

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 17 December 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

10 December 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 29 October 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for
 - a. September 2025 - Appendix A. (*Deferred from October meeting.*)
 - b. October 2025 - Appendix B.
8. To note
 - a) Cashbook 1 bank reconciliation to 31 October 2025 - Appendix C.
 - b) Cashbook 3 bank reconciliation to 31 October 2025 - Appendix D.
9. To note current budget position and consider draft budget and precept for 2026-27, Appendix E and recommend to Council accordingly.
10. To review Earmarked Reserves (EMR), Appendix F.

11. To consider recommendations from other Committees.
From the Property Committee of 10 December 2025:
That the F&GP Committee approves the expenditure of £1,016 (from earmarked reserves emanating from the acquisition of Land at Kingslea Farm) towards the improvement of the footpath link between Manor Fields and the Bypass Pass.
(HDC putting other 50%.)
12. To review Grants Policy, Appendix G
13. To consider renewal of combined H&S and HR support contract, Appendix H
14. Date of Next Meeting – **Wednesday 28 January 2025**

Committee Members: PB, EB, CG, **PD**, CJ, JH, TL

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: 13/10/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 14:06

Current Bank A/c

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	West Sussex County Council	013692	54,279.30		July salaries
01/09/2025	Greg Burt	013693	120.00		Act Day Bushcraft
01/09/2025	Ballpoint Office Supplies Ltd	013694	113.90		Stationery and loo supplies
01/09/2025	Lift Safe Ltd	013695	318.00		EV service
01/09/2025	Sutcliffe Play Ltd	013696	15,153.20		Repairs Cherry Tree Close play
01/09/2025	Moore East Midlands	013697	2,016.00		Fin. ext audit 2024-25
01/09/2025	BSRA	013698	70.00		Wasp nest removal
01/09/2025	Capital Cleaning (Kent) Ltd	013699	229.67		Public loos / loo paper
01/09/2025	Sussex Land Services Ltd	013700	3,235.20		Various open space works
01/09/2025	Trevor Cox	013701	450.00		Play area inspections
01/09/2025	Netcom IT Solutions	DD	387.42	Netcom	IT
01/09/2025	Netcom IT Solutions	DD	224.55		Phones etc
01/09/2025	Sussex Land Services	SO	2,697.80		GM - Aug
01/09/2025	Horsham DC	DD	168.96		Bin emptying
02/09/2025	AMAZON	CARD	34.06	Office stationery	AMAZON
08/09/2025	BT	DD	61.76		Broadband @ The Depot
10/09/2025	Parkfield Retail Ltd	DD	29.98		Misc ironmongery
11/09/2025	AMAZON	CARD	91.35		Non slip paint
11/09/2025	AMAZON	CARD	91.35		Anti-slip paint
12/09/2025	WG Tyres Ltd	CARD	115.49		Tyres for EV
12/09/2025	AMAZON	CARD	91.35		Cancel double payment
12/09/2025	AMAZON	CARD	-91.35		CANCEL PAYMENTS
12/09/2025	AMAZON	CARD	-91.35		Cancel payment
15/09/2025	Netcom IT Solutions	CARD	392.46		IT
15/09/2025	A272 Design	SO	618.00		TWEET advert
15/09/2025	Netcom IT Solutions	DD	229.29		IT
15/09/2025	Restream Inc.	CARD	14.44		Restream
15/09/2025	Southern Water	DD	22.79		Water etc 83a High St
17/09/2025	AMAZON	CARD	31.89		Wooden finials
17/09/2025	Horsham DC	DD	152.20		Bin emptying
17/09/2025	Horsham DC	DD	159.75		Bin emptying
17/09/2025	Horsham DC	DD	301.75		Bin emptying
19/09/2025	Land Registry	CARD	7.00		Land search ref CCTV
22/09/2025	Mailchimp	CARD	11.65		Mailchimp
23/09/2025	Playdale Playgrounds	013705	130.20		Playground spares
23/09/2025	Surrey Hills Solicitors LLP	013706	181.00		Legal advice
23/09/2025	Lift Safe Ltd	013707	716.00		EV repair
23/09/2025	GN Tree Surgery Specialists Lt	013708	6,120.00		Tree work equip hire
23/09/2025	South & South East in Bloom	013709	184.00		S&SE in bloom awards
23/09/2025	Greg Burt	013702	485.00		Reimb. office repairs
23/09/2025	Horsham Sports Services	013703	345.60		Attendance at Activity Day
23/09/2025	Billingshurst Comm. & Conf. Ce	013704	23.02		Room hire
23/09/2025	EE & T Mobile	DD	33.42		Mobile phone charges
23/09/2025	Engie Gas Ltd	DD	39.33		Gas 83a High St
24/09/2025	ALE Bus Machines	DD	28.62		Copier charges
26/09/2025	Netcom IT Solutions	DD	227.38		Phones etc
26/09/2025	Netcom IT Solutions	DD	392.46		IT

