



**Minutes of the Virtual Meeting of the Finance and General Purposes Committee  
Wednesday 27 January 2021  
7.30pm**

**Present:** Cllrs Ken Peters (Chairman), Graeme Acraman, Barry Barnes, Edna Benger, Paul Berry, Craig Gale and Dave Homer.

**In Attendance via ZOOM:**

G Burt, Clerk to the Council  
Chris Cook, SCYP, for Minute 16/21

**01/21 Chairman's Announcements.**

The Chairman:

- a) Advised that the Vice Chairman inspected the relevant bank statements prior to the meeting.
- b) Reminded Members that the meeting was being broadcast on the internet.
- c) Asked Members to raise their orange voting cards if they wished to speak.

**02/21 Apologies.**

Apologies for absence were received from Cllr Roy Margetts due to a prior engagement. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the apology and reason given be accepted.

**03/21 Declaration of Interests and notification of change to members' interests.**

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 07/21.  
Cllr Graeme Acraman declared a disclosable pecuniary interest in Minute 07/21.  
The Clerk declared an interest in Minute 10/21 as the applicant is a personal friend.

**04/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

The public had been offered the opportunity to either join the meeting to ask a question or have the Clerk read out a question submitted in advance. No such requests or questions had been received.

**05/21 Minutes.**

The minutes of 16 December 2020, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record.

**06/21 Matters Arising.**

None

*Cllr Paul Berry left the meeting.*

**07/21 To Approve Payments and Note Receipts.**

Details of payments totalling £29,328.66 for December 2020 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Barry Barnes, **RESOLVED** that the payments be approved and any receipts noted and published on the Council's website accordingly.

*Cllr Paul Berry re-joined the meeting.*

**08/21 To note Bank Reconciliations**

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** the following Bank Reconciliations be approved. (The corresponding statements had earlier been initialled accordingly by Cllr Craig Gale.)

Current Account to 31 December 2020	– Statement 391 – Appendix B
Business Reserve Account to 31 December 2020	– Statement 314 – Appendix B
Bous Saver Account to 31 December 2020	- Statement 89 – Appendix C

**09/21 To consider any expenditure recommendations from other Committees over and above current budgetary provision.**

None.

**10/21 To consider grant applications.**

On the proposal of Cllr Barry Barnes, seconded by Cllr Dave Homer, **RESOLVED** £100 be awarded to The Racehorse Sanctuary & Rehoming Centre under s.137 of the LG Act 1972.

**11/21 To consider responding to the *Horsham District Public Space Protection Order Consultation*.**

Horsham District Council (HDC) is asking for comments on a proposal to renew its *Public Space Protection Order*. Members were pleased to see that the issue of Nitrous Oxide cannisters was included. On the proposal of Cllr Barry Barnes, seconded by Cllr Dave Homer, **RESOLVED** that the order be supported and the Clerk ask HDC why the order made no mention of littering. [Post meeting note. HDC advise: *We have existing or primary legislation to deal with littering and as such it is not required as a feature of the PSPO.*]

**12/21 To consider new premises licence for 44-46 High Street, Billingshurst.**

On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** no objection.

**13/21 To review the draft Corporate Risk Assessment.**

Following a detailed review, on the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RECOMMEND** to Council that the Corporate Risk Assessment be approved.

**14/21 To review the Council's Asset Register.**

Following a detailed review, on the proposal of Cllr Paul Perry, seconded by Cllr Graeme Acraman, **RESOLVED** that the Asset Register be approved.

**15/21 Highways:**

- a. It was reported that an application to *Operation Watershed* for funds to improve surface drainage in the Lower Station Road/Marringdean Road/Daux Avenue area had been successful. NOTED

- b. West Sussex County Council (WSCC) is consulting on a Traffic Regulation Order (TRO) in High Street, Billingshurst. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** no objection.

**16/21 83a High Street - to consider proposal from Sussex Clubs for Young People (SCYP) that the capital funds allocated by the Council be revenue-ised over 3 years.**

The Council had previously agreed to fund works necessary to enable the upstairs flat to be let, totalling £42,439.80. SCYP had ascertained that the cost of all works to the building would cost £103,397 to which the remaining S106 funds held for youth facility provision in the parish could be applied. There was therefore a deficit of £12,585 between what was needed and what was available from S106. SCYP asked if £12,585 of the amount the parish had budgeted could be made available to bridge the capital gap, and the remaining given over as revenue support in the first two years it was open. The present climate had posed added difficulties and by having it open and manned from day one, they could start to build up an income stream much quicker. Chris Cook from SCYP joined the meeting to explain further and take questions. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** that the £42,439.80 be made available as follows:

£12,585 to meet the shortfall in the cost of building works;  
£14,927.40 in Yr1 as revenue support;  
£14,927.40 in Yr2 as revenue support.

