opportunity to meet and enjoy the company of people in a similar situation. Membership has increased demonstrating the ongoing interest in our activities.

We took advantage of the Parish Councils showcase event which helped us manage to increase our membership by a small margin but our advertising material needs upgrading. Fliers need to be printed as do our posters which we place around the village advertising our monthly activities with the associated costs. We would also like to engage someone to produce a simple website for us. Unfortunately none of our members has those skills.

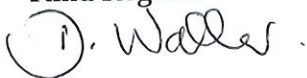
Many of our ladies no longer drive and a number have begun to develop mobility issues. This makes it difficult for car share and using the community minibus consequently we are having to look at hiring a small accessible coach which is costly. Speakers' costs rise yearly so our programme continues being as frugal as possible. Despite restricting the travel costs of all speakers by choosing only from within the county, extra funds would be a boon.

To bolster our funds we actively take part in the festivities of the village but are finding that most customers wishing to purchase produce ask for a card reader to pay so that would be another asset which we can put to good use.

We would appreciate greatly if the Council would consider helping us towards these ambitions with a grant of £800 to assist us to meet our aims.

If you require further information please do not hesitate to contact me.

Kind Regards



Denise Waller

President, [billingshurstwi@wsfwi.co.uk](mailto:billingshurstwi@wsfwi.co.uk)

WI Name  
Charity number (if registered)  
Federation

Billingshurst
West Sussex



# FINANCIAL STATEMENT

For the period

from 01.01.2024

to 31.12.2024

## Section A

## Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	200.50		Meeting expenses	1,104.58	
Subscriptions (WI share)	583.85		Committee Members' expenses	41.00	
Gift Aid	-		Pooling of fares / expenses	16.00	
Publications	-		Publications	56.98	
Activities & events	33.33		Activities & events	265.68	
WI fundraising	785.26		WI fundraising	208.96	
Interest received			Insurance	19.50	
Paid into current account	-				
Paid into deposit account					
Grants and donations	960.00		Donations made	-	
Other income	4.46		Other payments	155.02	
WI-owned hall - total receipts			WI-owned hall - total payments		
<b>Total Receipts</b>	<b>2,567.40</b>	<b>-</b>	<b>Total Payments</b>	<b>1,867.72</b>	<b>-</b>

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
--	--	--	--	--	--

Total Receipts less Total Payments (Surplus/Deficit for the year)

699.68

A5 Total cash funds brought forward from last year (equals last year's total at B1)

A6 Total cash funds carried forward at this year end

699.68

A7 Total restricted funds at year end included in total cash funds above

The main purposes of the Women's Institute organisation are:

(a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;

(b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;

(c) to advance health for the public benefit; and

(d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

Billingshurst

Section B

Statement of assets and liabilities at the year end

B1 Cash funds

		Total £	Last year £
B1.1	Final bank balance as per Account Book, including uncleared items	3,165.18	2,456.21
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end		
	Plus amounts paid in to bank but not cleared		
	Less cheques written but not cleared		
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)	3,165.18	
B1.3	Savings / deposit account balance		
B1.4	Petty cash in hand	38.72	40.24
B1.5	Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over enter as a negative amount		
	Total cash funds	3,165.18	2,496.45

B2 Investments (if any)

B3 Other monetary assets (e.g. any money owed to the WI)

B4 Other assets held by the WI  
e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*

\* cost / value should only be completed if meaningful information is available

B5 Liabilities

Payments due immediately but not paid, or due at a future date. e.g. loans

	Date due (optional)*	Amount due (optional)*

\* amount / date due should only be completed if meaningful information available

Signed on behalf of all the trustees (WI Committee members)

Signature

Name

DENISE WALLER

Date of approval

18/12/24

President

LYNDIA PHILLIPS

18/12/24

Treasurer

Independent financial examiner's initials:

PI

WI name

Billingshurst

## Section C

### Notes to the financial statement

#### C1 Funds received and paid as agent

Complete this section with total amounts received and paid over to the federation in the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Federation / NFWI share of subscriptions	579.25	579.28	
Federation event bookings by individual members	-	-	
NFWI and / or federation raffle	-	-	
<b>Total</b>	579.25	579.28	-

#### C2 Details of restricted funds

Complete this section if the WI had any restricted funds during the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Name or description of restricted fund:			
<b>Total</b>	-	-	-

#### C3 Further details of WI activities /fundraising /other

Include additional details that would be helpful to WI members or other readers of the financial statement

	Receipts this year £	Payments this year £
Activities & events (description)		
<b>Total WI activities</b>	-	-
WI fundraising (description)		
<b>Total WI fundraising</b>	-	-
Grants & donations		
<b>Total grants &amp; donations</b>	-	-
Other income / expenditure		
<b>Total other income / expenditure</b>	-	-

Independent financial examiner's initials: 21

Guidance on completing the WI Financial Statement is available on the My WI website

INDEPENDENT FINANCIAL EXAMINER'S REPORT



To the Trustees of

Billingshurst

WI

Charity number (if registered)

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended .....

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

**Independent Examiner's Statement**

In connection with my examination no matter has come to my attention, (other than disclosed below\*):

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\*Please delete the words in brackets if they do not apply.

Comments:

Signed:

Date: 17 Jan 2015

Name:

Address:

APPENDIX K.

[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	£	15,650.00
Budget available	5,850.00	5,850	5,850	7,100	7,126	19,084.00	28,500.0	4,500	19,500	£	20,000.00
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	£	4,350.00

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

**APPENDIX L**  
**BILLINGSHURST PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**24 SEPTEMBER 2025**

**THE DEPOT, 83A HIGH STREET**

**REPORT BY ASSISTANT CLERK**

**FOR INFORMATION**

The Depot is currently being used on a regular basis both through council led events and also external hirers. We have weekly, fortnightly and monthly events in the venue's diary.

We are seeing great support for The Depot within the community and wish to thank Councillor Thomas for his donation of a coffee machine!

The establishment of a new Wednesday night youth club in conjunction with 4TheYouth has been postponed due to the S106 funding being declined. We are still in talks with the youth service provider to see what other options can be put forward.

**Council Staff Led Events**

**1. Billingshurst Wargaming Group**

The first wargaming group in Billingshurst has been well attended (albeit a lull over the summer holidays). The accompanying Facebook group has 28 members talking about what they'd like to see and who will be battling against who the coming event.

Attendees have ranged from 16 to adult. The Asst Clerk has had to re-learn the rules of Warhammer 40,000 10<sup>th</sup> edition at short notice! There have also been games of 40k Kill Team and demonstrations of collectors' models from The Old World, 40k and Legions Imperialis.

This group is discussing a move from fortnightly to weekly sessions due to the level of interest and people's schedules, making it easier to attend. This will be dependent upon additional volunteers to assist.

**2. Lego Constructors Club**

In discussion with the Neighbourhood Wardens, we are investigating the concept of a Lego club for younger people. Full details are however to be confirmed. This can be a great opportunity for those with SEND children.

**Neighbourhood Warden Events**

The Wardens' Board Games Café has completed its dates for this year and now ended. It did not receive the numbers that had been hoped for but will relaunch later this year (date TBC) as a modern board games club with a new twist.

### **External Hirers**

The Depot continues to host the breastfeeding support group “Iggy’s at the Nest” on a Monday (excluding Bank Holidays). They support new mothers and their babies for networking and support.

A new hirer has commenced weekly on a Friday; they are an education support provider, using The Depot for 1to1 sessions with their students. This is confirmed through to Christmas and is a paid hire.

The Depot is booked to be used by the Billingshurst Scouts/Guides as a venue to meet to plan next year’s Billingshurst Show, a magnificent community event held on the Parish Council’s Lower Station Road Gardens.

### **Improvements and Development**

The second large TV screen is due to be installed this week. This will enable us to complete taking internal photographs to put on the website page now live.

The Committee is invited to note this report.