Continued on Page 2

Time: 14:06

Current Bank A/c

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/09/2025	SSE	DD	87.00		Electric - 83a High St
29/09/2025	SSE	DD	150.87		SEE
30/09/2025	Sussex Land Services	SO	2,697.80		GM - Sept
30/09/2025	NatWest	BACS	19.60		Bank charges
Total Payments			93,599.16		

13/10/2025

Billingshurst Parish Council 2025-26

Page 1

14:07

Current Bank A/c

Cash Received between 01/09/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/09/2025	BT Openreach		Wayleave	10.00
01/09/2025	Dauxwood Pre-School		Gd Rent Q2	96.25
10/09/2025	Fowlers Letting Ltd		Flat rent 83a High St	926.60
29/09/2025	Horsham District Council		Precept Part 2	266,908.00
18/09/2025	NatWest		Bank interest	5,028.24
17/09/2025	Sales Recpts Page 71		Sales Recpts Page 71	172.00
01/09/2025	Sales Recpts Page 72		Sales Recpts Page 72	1,013.40
01/09/2025	Sales Recpts Page 73		Sales Recpts Page 73	8,277.18
05/09/2025	Sales Recpts Page 74		Sales Recpts Page 74	5,038.00
15/09/2025	Sales Recpts Page 75		Sales Recpts Page 75	500.00
Total Receipts				<u>287,969.67</u>

APPENDIX B

Date: 17/11/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 12:45

Current Bank A/c

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2025	Sainsbury's	CARD	17.25		In Bloom refreshments
01/10/2025	Horsham DC	DD	168.96		Bin emptying
01/10/2025	Screwfix Direct Ltd	DD	85.97	Misc ironmongery/PPE	
01/10/2025	Parkfield Retail Ltd	CARD	10.00		In Bloom voucher
03/10/2025	AMAZON	CARD	12.45		Lead for shredder
08/10/2025	BT	DD	61.76		Broadband @ The Depot
08/10/2025	Scottish Water	DD	178.03	Water etc public loo	
10/10/2025	Arbour Landscapes	013710	38,160.00		New path @ SRCG
10/10/2025	Surrey Hills Solicitors LLP	013711	2,820.00		Legal advice
10/10/2025	Greg Burt	013712	518.02		Reimb. RMTG subscription
10/10/2025	West Sussex County Council	013713	25,754.25		Payroll bureau Apr-Oct 2025
10/10/2025	Broxap Ltd	013714	489.54		New bin - Cherry Tree Close PA
10/10/2025	Arun Counselling Service	013715	150.00		Grant
10/10/2025	Billingshurst Walking Nativity	013716	1,000.00		Grant towards event
10/10/2025	Billingshurst Comm. & Conf. Ce	013717	15,000.00		Grant
10/10/2025	Trevor Cox	013718	600.00		Play area inspectons
10/10/2025	Sutcliffe Play Ltd	013719	8,678.02		Play area spare parts
10/10/2025	WSALC Ltd	013720	48.00		Training
10/10/2025	AMAZON	CARD	175.20		Spare padlocks
14/10/2025	Restream Inc.	CARD	14.72		Restream Inc.
15/10/2025	Sainsbury's	CARD	9.59		Mtg nibbles
15/10/2025	Snack @ Jacks	CARD	47.85		Budget W/shop catering
15/10/2025	A272 Design	SO	618.00		Village TWEET advert
15/10/2025	Mailchimp	CARD	11.70		Mailchimp
15/10/2025	Southern Water	DD	60.00		Water etc 83a High St
16/10/2025	Horsham DC	DD	142.00		Bin emptying
16/10/2025	Horsham DC	DD	148.40		Bin emptying
16/10/2025	Horsham DC	DD	284.00		Bin emptying
17/10/2025	Horsham DC	DD	285.00		Bin emptying
20/10/2025	Siemens Fin Serv	DD	194.54		Copier lease
20/10/2025	PWLB	DD	10,831.25		Loan repayment 83a High St
23/10/2025	ALE Bus Machines	DD	66.82		Copier charges
23/10/2025	EE & T Mobile	DD	33.42		Mobile phones
23/10/2025	Engie Gas Ltd	DD	53.72		Gas 83a High St
28/10/2025	SSE	DD	87.00		Electric 83a High St
29/10/2025	PWLB	DD	10,128.52		Loan repayment BCCC
30/10/2025	Sussex Land Services	SO	2,697.80		GM - Oct
31/10/2025	Recruitment Today	CARD	150.00		Recruitment Today
31/10/2025	NatWest	BACS	25.50		Bank charges
31/10/2025	Netcom IT Solutions	DD	1,305.54		IT Support
Total Payments			121,122.82		

17/11/2025

Billingshurst Parish Council 2025-26

Page 1

12:47

Current Bank A/c

Cash Received between 01/10/2025 and 31/10/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/10/2025	Fowlers Letting Ltd		Flat rent 83a High St	926.60
21/10/2025	HMRC		VAT refund	7,060.08
07/10/2025	NatWest		Bank interest	2,190.96
15/10/2025	Sales Recpts Page 76		Sales Recpts Page 76	7,446.07
24/10/2025	Sales Recpts Page 77		Sales Recpts Page 77	6,589.06
06/10/2025	Snack @ Jacks		Catering / Family Activity Day	80.00
02/10/2025	Souther Electric		S/S rent Natts Lane	100.00
Total Receipts				<u>24,392.77</u>

