



**Minutes of the Meeting of the Finance and General Purposes Committee**  
**Wednesday 26 January 2022**  
**7.30pm**

**Present:** Cllrs Craig Gale (Vice Chairman in the chair), Graeme Acraman, Edna Bengler, Paul Berry, Phillip Day and Dave Homer.

**In Attendance.**

G Burt, Clerk to the Council.

**01/22 Chairman's Announcements.**

The Chairman advised

1. Of the COVID precautions in place.
2. That the meeting was being streamed to the internet.
3. That Cllrs wishing to speak should raise their hand and speak loudly and clearly.

**02/22 Apologies for Absence.**

Apologies for absence were received from Cllrs Barry Barnes, Ken Peters and Roy Margetts due to prior engagements. On the proposal of Cllr Craig Gale, seconded by Cllr Graeme Acraman, **RESOLVED** that the apologies and reasons given be accepted.

**03/22 Declaration of Interests and notification of change to members' interests.**

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 07/22.

**04/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**05/22 Minutes.**

The minutes of 15 December 2021, previously circulated, were taken as read. On the proposal of Cllr Graeme Acraman, seconded by Cllr Edna Bengler, **RESOLVED** that the minutes be approved and signed as a correct record.

**06/22 Matters Arising.**

None.

*Cllr Paul Berry left the meeting.*

**07/22 To Approve Payments and Note Receipts.**

Details of payments totalling £88,915.81 for December 2021 had been previously circulated – Appendix A. On the proposal of Cllr Dave Homer, seconded by Cllr Phillip Day, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

*Cllr Paul Berry re-joined the meeting.*

**08/22 To note Bank Reconciliations.**

On the proposal of Cllr Craig Gale, seconded by Cllr Paul Berry, **RESOLVED** the following Bank Reconciliations be approved. (The corresponding statements were then initialled by Cllr Craig Gale).

Current Account / Bank Statement 440 – Appendix **B**

Reserve Account / Bank Statement 326 - Appendix **B**

Bonus Saver Account November / Bank Statement 101 - Appendix **C**

**09/22 To note budget position at Quarter 3.**

The Clerk apologised for omitting to circulate in advance the I&E report to accompany the overall budget report. This was distributed to Cllrs at the meeting and the Clerk commented on those budget lines that appeared overspent. Cllrs asked that a new budget heading be created for Traffic Calming, rather than include it in Office Expenses. **NOTED.**

**10/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.**

None.

**11/22 To review the draft Corporate Risk Assessment.**

Following a detailed review, on the proposal of Cllr Craig Gale, seconded by Cllr Dave Homer, **RECOMMEND** to Council that the Corporate Risk Assessment be amended and approved as accordingly. The Committee asked the Clerk to look at how the Risk Assessment could be altered to give reassurance to members that all those tasks detailed are actually undertaken.

**12/22 To review the Council's Asset Register.**

Following a detailed review, on the proposal of Cllr Craig Gale, seconded by Cllr Edna Benger, **RESOLVED** that the Asset Register be amended and approved as accordingly.

**13/22 To receive SCYP Termly Reports.**

**NOTED.**

**14/22 Any other matters for information only.**

In response to a question, the Clerk advised that a grant application from BSRA was expected to be received in time for the February meeting.

**15/22 Date of Next Meeting – Wednesday 30 March 2022.**

The meeting closed at 8.41pm.

