



**Minutes of the Virtual Meeting of the Finance and General Purposes Committee
Wednesday 28 April 2021
7.30pm**

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

In Attendance via ZOOM:
G Burt, Clerk to the Council

54/21 Chairman's Announcements.

The Chairman:

- a) Advised that he had inspected the relevant bank statements prior to the meeting.
- b) Advised Members that due to technical difficulties in streaming live, a recording of this meeting would be posted online later.
- c) Reminded Members that next week's Council meeting would start at 7pm.

55/21 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 Edna Bengner **RESOLVED** that the apology and reason given be accepted.

[A retrospective apology was received from Cllr Barry Barnes.]

56/21 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 60/21.

57/21 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.

58/21 Minutes.

The minutes of 24 March 2021, 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.

59/21 Matters Arising.

None.

Cllr Paul Berry left the meeting.

60/21 To Approve Payments and Note Receipts.

Details of payments totalling £119,382.99 for March 2021 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **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.

61/21 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 Peters.)

Current Account to 31 March 2021	- Statement 403 – Appendix B
Business Reserve Account to 31 March 2021	- Statement 317 – Appendix B
Bonus Saver Account to 31 March 2021	- Statement 92 – Appendix C

62/21 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

None.

63/21 To consider grant applications.

- a) On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that a grant of £75 be awarded to Victim Support under S137 of the LGA 1972 accordingly.
- b) On the proposal of Cllr Graeme Acraman, seconded by Cllr Paul Berry, **RESOLVED** that a grant of £300 be awarded to Air Ambulance Kent Surrey Sussex under S137 of the LGA 1972 accordingly.

64/21 Highways.

- a. To receive a verbal update on a proposal for a crossing near *The Alders*. The Clerk reported that Cllr Paul Berry, Area Highways Manager Mike Thomas, Cllr Amanda Jupp, a local resident and himself had met on site recently. In 2016 the Parish Council put in a request for a crossing at this location. Due to the physical constraints of the site (ditch, LV overhead power cable, other utilities etc.) it had been difficult to progress. Residents from *The Alders* and other nearby roads could not easily cross the road to the side with the footway. It was agreed that any chicane or pinch-point should be looked at as part of the wider study of traffic through the village now that the spine road was open, which was being considered by consultants commissioned by the Parish, funded by S106 funds released by West Sussex County Council (WSCC). Subsequent to the site meeting, WSCC had approved a small increase in the available budget to allow for the scope of the project to be widened.
- b. To consider a proposal for managing requests for traffic calming.
As a result of the Clerk seeking a steer on how to respond to continuing requests from residents across the parish for traffic calming, Cllr Paul Berry suggested that the Council consider setting up a Working Party of local residents and Cllrs, to consider, prioritise and take forward traffic calming schemes. It was agreed that in the interim, via an article in the TWEET etc., residents would be invited to contact the Council if they were interested in serving on such a group. If there was a significant level of interest, the Council could then determine how the group might operate.

65/21 CCTV.

The Committee received a brief update on investigations into providing CCTV; Councillors were disappointed that little progress had been made. The Clerk had met Horsham District Council (HDC) Community Safety Officers earlier that week who gave a little more information about how Horsham's and Southwater's systems operated. They suggested putting in a Freedom of Information (FOI) request to Sussex Police about Southwater's scheme to ascertain its value, but Members thought this would have little merit. The Committee agreed that in order to move the project *up the agenda*, the CCTV Working Party would be disbanded and become a standing item for this committee. The specification previously produced would be tabled at the next meeting so Members could consider reaffirming it as what it is they wished to see delivered.

66/21 To receive the termly report from Sussex Clubs for Young People (SCYP).

NOTED. Cllrs suggested that these reports be put on the website and the Clerk would pursue this.

67/21 Any Other Matters for Information Only.

None.

68/21 Date of Next Meeting – Wednesday 26 May 2021.

Meeting closed at 8.16pm.