APPENDIX C

Date: 17/11/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 12:21

Bank Reconciliation Statement as at 31/10/2025 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	31/10/2025		315,886.07
Treasury Reserve Deposit	31/10/2025		280,124.66
Unity Bank	31/10/2025		440.81
			<u>596,451.54</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	
23/09/2025 013703	Horsham Sports Services	345.60	
10/10/2025 013715	Arun Counselling Service	150.00	
31/10/2025 CARD	Recruitment Today	150.00	
			<u>1,925.62</u>
			594,525.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			594,525.92
Balance per Cash Book is :-			594,525.92
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date: 10/11/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 13:02

Bank Reconciliation Statement as at 31/10/2025
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	31/10/2025		193,618.23
			<u>193,618.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,618.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,618.23
		Balance per Cash Book is :-	193,618.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 17 DECEMBER 2025

BUDGETS AND PRECEPT

REPORT BY CLERK

FOR DECISION

The Council is obliged to set a budget for each financial year, in order to determine a precept (the amount it requires) upon the District Council.

Each autumn, as Responsible Financial Officer (RFO) to the Council, I am obliged to prepare a draft budget for your consideration.

As part of this process an informal Budget Workshop was held on 15 October.

The attached shows 2025-26 Budget (TOTAL), Year To Date (YTD) and Projected Year End. Also , Next Year Agreed. (*A Detailed Income & Expenditure report is also attached.*)

In the current year:

- a. The increased costs of employer NI contributions and in the Clerk's salary following a salary review have significantly impacted these figures, however, due to two likely-to-be-prolonged staff vacancies this should be offset.

For 2026-27 the main points are:

- b. The National Living Wage for 2026-27, affecting 2 members of staff is rising by 4.1%
- c. Unusually this year's pay award for all others has already been settled. No idea yet about next year's pay award for all others. I have therefore applied 3%.
- d. Inflation was running at about 3.8% this August so I have applied 3% to all headings unless I know otherwise.
- e. We have currently have 2 vacancies for Environmental Operatives (EO) and are advertising for one at the moment. I have continued to budget for the full compliment.
- f. This year we explored the possibility of re-starting weekly/term time youth sessions at *The Depot*. Having identified a provider (4TheYouth) we had hoped to use some s106 funds held by HDC for youth provision but they have stipulated it should be for capital expenditure. I have put £9,000 in the Youth Budget in case Cllrs decide they

do want to fund this next year (historically the Council did fund youth sessions in the village, initially by Horsham Matters and then by SCYP.)

- g. The F&GP Committee have suggested a budget line to support the *Walking Nativity* of £1,000, rather than take such a large sum out of the grant budget each year, following similar provision for the fireworks. (I have reduced the grant budget accordingly.)
- h. Utilities and many other costs are all going up. I have therefore applied a 3% increase to all headings unless I know otherwise.
- i. Cost for Neighbourhood Wardens for 26-27 now confirmed by HDC.

The Council Tax Base for 2026-27, which determines the amount paid per household, is now confirmed at 4,570.10. This is 0.02 less than the current year which means that the amount collected by the Council will be spread over a slightly reduced tax base than existing.

To provide the services as set out would require a total revenue budget of £712,946 necessitating a precept of £569,338.

The attached table headed *Precept Calculator* shows the resulting impact upon the precept. Members will see that this generates a precept per Band D household of £124.57, an increase of 6.66%.

However, as stated above, this does include a new budget of £9,000 to fund new youth sessions at *The Depot*.

Mindful of the sensitivity of council tax increases, as suggested at Budget Workshop, I have included an Option 2, where this £9,000 is funded from reserves next year, which reduces the council tax increase to 4.97%. (I am anticipating a budget surplus this year.)

Members should be mindful that the Government reserves the right to make Councils hold referendums if it considers its Council Tax rises excessive.

The Committee is invited to

1. Note the current Budget position.
2. Consider any amendments and recommend to Council a total Revenue Budget for 2026-27, looking at the two options as a starting point.
3. Recommend to Council a Precept upon Horsham District Council for 2026-27.

[Note this budget does not include major capital projects such as CCTV which can be funded at anytime from Earmarked Reserves.]