Chairman

Date

Date: 19/01/2022

## Billingshurst Parish Council Current Year

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## Current Bank A/c

## List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	CASH	013000	99.77		HM LR Search
01/12/2021	Parkfield Retail Ltd	CARD	13.58		Misc hardware
01/12/2021	Farsight Consulting Ltd	013001	298.92		Internal audit 21-22 - interim
01/12/2021	Breakthrough Communications Lt	013002	510.00		PR for Traffic Calming Consul.
01/12/2021	BHIB Ltd	013003	339.82		Ins 01-14/11/2021
01/12/2021	Ricky Short Drainage	013004	200.00		Various cleaning
01/12/2021	Kris King	013005	20.16		LW mileage
01/12/2021	Baskets in Bloom Ltd	013006	1,200.00		Winter bedding displays etc
01/12/2021	Cafe Du Van Catering Ltd	013007	147.36		Budget w/shop food
01/12/2021	Greg Burt	013008	105.00		Glasses/fruit juice/bin liners
01/12/2021	Rural Services Partnership Ltd	013009	52.00		M'ship 21-22
02/12/2021	Netcom IT Solutions	DD	572.04		IT support
02/12/2021	Portal Plan Quest Ltd	CARD	490.00		Planning appli. fee BCC imps
06/12/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rent
09/12/2021	McColl's	CARD	47.52		2nd class stamps
09/12/2021	Post Office Ltd	CARD	2.25		Postage
10/12/2021	Billingshurst Comm. & Conf. Ce	013021	119.47		Room hire
10/12/2021	Horsham District Council	013022	502.70		Bin emptying
13/12/2021	Billingshurst Comm. & Conf. Ce	013010	236.69		Room hire
13/12/2021	Horsham District Council	417.2	417.20		Bin emptying
13/12/2021	Sussex Clubs for Young People	013012	3,595.68		Youth serv pvn Q4
13/12/2021	Billingshurst Comm. & Conf. Ce	013013	47,711.50		T/F of CIL to fund new garage
13/12/2021	Southern Electric	013014	47.98		Electricity 83a High St
13/12/2021	R G Prior Consultancy Services	013015	540.60		Prof fees: LSRRG + JF drainage
13/12/2021	West Sussex County Council	8001577704*	19,685.82		Payroll Nov 2021
13/12/2021	Epoch Projects Ltd	013017	4,308.00		Xtra works 83a High St
13/12/2021	Sandy Duck	013018	48.00		Reimb / toner cart / Xmas Fair
13/12/2021	Country Crafts	013019	2,225.00		Works to ROW at Lordings Road
13/12/2021	Rynat Ltd	013020	1,440.00		Play inspections 2020+2021
14/12/2021	Restream Inc.	CARD	14.79		Restreaming service
14/12/2021	Network One	DD	239.00		Phone charges
14/12/2021	Business Stream	DD	146.16		Water etc Public Toilets
15/12/2021	A272 Design	SO	490.20		TWEET advert - Jan
16/12/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
17/12/2021	Easy EPC	CARD	174.00		EPC / Adversane Hal
20/12/2021	Timpson	CARD	13.95		Xmas window shield engraving
23/12/2021	EE & T Mobile	DD	16.00		Mobile Phone
29/12/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
29/12/2021	SSE	DD	100.00		Electric 83a
31/12/2021	Natwest	BACS	23.45		Bank charges
31/12/2021	Sussex Land Services	SO	2,328.11		GM - Dec

<b>Total Payments</b>	<b>88,915.81</b>
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\* Cheque no. 013027

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## Current Bank A/c

## Cash Received between 01/12/2021 and 31/12/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/12/2021	BCCC	102545	Error correction	-0.44
06/12/2021	Billingshurst CCC	102545	Nov salary reimb + Ins cont.	8,833.24
01/12/2021	Dauxwood Pre-School	BACS	Q3 gd rent	96.25
01/12/2021	Dunmoore West London	BACS	Xmas tree sponsorship	1,800.00
10/12/2021	Fowlers Letting Ltd	BACS	83a Flat rent - Dec	765.80
31/12/2021	NatWest	BACS	Bank interest	2.17
17/12/2021	SSE	BACS	Wayleave	3.05
20/12/2021	Various	102546	Sale of old Xmas Lights	130.00
<b>Total Receipts</b>				<b>11,630.07</b>

Date: 19/01/2022

Billingshurst Parish Council Current Year

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Bank Reconciliation Statement as at 15/01/2022  
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2021	440	100.00
Business Reserve Account	31/12/2021	326	211,845.01
			<u>211,945.01</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
23/03/2021 012836 Aurac Sound & Vision Ltd	20.00
11/05/2021 012865 Victim Support	75.00
27/08/2021 012946 Surrey Hills Solicitors LLP	1,506.00
01/12/2021 013001 Farsight Consulting Ltd	298.92
01/12/2021 013005 Kris King	20.16
10/12/2021 013021 Billingshurst Comm. & Conf. Ce	119.47
10/12/2021 013022 Horsham District Council	502.70
13/12/2021 013012 Sussex Clubs for Young People	3,595.68
13/12/2021 8001577704* West Sussex County Council	19,685.82
13/12/2021 013019 Country Crafts	2,225.00
07/01/2022 CARD South Wales Timer Recorder Ltd	25.00
10/01/2022 013023 Sutcliffe Play Ltd	62.98
10/01/2022 013024 Southern Electric	227.98
10/01/2022 013025 Playsafe Playgrounds Ltd	5,986.80
10/01/2022 013026 Surrey Hills Solicitors LLP	1,236.00
10/01/2022 013027 West Sussex County Council	19,685.82
10/01/2022 013028 Coolair Tollhurst Ltd	158.40
10/01/2022 013029 Wilbar Associates Ltd	3,645.00
10/01/2022 013030 GN Tree Surgery Specialists Lt	6,360.00
10/01/2022 013031 Light Angels Ltd	11,811.83
10/01/2022 013032 Clares Office Supplies Ltd	11.94
11/01/2022 012836 Aurac Sound & Vision Ltd	-20.00
13/01/2022 CARD Easy EPC	120.00
	<u>77,360.50</u>
	134,584.51

added  
after month  
end.

Receipts not Banked/Cleared (Plus)

20/12/2021 102546	130.00
12/01/2022 102546	1,250.00
13/01/2022 102546	4,335.90
14/01/2022 102546	10.00
	<u>5,725.90</u>
	140,310.41
<b>Balance per Cash Book is :-</b>	<b>140,310.41</b>
<b>Difference is :-</b>	<b>0.00</b>

\* cheque number 013027

Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	100	186,365.03
			<u>186,365.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,365.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,365.03
		<b>Balance per Cash Book is :-</b>	<b>186,365.03</b>
		<b>Difference is :-</b>	<b>0.00</b>

*Handwritten initials*