**17/21 To note the quarterly report from SCYP.**  
NOTED.

**18/21 Any Other Matters for Information Only.**  
None.

**19/21 Date of Next Meeting – Wednesday 24 February 2021.**

Meeting closed at 8.33pm.

Chairman

Date

Date: 13/01/2021

## Billingshurst Parish Council Current Year

Page 1

Time: 15:45

## Current Bank A/c

## List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Tennant UK Cleaning Sol.	DD	156.72		Sweeper service
07/12/2020	WSCC	012776	18,015.46		Nov salaries
07/12/2020	Pyzer Cleaning Services	012777	558.75		Public toilets cleaning
07/12/2020	Sutcliffe Play Ltd	012778	308.92		Playground spares
07/12/2020	G Nye	012779	380.00		Tree works
07/12/2020	Plumridge & Peters Ltd	012780	77.76		Xmas s'ship sign
07/12/2020	Signquick	012781	12.00		Sign fixings LSRRG
07/12/2020	A272 Design	012782	490.20		TWEET Jan 2021
07/12/2020	Billingshurst CCC	012783	411.05		Room hire
07/12/2020	Horsham DC	012784	308.04		Various bins emptyings
07/12/2020	SSE	012785	190.88		Elec 83a High St
07/12/2020	Saxon Wield Homes Ltd	DD	69.25		Garage rental
11/12/2020	Post Office Ltd	CARD	238.00		Postage stamps
11/12/2020	Network One	DD	190.35		Phone charges etc
12/12/2020	Navigus Planning Ltd	012793	888.00		Final text amendments to NP
14/12/2020	Restream	CARD	14.87		Restream service
15/12/2020	Radii Skatepark Repairs	012786	350.00		Jubilee Skatepark repairs
15/12/2020	R G Prior	012787	953.64		Prof serv: LSRRG+Jubilee culve
15/12/2020	Sussex Land Services	012788	2,130.00		Various
15/12/2020	Edburton Contractors Ltd	012789	656.96		LSRRG Imps Valuation 8A
15/12/2020	CNG Energy Ltd	012790	9.94		Gas S/C 83a High St
15/12/2020	Automated Systems Ltd	DD	105.91		Copier use
16/12/2020	Roland Clark	012791	15.48		Litter Warden mileage
17/12/2020	Kestrel Alarms	012792	336.00		Vill Centre CCTV advice
21/12/2020	Timpson Ltd	CARD	13.95		Xmas window shield engraving
21/12/2020	Netcom IT Solutions	DD	513.29		IT Support etc
23/12/2020	EE & T Mobile	DD	11.53		Mobile Phone
31/12/2020	NatWest	BACD	28.00		Bank charges
31/12/2020	Sussex Land Services	SO	2,328.11		GM - Dec
31/12/2020	Netcom IT Solutions	012615	434.40		Cancel unrepresented cheque
31/12/2020	Netcom IT Solutions	012615	-868.80		Cancel unrepresented cheque

<b>Total Payments</b>	<b>29,328.66</b>
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Bank Reconciliation Statement as at 31/12/2020  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2020	394	100.00
Business Reserve Account	31/12/2020	314	337,154.96
			<u>337,254.96</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
12/12/2020 012793	Navigus Planning Ltd		888.00
15/12/2020 012786	Radii Skatepark Repairs		350.00
15/12/2020 012787	R G Prior		953.64
15/12/2020 012788	Sussex Land Services		2,130.00
15/12/2020 012789	Edburton Contractors Ltd		656.96
15/12/2020 012790	CNG Energy Ltd		9.94
16/12/2020 012791	Roland Clark		15.48
17/12/2020 012792	Kestrel Alarms		336.00
			<u>5,340.02</u>
			331,914.94
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			331,914.94
		<b>Balance per Cash Book is :-</b>	<b>331,914.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/12/2020  
for Cashbook 3 - Bonus Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/12/2020	89	186,346.41
			<u>186,346.41</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
09/04/2020 BACS Current Bank A/c		100,000.00	
			<u>100,000.00</u>
			86,346.41
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
09/04/2020 BACS		100,000.00	
			<u>100,000.00</u>
			186,346.41
		<b>Balance per Cash Book is :-</b>	<b>186,346.41</b>
		<b>Difference is :-</b>	<b>0.00</b>