Billingshurst Parish Council 2025-26
Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>								
1076	513,010	513,010	533,816	533,816	533,816	0	569,338	0	0
1078	0	6,471	0	0	0	0	0	0	0
1080	9,030	16,136	8,000	12,315	15,000	0	8,304	0	0
1250	2,000	2,000	2,000	0	2,000	0	2,000	0	0
1399	210	865	500	2,015	2,000	0	519	0	0
			544,316	548,146	552,816	0	580,161	0	0
6001	0	6,661	0	0	0	0	0	0	0
			544,316	548,146	552,816		580,161		
210	<u>Parks and Open Spaces</u>								
1100	2,000	1,003	2,000	287	1,000	0	1,000	0	0
1225	2,100	-842	2,205	1,599	2,786	0	2,289	0	0
	4,100	161	4,205	1,886	3,786	0	3,289	0	0
			33,296	18,801	33,000	0	34,561	0	0
4110	31,710	36,760							
4115	6,150	7,095	6,150	0	7,095	0	7,095	0	0
4120	7,350	12,117	8,000	10,400	12,400	0	8,304	0	0
4130	5,513	65,297	23,000	34,917	10,000	0	23,874	0	0
4140	0	825	0	0	0	0	0	0	0
4150	0	140,000	0	0	0	0	0	0	0
4160	5,250	3,664	4,000	2,381	4,118	0	4,000	0	0
4170	6,300	5,798	6,000	4,935	6,000	0	6,000	0	0
4180	3,000	127	0	70	0	0	0	0	0
4200	0	40	500	0	0	0	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	5,000	3,248	5,000	25,784	33,214	0	5,190	0	0
4220	2,100	800	2,000	1,386	2,000	0	2,000	0	0
	72,373	275,770	87,946	98,674	107,827	0	91,524	0	0
210	-68,273	-275,609	-83,741	-96,788	-104,041	0	-88,235	0	0
6000	0	25,244	0	970	1,940	0	0	0	0
	(68,273)	(250,365)	(83,741)	(95,818)	(102,101)		(88,235)		
220									
1077	0	158,275	0	44,148	44,148	0	0	0	0
1200	6,000	13,615	5,000	845	5,000	0	5,190	0	0
1205	1,500	1,500	1,500	1,500	1,500	0	1,500	0	0
1210	2,000	464	2,000	0	2,000	0	2,076	0	0
1215	1,200	1,876	2,000	0	2,000	0	2,076	0	0
	10,700	175,729	10,500	46,493	54,648	0	10,842	0	0
4423	0	0	3,201	4,055	4,055	0	4,055	0	0
4454	0	0	0	0	3,599	0	1,000	0	0
4458	0	100	2,000	3,599	0	0	2,000	0	0
4459	0	0	2,500	2,500	2,500	0	2,500	0	0
	0	100	7,701	10,154	10,154	0	9,555	0	0
4310	200	0	200	50	100	0	200	0	0
4320	8,000	3,701	5,000	5,352	7,000	0	5,000	0	0
4330	2,625	1,889	2,756	1,984	2,500	0	2,861	0	0
4340	1,500	0	0	964	0	0	0	0	0

Continued on next page

Billingshurst Parish Council 2025-26
Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4350 Bank Charges	306	320	321	366	400	0	400	0	0
4360 Insurance	19,000	19,174	19,950	0	19,950	0	20,000	0	0
4370 Subscriptions	3,000	2,663	3,150	2,897	3,000	0	3,000	0	0
4380 Office Expenses	13,000	12,407	13,000	3,707	5,043	0	12,500	0	0
4381 Postage	800	1,013	500	0	500	0	500	0	0
4390 Telecomms	3,250	3,003	3,000	1,296	3,000	0	3,000	0	0
4400 Photocopying	1,575	1,182	1,500	693	1,200	0	1,200	0	0
4430 Training	1,000	1,605	1,000	1,643	2,000	0	1,038	0	0
4440 Council Comms	5,973	7,187	6,000	3,975	6,000	0	6,228	0	0
4450 Christmas Lights	20,822	17,810	21,863	4,881	21,863	0	23,000	0	0
4456 D-Day events	500	763	525	479	479	0	0	0	0
4457 Remembrance events	500	160	525	130	130	0	150	0	0
4460 IT	5,500	10,504	5,000	8,425	10,000	0	5,000	0	0
4470 Room Hire	2,000	1,944	2,100	933	1,500	0	1,500	0	0
4500 Parish Office Utility Bills	2,000	2,650	3,000	2,047	2,900	0	3,000	0	0
4510 H&S and HR Support	4,725	7,528	6,000	11,020	12,000	0	6,228	0	0
Overhead Expenditure	96,276	95,503	95,390	50,840	99,565	0	94,805	0	0
220 Net Income over Expenditure	-85,576	80,126	-92,591	-14,501	-55,071	0	-93,518	0	0
6000 plus Transfer from EMR	0	2,465	0	8,296	10,749	0	0	0	0
6001 less Transfer to EMR	0	2,175	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(85,576)	80,416	(92,591)	(6,205)	(44,322)		(93,518)		
230 Salaries									
1251 BCC Salary recharge	59,406	55,715	67,828	40,343	66,864	0	68,000	0	0
Total Income	59,406	55,715	67,828	40,343	66,864	0	68,000	0	0