Chairman

Date

Date: 09/04/2021

Billingshurst Parish Council Current Year

Page 1

Time: 11:40

Current Bank A/c

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Sussex Land Services	SO	2,328.11		GM Contract - Feb
02/03/2021	D W Nye Ltd	CARD	29.76		Play equipment fixings
04/03/2021	D W Nye Ltd	CARD	59.52		Playground equipment fixings
05/03/2021	Netcom IT Solutions	DD	523.55		IT support
05/03/2021	Saxon Wield Homes Ltd	DD	69.25		Garage rent
15/03/2021	Network One	DD	190.15		Phone charges etc
15/03/2021	Restream Inc	CARD	14.09		Restreaming service
16/03/2021	Tennant UK Cleaning Sol.	DD	156.72		Sweeper service
17/03/2021	Business Stream	DD	457.90		Water etc. - public loos
17/03/2021	Land Registry	CARD	3.00		Land ownership enquiry
23/03/2021	Pyzer Cleaning Services	012827	992.80		Public loo cleaning
23/03/2021	SSALC Ltd	012828	72.00		Training x2
23/03/2021	WSCC	012829	15,223.77		Feb salaries
23/03/2021	B'hurst Community Transport	012830	2,000.00		2020-21 Grant
23/03/2021	A272 Design	012831	490.20		April TWEET
23/03/2021	G Burt / Parkfield Retail Ltd	012832	18.49		Ironmongery
23/03/2021	Ballpoint Office Supplies Ltd	012838	132.38		Stationery
23/03/2021	R Clark	012834	15.48		Litter Warden mileage
23/03/2021	Deacon Crickmay Assett Mgmt	012835	20.00		Xmas Lights electricity cont.
23/03/2021	Aurac Sound & Vision Ltd	012836	20.00		Xmas Light energy cont.
23/03/2021	Parkfield Retail Ltd	012837	20.00		Xmas lights energy cont.
23/03/2021	Fowlers Billingshurst Ltd	012833	20.00		Xmas Lights energy cont.
23/03/2021	Billingshurst Osteopaths Ltd	012839	20.00		Xmas lights energy cont.
23/03/2021	Alexandru F Ilies	012840	2,664.00		Install new allotment fence
23/03/2021	R G Prior	012841	561.00		Prof serv: LSRRG + Trim Trail
23/03/2021	Horsham DC	012842	419.80		Bin emptying - various
23/03/2021	Radii Skatepark Repairs	012843	250.00		Skatepark inspection + advice
23/03/2021	CNG Energy Ltd	012844	19.62		Gas s/c 83a High St
23/03/2021	EE & T Mobile	DD	11.53		Mobile phone
29/03/2021	NALC	CARD	38.93		Training
29/03/2021	Netcom IT Solutions	DD	1,083.36		IT support
31/03/2021	WSCC	012845	16,017.08		March salaries + payroll costs
31/03/2021	Billingshurst CCC	012846	3,238.34		Furlough rebate Jan+Feb
31/03/2021	G Nye	012847	300.00		Various tree works
31/03/2021	BEAT	012848	500.00		Grant
31/03/2021	Horsham DC	012849	68,761.00		20-21 N/Warden cost
31/03/2021	Pyzer Cleaning Services	012850	216.00		Pub toilet cleaning - Final
31/03/2021	NatWest	BACS	22.05		Bank charges
31/03/2021	Sussex Land Services	SO	2,328.11		GM contract - March
31/03/2021	Horsham DC	DD	75.00		Green waste bins @ SRG

Total Payments	119,382.99
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Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	403	9,907.00
Business Reserve Account	31/03/2021	317	261,381.86
			<u>271,288.86</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
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23/03/2021 012827 Pyzer Cleaning Services	992.80
23/03/2021 012828 SSALC Ltd	72.00
23/03/2021 012829 WSCC	15,223.77
23/03/2021 012830 B'hurst Community Transport	2,000.00
23/03/2021 012832 G Burt / Parkfield Retail Ltd	18.49
23/03/2021 012838 Ballpoint Office Supplies Ltd	132.38
23/03/2021 012834 R Clark	15.48
23/03/2021 012836 Aurac Sound & Vision Ltd	20.00
23/03/2021 012837 Parkfield Retail Ltd	20.00
23/03/2021 012833 Fowlers Billingshurst Ltd	20.00
23/03/2021 012839 Billingshurst Osteopaths Ltd	20.00
23/03/2021 012840 Alexandru F Ilies	2,664.00
23/03/2021 012841 R G Prior	561.00
23/03/2021 012842 Horsham DC	419.80
23/03/2021 012843 Radian Skatepark Repairs	250.00
23/03/2021 012844 CNG Energy Ltd	19.62
31/03/2021 012845 WSCC	16,017.08
31/03/2021 012846 Billingshurst CCC	3,238.34
31/03/2021 012847 G Nye	300.00
31/03/2021 012848 BEAT	500.00
31/03/2021 012849 Horsham DC	68,761.00
31/03/2021 012850 Pyzer Cleaning Services	216.00
	<u>111,481.76</u>
	159,807.10

<u>Receipts not Banked/Cleared (Plus)</u>	
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31/03/2021 102538	8,868.90
	<u>8,868.90</u>
	168,676.00

Balance per Cash Book is :- 168,676.00

Difference is :- 0.00

Date: 08/04/2021

Billingshurst Parish Council Current Year

Page 1

Time: 09:40

Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	92	186,351.00
			<hr/> 186,351.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/04/2020 BACS	Current Bank A/c	100,000.00	
			<hr/> 100,000.00
			86,351.00
<u>Receipts not Banked/Cleared (Plus)</u>			
09/04/2020 BACS		100,000.00	
			<hr/> 100,000.00
			186,351.00
		Balance per Cash Book is :-	186,351.00
		Difference is :-	0.00