



**Minutes of the Virtual Meeting of the Finance and General Purposes Committee
Wednesday 24 February 2021
7.30pm**

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

In Attendance via ZOOM:

G Burt, Clerk to the Council

20/21 Chairman's Announcements.

The Chairman:

- a) Advised that he had 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.

21/21 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 Graham Acraman, **RESOLVED** that the apology and reason given be accepted.

22/21 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 26/21.

Cllr Graeme Acraman declared a disclosable pecuniary interest in Minute 26/21 as his wife works for the Billingshurst Centre and in 29/21a being the applicant.

23/21 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.

24/21 Minutes.

The minutes of 27 January 2021, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes be approved and signed as a correct record.

25/21 Matters Arising.

None.

Cllr Paul Berry left the meeting.

26/21 To Approve Payments and Note Receipts.

Details of payments totalling £48,562.94 for January 2021 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **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.

27/21 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 by Cllr Ken Peters.)

Current Account to 31 January 2021	– Statement 397 – Appendix B
Business Reserve Account to 31 January 2021	– Statement 315 – Appendix B
Bous Saver Account to 31 January 2021	- Statement 90 – Appendix C

28/21 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

The Property Committee of 17 Feb 2021 asked the Committee to fund drainage works at Jubilee Fields totalling £6,905 (£5,545 contact + £1,360 CDM fee). Members spoke in support of the scheme and the need to not delay which could push up the price. The Clerk had suggested allocating some of the next tranche of CIL money due to be received on 31 March; however, Members were concerned that *nibbling* away at CIL money would prevent it from being allocated for larger projects. On the proposal of Cllr Dave Homer, seconded by Cllr Craig Gale, **RESOLVED** that the project be funded from general reserves accordingly.

29/21 To consider grant applications:

- a) On the proposal of Cllr Dave Homer, seconded by Cllr Edna Benger, **RESOLVED** £2,000 be awarded to Billingshurst Community Transport, (BCT) under S26 of the Local Government & Rating Act 1997. (A supplementary grant application from BCT was withdrawn at the applicant's request.)
- b) On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** £228 be awarded to *BilliGreen* for signs to go on wildflower areas under S137 of the LGA 1972 accordingly.

30/21 WSALC

To consider the confirmed motions submitted to the WSALC AGM and mandate the Council's 2 voting representatives accordingly and to note plans to set up an alternative association of councils in West Sussex.

The Committee discussed the ongoing situation regarding the dissolution of SSALC and moves by WSALC to procure services from 1st April from Hampshire ALC. It would appear from the many presentations, virtual meetings and hundreds of e-mails, that the WSALC Board seemed to be at variance with the local councils they were supposed to represent. The Clerk advised, in response to a question, that the Council received most of its professional advice from non-SSALC sources, so there would not be too many issues that could not be overcome should the Council decide not to renew its WSALC/NALC subscription.

On the proposal of Cllr Graeme Acraman, seconded by Cllr Dave Homer, **RESOLVED** not to renew the Council's subscription to WSALC/NALC on 1st April and that the

Council's voting representatives at tomorrow's WSALC AGM use their votes to reflect the Parish Council's dissatisfaction with the current *direction of travel* accordingly.

31/21 Consideration of proposal from Cllr Berry that Chairman's Allowance is increased to £1,000 (from 1st April 2021) so additional funds are available to the Chair to assist parishioners should an emergency or crisis arise.

Cllr Paul Berry gave some background the proposal. He had felt frustrated in recent months that when approached for prompt assistance, he couldn't say that the Council would support something financially without deferring it to a Committee, etc. He had initially suggested that perhaps there be an emergency budget that could be drawn upon by the Chairman and Clerk, but the Clerk had advised that the Council had no power to do this. Although the Clerk had then suggested increasing the Chairman's Allowance which the Chairman had total discretion over, the power to make provision of an allowance was specifically to help defray the cost of the office holder undertaking their civic duties. In the light of this, Cllr Berry withdrew his proposal. However, Members would continue to consider *offline* how they could help in situations requiring fast responses, including the suggestion of bolstering existing agencies.

32/21 Any Other Matters for Information Only.

Cllr Paul Berry highlighted concerns in the community about the possible closure of the Children & Family Centre and as the Council was the freeholder, it was an interested party. The Clerk advised that it is for the leaseholder to approach the freeholder if they wished to forfeit or reassign the lease.

33/21 Date of Next Meeting – Wednesday 24 March 2021.

Meeting closed at 8.16pm.