Continued on next page

Billingshurst Parish Council 2025-26
Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4000 Salaries	288,206	263,938	295,156	186,593	314,439	0	320,000	0
Overhead Expenditure	288,206	263,938	295,156	186,593	314,439	0	320,000	0
Movement to/(from) Gen Reserve	(228,800)	(208,223)	(227,328)	(146,250)	(247,575)		(252,000)	
<u>240 Village Hall</u>								
4559 Climate Change	5,000	0	5,000	0	0	0	5,000	0
Direct Expenditure	5,000	0	5,000	0	0	0	5,000	0
4550 PWLB BCCC Improvement Loan	20,257	20,257	20,257	20,257	20,257	0	20,257	0
Overhead Expenditure	20,257	20,257	20,257	20,257	20,257	0	20,257	0
Movement to/(from) Gen Reserve	(25,257)	(20,257)	(25,257)	(20,257)	(20,257)		(25,257)	
<u>250 Highways</u>								
1300 Highways Income	33,000	29,555	34,650	19,915	34,000	0	35,967	0
Total Income	33,000	29,555	34,650	19,915	34,000	0	35,967	0
4610 Suction Sweeper Maintenance	3,318	723	2,000	0	0	0	0	0
4620 Other Highway Costs	5,182	3,440	5,441	2,368	3,067	0	5,000	0
4624 EV Replacement	1,500	0	1,500	0	1,500	0	1,500	0
4625 EV Maint.	1,590	785	500	958	1,500	0	1,000	0
4626 CCTV Maintenance	500	9,450	525	54,175	54,174	0	545	0
4630 Traffic Calming	0	2,183	0	445	890	0	0	0
Overhead Expenditure	12,090	16,581	9,966	57,946	61,131	0	8,045	0
250 Net Income over Expenditure	20,910	12,974	24,684	-38,031	-27,131	0	27,922	0
6000 plus Transfer from EMR	0	11,851	0	54,168	108,335	0	0	0

Continued on next page

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4426 Youth Sessions	0	0	0	0	0	0	9,000	0
4560 83a utilities EXP	7,200	2,991	7,560	1,911	2,876	0	3,000	0
Direct Expenditure	7,200	2,991	7,560	2,154	2,876	0	12,000	0
4660 Maintenance	1,500	322	1,575	126	500	0	1,500	0
5000 PWLB 83a High Street	21,663	21,663	21,663	21,663	21,663	0	21,663	0
Overhead Expenditure	23,163	21,985	23,238	21,789	22,163	0	23,163	0
300 Net Income over Expenditure	-16,888	-15,622	-16,649	-18,280	-12,039	0	-20,476	0
plus Transfer from EMR	0	0	0	152	304	0	0	0
Movement to/(from) Gen Reserve	(16,888)	(15,622)	(16,649)	(18,128)	(11,735)		(20,476)	
Total Budget Income	644,931	808,994	675,648	662,446	725,114	0	712,946	0
Expenditure	644,931	813,315	677,648	511,166	761,146	0	712,946	0
Net Income over Expenditure	0	-4,320	-2,000	151,280	-36,032	0	0	0
plus Transfer from EMR	0	39,560	0	63,585	121,328	0	0	0
less Transfer to EMR	0	8,836	0	15,000	30,000	0	0	0
Movement to/(from) Gen Reserve	0	26,404	(2,000)	199,865	55,296		0	

**Billingshurst Parish Council
Precept Calculator**

TABLE 4

	OPTION A												OPTION B	
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022-23	2023-24	2024-25	2025-26	2026-27	2026-27
Revenue Budget	£283,151	£294,382	£325,011	£297,371	£374,419	£391,952	£423,387	£512,085	£554,115	£607,723	£644,931	£675,648	£712,946	£703,946
Minus														
Income*	£33,939	£34,838	£37,648	£37,648	£38,487	£39,489	£50,061	£103,306	£109,380	£117,137	£131,921	£141,832	£143,608	£143,608
Precept required	£249,212	£259,544	£287,363	£259,723	£335,932	£352,463	£373,325	£408,779	£444,735	£490,586	£513,010	£533,816	£569,338	£560,338
CTR Grant	£15,649	£10,955	£6,572	£1,315	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Revised precept	£233,563	£248,589	£280,791	£258,408	£335,932	£352,463	£373,325	£408,779	£444,735	£490,586	£513,010	£533,816	£569,338	£560,338
Tax Base	£3,349.50	£3,519.30	£3,664.40	£3,815.66	£3,904.20	£4,156.80	£4,182.20	£4,280.60	£4,370.00	£4,484.90	£4,538.90	£4,570.30	£4,570.10	£4,570.10
Band D equiv this year	£69.73	£70.64	£76.63	£67.72	£86.04	£84.79	£89.27	£95.50	£101.77	£109.39	£113.03	£116.80	£124.57	£122.61
Band D equiv prev. year														
%change £ per week for BPC services	0.00	1.30	8.47	-11.62	27.06	-1.45	5.28	6.97	6.57	7.49	3.33	3.36	6.66	4.97
* incl. TF from reserves	£1.34	£1.36	£1.47	£1.30	£1.65	£1.63	£1.72	£1.84	£1.95	£2.10	£2.17	£2.25	£2.39	£2.34

**Billingshurst Parish Council
Reserves History**

TABLE 2

End of:	2015-16	2016-2017	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
General	232,201.00	235,007.00	214,899.00	172,223.37	85,520.86	82,354	25,249	138,398.00	137,442.67	170,609.12
Earmarked	141,048.00	199,818.00	194,133.00	215,213.63	183,754.14	294,958	183,760	49,531.00	35,428.41	20,500.37
Kingslea Farm POS Committed Sum								420,127.00	400,326.92	394,744.51
TOTAL	373,249.00	434,825.00	409,032.00	387,437.00	269,275.00	377,312	209,009	608,056.00	573,198.00	585,854.00

Detailed Income & Expenditure by Budget Heading 11/12/2025

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	533,816	533,816	0			100.0%	
1080 Bank Interest Received	141	12,315	8,000	(4,315)			153.9%	
1250 BCCC Management Fee Rcvd	0	0	2,000	2,000			0.0%	
1399 Miscellaneous Income	0	2,015	500	(1,515)			403.0%	
Income :- Income	<u>141</u>	<u>548,146</u>	<u>544,316</u>	<u>(3,830)</u>			<u>100.7%</u>	<u>0</u>
Net Income	<u>141</u>	<u>548,146</u>	<u>544,316</u>	<u>(3,830)</u>				
<u>210 Parks and Open Spaces</u>								
1100 Sponsorships	0	287	2,000	1,713			14.3%	
1225 Parks income	0	1,599	2,205	606			72.5%	
Parks and Open Spaces :- Income	<u>0</u>	<u>1,886</u>	<u>4,205</u>	<u>2,319</u>			<u>44.8%</u>	<u>0</u>
4110 Grass Cutting & Floral Display	0	18,801	33,296	14,495	14,495		56.5%	
4115 Kingslea Farm Gds Maint.	0	0	6,150	6,150	6,150		0.0%	
4120 Trees	3,950	10,400	8,000	(2,400)	(2,400)		130.0%	
4130 Miscellaneous Repairs	0	34,917	23,000	(11,917)	(11,917)		151.8%	970
4160 Toilets	0	2,381	4,000	1,619	1,619		59.5%	
4170 Dog & Litter Bin Emptying	0	4,935	6,000	1,065	1,065		82.2%	
4180 Jubilee Fields-Grounds Maint.	0	70	0	(70)	(70)		0.0%	
4200 Jubilee Fields Skate Park	0	0	500	500	500		0.0%	
4210 Play Equip-Inspect/Repl/Repair	1,345	25,784	5,000	(20,784)	(20,784)		515.7%	
4220 SRG Ongoing Maintenance	0	1,386	2,000	614	614		69.3%	
Parks and Open Spaces :- Indirect Expenditure	<u>5,295</u>	<u>98,674</u>	<u>87,946</u>	<u>(10,728)</u>	<u>0</u>	<u>(10,728)</u>	<u>112.2%</u>	<u>970</u>
Net Income over Expenditure	<u>(5,295)</u>	<u>(96,788)</u>	<u>(83,741)</u>	<u>13,047</u>				
6000 plus Transfer from EMR	0	970	0	(970)				
Movement to/(from) Gen Reserve	<u>(5,295)</u>	<u>(95,818)</u>	<u>(83,741)</u>	<u>12,077</u>				
<u>220 General Admin</u>								
1077 Grants	30,550	44,148	0	(44,148)			0.0%	
1200 General Admin Income	0	845	5,000	4,156			16.9%	
1205 Xmas lights income	0	1,500	1,500	0			100.0%	
1210 Telecoms income	0	0	2,000	2,000			0.0%	
1215 IT income	0	0	2,000	2,000			0.0%	
General Admin :- Income	<u>30,550</u>	<u>46,493</u>	<u>10,500</u>	<u>(35,993)</u>			<u>442.8%</u>	<u>0</u>
4423 Youth - Boxing	0	4,055	3,201	(854)	(854)		126.7%	4,055
4458 Family Activity Day	312	3,599	2,000	(1,599)	(1,599)		179.9%	