Chairman

Date

Date: 11/02/2021

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Current Bank A/c

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2021	Initial Washroom Hygiene	012807	257.40		Public Toilet servicing
02/01/2021	Liz Berry	012808	35.00		Eye Test reimb.
02/01/2021	Sutcliffe Play Ltd	012809	146.62		Play equip spares
02/01/2021	Wightman & Parrish Ltd	012810	163.80		Bin bags
02/01/2021	Billingshurst CCC	012811	8,664.24		Reimb / new garage prof fees
02/01/2021	Roland Clark	012812	15.48		Litter Warden mileage
04/01/2021	Tennant UK Cleaning Sol.	DD	707.07		Sweeper service/repair
05/01/2021	Parkfield Retail Ltd	CARD	6.79		Ironmongery
05/01/2021	Netcom IT Solutions	DD	516.85		IT support
05/01/2021	Saxon Wield Homes Ltd	DD	69.25		Garage rental
11/01/2021	Cartridge People	CARD	64.01		Toner
14/01/2021	Restream	CARD	14.34		Mtg restream service
15/01/2021	Network One	DD	196.09		Phone charges etc
22/01/2021	AVS Fencing Supplies Ltd	CARD	2,553.59		Fence materials for M/F Allot
25/01/2021	Horsham DC	012794	447.90		Bin emptying
25/01/2021	SSALC Ltd	012795	180.00		Various Cllr training
25/01/2021	Billingshurst CCC	012796	838.61		Furlough refund + room hire
25/01/2021	SETAS	012797	166.50		Staff training
25/01/2021	R G Prior	012798	852.72		Prof serv: LSRRG+JF TT drains
25/01/2021	Healthmatic Ltd	012799	396.79		New loo roll holders etc
25/01/2021	Light Angels Ltd	012800	10,994.04		2020-21 Xmas Lights display
25/01/2021	The Helping Hand Company Ltd	012801	61.63		x2 long litter pickers
25/01/2021	A272 Design	012802	490.20		Feb Tweet advert
25/01/2021	Pyzer Cleaning Services	012803	496.40	Toilet cleaning	Pyzer Cleaning Services
25/01/2021	SSE	012804	86.14		Street lighting - energy
25/01/2021	CNG Energy Ltd	012805	10.28		83a Gas S/C
25/01/2021	WSCC	012806	19,843.14		Salaries - Dec
25/01/2021	EE & T Mobile	DD	11.53		Mobile phone charges
25/01/2021	Siemens Fin Serv	DD	220.80		Copier lease
27/01/2021	NALC	CARD	38.93		Training
29/01/2021	NatWest	BACS	16.80		Bank charges

Total Payments	<u>48,562.94</u>
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Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021	397	100.00
Business Reserve Account	31/01/2021	315	334,351.18
			<u>334,451.18</u>
Unpresented Cheques (Minus)		Amount	
25/01/2021 012794	Horsham DC	447.90	
25/01/2021 012795	SSALC Ltd	180.00	
25/01/2021 012796	Billingshurst CCC	838.61	
25/01/2021 012797	SETAS	166.50	
25/01/2021 012798	R G Prior	852.72	
25/01/2021 012799	Healthmatic Ltd	396.79	
25/01/2021 012800	Light Angels Ltd	10,994.04	
25/01/2021 012801	The Helping Hand Company Ltd	61.63	
25/01/2021 012802	A272 Design	490.20	
25/01/2021 012803	Pyzer Cleaning Services	496.40	
25/01/2021 012804	SSE	86.14	
25/01/2021 012805	CNG Energy Ltd	10.28	
25/01/2021 012806	WSCC	19,843.14	
			<u>34,864.35</u>
			299,586.83
Receipts not Banked/Cleared (Plus)			
28/01/2021 102536		4,288.79	
			<u>4,288.79</u>
			303,875.62
		Balance per Cash Book is :-	303,875.62
		Difference is :-	0.00

Date: 11/02/2021


Billingshurst Parish Council Current Year

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Bank Reconciliation Statement as at 31/01/2021
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31/01/2021	90	 186,347.89
			<u>186,347.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/04/2020 BACS Current Bank A/c		100,000.00	
			<u>100,000.00</u>
			86,347.89
<u>Receipts not Banked/Cleared (Plus)</u>			
09/04/2020 BACS		100,000.00	
			<u>100,000.00</u>
			186,347.89
		Balance per Cash Book is :-	186,347.89
		Difference is :-	0.00