Detailed Income & Expenditure by Budget Heading 11/12/2025

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4459 Firework Sponsorship	2,500	2,500	2,500	0		0	100.0%	
General Admin :- Direct Expenditure	2,812	10,154	7,701	(2,453)	0	(2,453)	131.8%	4,055
4310 Chairman's Allowance	0	50	200	150		150	25.0%	
4320 Solicitors	0	5,352	5,000	(352)		(352)	107.0%	
4330 Audit Fees	0	1,984	2,756	772		772	72.0%	
4340 Accountants Fees	0	964	0	(964)		(964)	0.0%	
4350 Bank Charges	0	366	321	(45)		(45)	113.9%	
4360 Insurance	0	0	19,950	19,950		19,950	0.0%	
4370 Subscriptions	(172)	2,897	3,150	253		253	92.0%	
4380 Office Expenses	8	3,707	13,000	9,293		9,293	28.5%	
4381 Postage	0	0	500	500		500	0.0%	
4390 Telecomms	0	1,296	3,000	1,704		1,704	43.2%	
4400 Photocopying	0	693	1,500	807		807	46.2%	
4430 Training	0	1,643	1,000	(643)		(643)	164.3%	
4440 Council Comms	0	3,975	6,000	2,025		2,025	66.2%	
4450 Christmas Lights	3,561	4,881	21,863	16,982		16,982	22.3%	4,241
4456 D-Day events	0	479	525	46		46	91.2%	
4457 Remembrance events	0	130	525	395		395	24.8%	
4460 IT	338	8,425	5,000	(3,425)		(3,425)	168.5%	
4470 Room Hire	169	933	2,100	1,167		1,167	44.4%	
4500 Parish Office Utility Bills	682	2,047	3,000	953		953	68.2%	
4510 H&S and HR Support	0	11,020	6,000	(5,020)		(5,020)	183.7%	
General Admin :- Indirect Expenditure	4,586	50,840	95,390	44,550	0	44,550	53.3%	4,241
Net Income over Expenditure	23,152	(14,501)	(92,591)	(78,090)				
6000 plus Transfer from EMR	2,921	8,296	0	(8,296)				
Movement to/(from) Gen Reserve	26,074	(6,205)	(92,591)	(86,386)				
<u>230 Salaries</u>								
1251 BCC Salary recharge	0	40,343	67,828	27,485			59.5%	
Salaries :- Income	0	40,343	67,828	27,485			59.5%	0
4000 Salaries	0	186,593	295,156	108,563		108,563	63.2%	
Salaries :- Indirect Expenditure	0	186,593	295,156	108,563	0	108,563	63.2%	0
Net Income over Expenditure	0	(146,250)	(227,328)	(81,078)				
<u>240 Village Hall</u>								
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

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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)				
<u>250 Highways</u>								
1300 Highways Income	0	19,915	34,650	14,735			57.5%	15,000
Highways :- Income	0	19,915	34,650	14,735			57.5%	15,000
4610 Suction Sweeper Maintenance	0	0	2,000	2,000		2,000	0.0%	
4620 Other Highway Costs	446	2,368	5,441	3,073		3,073	43.5%	
4624 EV Replacement	0	0	1,500	1,500		1,500	0.0%	
4625 EV Maint.	0	958	500	(458)		(458)	191.6%	
4626 CCTV Maintenance	0	54,175	525	(53,650)		(53,650)	10319.0	54,168
4630 Traffic Calming	0	445	0	(445)		(445)	0.0%	
Highways :- Indirect Expenditure	446	57,946	9,966	(47,980)	0	(47,980)	581.4%	54,168
Net Income over Expenditure	(446)	(38,031)	24,684	62,715				
6000 plus Transfer from EMR	0	54,168	0	(54,168)				
6001 less Transfer to EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	(446)	1,137	24,684	23,547				
<u>260 Lighting</u>								
4650 Electricity / street furniture	0	1,981	2,500	519		519	79.2%	
4660 Maintenance	0	0	1,500	1,500		1,500	0.0%	
Lighting :- Indirect Expenditure	0	1,981	4,000	2,019	0	2,019	49.5%	0
Net Expenditure	0	(1,981)	(4,000)	(2,019)				
<u>270 Neighbourhood Wardens Support</u>								
4700 Neighbourhood Wardens Support	0	43,446	101,434	57,988		57,988	42.8%	
Neighbourhood Wardens Support :- Indirect Expenditure	0	43,446	101,434	57,988	0	57,988	42.8%	0
Net Expenditure	0	(43,446)	(101,434)	(57,988)				
<u>280 Section 137</u>								
4750 Section 137 Donations	0	2,333	5,000	2,667		2,667	46.7%	
4790 Billingshurst Centre	0	15,000	15,000	0		0	100.0%	
Section 137 :- Indirect Expenditure	0	17,333	20,000	2,667	0	2,667	86.7%	0
Net Expenditure	0	(17,333)	(20,000)	(2,667)				

Detailed Income & Expenditure by Budget Heading 11/12/2025

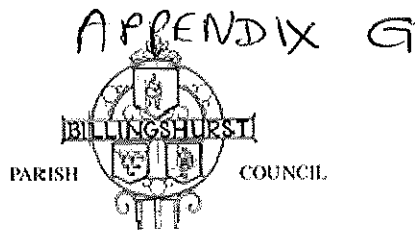
Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 83a High Street</u>								
1255 83a High St flat net income	0	5,663	10,474	4,811			54.1%	
1256 83a Utilities INC	0	0	3,675	3,675			0.0%	
83a High Street :- Income	<u>0</u>	<u>5,663</u>	<u>14,149</u>	<u>8,486</u>			<u>40.0%</u>	<u>0</u>
4425 The Depot support	0	243	0	(243)		(243)	0.0%	152
4560 83a utilities EXP	0	1,911	7,560	5,649		5,649	25.3%	
83a High Street :- Direct Expenditure	<u>0</u>	<u>2,154</u>	<u>7,560</u>	<u>5,406</u>	<u>0</u>	<u>5,406</u>	<u>28.5%</u>	<u>152</u>
4660 Maintenance	0	126	1,575	1,449		1,449	8.0%	
5000 PWLB 83a High Street	0	21,663	21,663	1		1	100.0%	
83a High Street :- Indirect Expenditure	<u>0</u>	<u>21,789</u>	<u>23,238</u>	<u>1,450</u>	<u>0</u>	<u>1,450</u>	<u>93.8%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(18,280)</u>	<u>(16,649)</u>	<u>1,631</u>				
6000 plus Transfer from EMR	0	152	0	(152)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(18,128)</u>	<u>(16,649)</u>	<u>1,479</u>				
Grand Totals:- Income	30,691	662,446	675,648	13,202			98.0%	
Expenditure	13,138	511,166	677,648	166,482	0	166,482	75.4%	
Net Income over Expenditure	<u>17,553</u>	<u>151,280</u>	<u>(2,000)</u>	<u>(153,280)</u>				
plus Transfer from EMR	2,921	63,585	0	(63,585)				
less Transfer to EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	<u>20,474</u>	<u>199,865</u>	<u>(2,000)</u>	<u>(201,865)</u>				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Bus Shelters	3,025.00	15,000.00	18,025.00
327 EMR EV replacement fund	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
345 EMR Station Road Gardens	500.00		500.00
354 EMR UKCOG / Env Imps	947.73		947.73
358 EMR CIL Levy	15,622.72	-5,363.07	10,259.65
361 EMR MF Allotment Fence s106	-13,598.20		-13,598.20
364 EMR Comm'd sum/Kingslea Farm	394,744.51	-54,167.50	340,577.01
365 EMR Boxing Sessions	3,201.00	-4,054.60	-853.60
	<u>415,244.88</u>	<u>-48,585.17</u>	<u>366,659.71</u>



GRANTS POLICY

1. Scope of Funding

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of Billingshurst, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”.

Funding support will be considered to voluntary and community sector organisations that are:

- based in or around Billingshurst and delivering activities or services to the people of Billingshurst
- based outside of Billingshurst but are providing activities or services not otherwise available to the people of Billingshurst

2. Policy

Billingshurst Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- Promoting the Parish of Billingshurst in a positive way

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” ie local groups where fund-raising is sent to a central HQ for redistribution
- Political parties



- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not normally be made; Councillors are keen to support projects that will be sustainable going forward. A fresh application will be required each year. Grants will not normally be made retrospectively.

3. Availability of Funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will support direct financial support in the form of grants to eligible bodies. It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

4. Application procedure

Organisations requesting financial assistance will be invited to **submit a letter of application, completed application form and most recent certified accounts**, to the Parish Council for consideration, and organisations will be required to explain the reasons for the grant with clear aims and objectives.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

If the grant is for the purpose of purchasing equipment or towards a building project for example, then if the total cost of the project:

- i. is greater than £3,000, then the applicant must provide at least 3 quotes.
- ii. is less than £3,000, but greater than £500, then the applicant should endeavour to provide 2 quotes, if not, please advise why this has not been possible.

For the 2025-26 financial year onwards, grant applications will be considered twice per year, at the April and September meetings of the Finance & General Purposes Committee. Applications, together



with all supporting documentation as set out above, must be received by the 15th of the those months and no later. It is the intention to award 50% of the available budget on each occasion.

5. Giving of a Grant

If the application for a grant is successful the Council would welcome a report showing how the money was spent.

Should a grant be awarded but not then used for the purpose intended, it must be returned to the Council.

Where a grant is given for the purchase of a capital item or works, payment is made upon receipt of a copy of a paid invoice for at least the amount requested.

6. Helping with grants

The Council is willing to signpost organisations to various funding sources, but cannot assist with, complete or submit applications for funds on behalf of any third party.

Adopted 29 March 2017

Revised 17 March 2021

Revised 16 March 2022

Revised 29 January 2025



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost? (See 4i & ii of T&Cs)	£
8.	When will the money be spent?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	



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

Name (In capitals)

APPENDIX H
BILLINGSHURST PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
WEDNESDAY 17 DECEMBER 2025

HEALTH AND SAFETY (H&S) AND HUMAN RESOURCES (HR) SUPPORT
REPORT BY ASSISTANT CLERK
FOR DECISION

The Council currently uses WorkNest as its retained consultant for Health and Safety and HR advice.

WorkNest has been very helpful over the course of their appointment. Their representative has visited the Billingshurst Centre on many occasions to undertake in person risk assessments and fire assessments and has made an additional visit to *The Depot* to ensure that fire and health and safety regulations are being adhered to there also.

Following their assessment reports, officers feel that we are in a good position and satisfied we are meeting our regulatory requirements.

WorkNest have supported the office with HR advice in the case of staff changes this past year, formulating contracts and advising on queries on areas of law before they become an issue. Employment law is a difficult area and requires a working knowledge of the latest legal position.

We are approaching the end of the contract, and the Clerk has received the following quotes from both the current consultant and alternatives. Each quote is per annum for a 3-year term.

Supportis	£3,552.00
Peninsular	£6,512.50
WorkNest	£4,800.00

Whilst WorkNest is not the lowest quote, officers consider we have built up a really good relationship with them and they understand our business, so would recommend that we reappoint them. (Current price = £5,233.25)

The Committee is invited to appoint accordingly.