



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 23 February 2022
7.30pm**

Present: Cllrs Ken Peters (Chairman), Graeme Acraman, Barry Barnes, Edna Benger, Paul Berry, Phillip Day, Dave Homer and Roy Margetts.

In Attendance

G Burt, Clerk to the Council
1 Member of the Public.

16/22 Chairman's Announcements.

The Chairman advised

1. That the meeting was being streamed to the internet.
2. That Cllrs wishing to speak should raise their hand and speak loudly and clearly.

17/22 Apologies for Absence.

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

18/22 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 23/22.

19/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

Kevin Tilley of the BSRA (Billingshurst Sports and Recreation Association) spoke briefly in support of their application for grant funding and would be happy to take any questions.

Members agreed to vary the agenda accordingly.

20/22 To consider Grant application from BSRA.

Members commented on how proactive the BSRA Committee had been in recent years, in working with the Council in resolving lease issues and looking forward to the future. On the proposal of Cllr Paul Berry, seconded by Cllr Dave Homer, **RESOLVED** that a total of £22,931 from the CIL fund be granted to BSRA for various capital purchases/works as described, under s164 of PHA 1875; s44 of PHAAA 1890; s9 & s10 of ASA 1906; s19 of LG(MP)A 1976. In accordance with usual practice, funds would be paid upon receipt of copy invoices.

[It was noted that Billingshurst Community Transport had advised that due to a large donation, they would not require their usual £2,000 grant this financial year, or the £566 CIL allocation towards a new computer.]

21/22 Minutes

The minutes of 26 January 2022, previously circulated, were taken as read. On the proposal of Cllr Barry Barnes, seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes be approved and signed as a correct record.

22/22 Matters Arising.

None.

Cllr Paul Berry left the meeting.

23/22 To Approve Payments and Note Receipts.

Details of payments totalling £70,126.73 for January 2022 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **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.

24/22 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 were then initialled by Cllr Ken Peters).

Current Account / Bank Statement 440 – Appendix B

Reserve Account / Bank Statement 326 - Appendix B

Bonus Saver Account November / Bank Statement 101 - Appendix C

25/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

From the Property Committee in respect of the Platinum Jubilee:

- i. to spend up to £500 on a band to lead the walking procession on Sat 4th June.
- ii. To spend up to £3,000 on a beacon on Adversane Green.

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that the Council underwrite expenditure of up to £3,500 on Platinum Jubilee activities as described, in the event that no sponsorship can be found, for which efforts were being made.

26/22 Highways

- a. **To consider suggestion referred from the Traffic Calming Working Party that the Council bulk purchase *Slow Down* type stickers to go on domestic wheelie bins and either offer them free to residents or charge. Sample attached.**

On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** to purchase 100 *Polite Notice Slow Down* wheelie bin stickers at a cost of £89.00, and that they initially be free on the basis of one per household.

- b. **To receive an update from Cllr. Berry on a meeting at the Weald School and consider supporting measures to enable road safety improvements in Station Road.**

Cllr Paul Berry had circulated a report in advance of the meeting. Students had highlighted the need to extend school safety road markings and signage further down Station Road, where drivers approach from fast. Cty Cllr

Amanda Jupp would ask WSCC to look at these suggestions. On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters **RESOLVED** that the Council write in support of Cllr Amanda Jupp's request.

27/22 To note delays in introducing new phone system throughout Billingshurst Centre.

The Clerk reported that initial delays in introducing a new telephone system throughout the Centre and associated enhanced Broadband, now seemed to have been resolved and contractors were looking to commence work in the next two weeks. NOTED

28/22 Any other matters for information only.

None.

29/22 Date of Next Meeting – Wednesday 30 March 2022.

The meeting closed at 8.12pm.

Chairman

Date

Date: 10/02/2022

Billingshurst Parish Council Current Year

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Time: 15:35

Current Bank A/c

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2022	Horsham District Council	013045	495.20		Bin emptying
04/01/2022	Netcom IT Solutions	DD	572.04		IT support
05/01/2022	Saxon Wield Homes Ltd	DD	70.29		Garage rental
07/01/2022	South Wales Timer Recorder Ltd	CARD	25.00		Clocking in cards
07/01/2022	Billingshurst Comm. & Conf. Ce	013034	59.85		Room hire
07/01/2022	West Sussex County Council	013035	19,685.82		Jan salaries
07/01/2022	Arthur J Gallagher Insurance B	013038	97.33		Xtra insurance / new garage.
10/01/2022	Sutcliffe Play Ltd	013023	62.98		Play equip. spares
10/01/2022	Southern Electric	013024	227.98		Street lighting energy
10/01/2022	Playsafe Playgrounds Ltd	013025	5,986.80		Playground repairs etc
10/01/2022	Surrey Hills Solicitors LLP	013026	1,236.00		Var legal advice
10/01/2022	West Sussex County Council	013027	19,685.82		Dec salaries
10/01/2022	Coolair Tollhurst Ltd	013028	158.40		Office aircon service
10/01/2022	Wilbar Associates Ltd	013029	3,645.00		Traffic calming consultancy
10/01/2022	GN Tree Surgery Specialists Lt	013030	6,360.00		Var tree works
10/01/2022	Light Angels Ltd	013031	11,811.83		2021 Xmas lights
10/01/2022	Clares Office Supplies Ltd	013032	11.94		Stationery
10/01/2022	Wilbar Associates Ltd	013029	-3,645.00		Cancel mislaid cheque 013029
11/01/2022	SCH (Supplies) Ltd	CARD	48.36		New battery for water bowser
11/01/2022	Aurac Sound & Vision Ltd	012836	-20.00		Cancel cheque
13/01/2022	Easy EPC	CARD	120.00		Adv VH Energy report
14/01/2022	Restream Inc.	CARD	14.25		Restream service
17/01/2022	A272 Design	SO	490.20		Feb TWEET advert
17/01/2022	Network One	DD	237.30		Phone charges etc
24/01/2022	EE & T Mobile	DD	16.00		Mobile phone
26/01/2022	Planning portal	CARD	-228.00		Refund on BCCC plan appli fee
27/01/2022	EE & T Mobile	CARD	50.00		New mobile phone up front cost
28/01/2022	SSE	DD	100.00		83a electricity
28/01/2022	Siemens Fin Serv	DD	397.34		Copier hire
31/01/2022	Sussex Land Services	SO	2,328.11		Gds maint - Jan
31/01/2022	NatWest	BACS	25.89		Bank charges

Total Payments	<u>70,126.73</u>
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15:36

Current Bank A/c

Cash Received between 01/01/2022 and 31/01/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/01/2022	Billingshurst CCC	102546	Dec salaries reimb.	4,335.90
12/01/2022	BSRA	102546	Insurance cont. 21-22	1,250.00
11/01/2022	Deacon Crickmay	BACS	JM cleaning - Dec 2021	828.48
12/01/2022	Fowlers Letting Ltd	BACS	Flat rent 83a	552.80
28/01/2022	HMRC	BACS	VAT refund Q3	2,014.67
14/01/2022	Misc	102546	Sale of old desk	10.00
31/01/2022	NatWest	BACS	Bank interest	1.58
24/01/2022	Rebecca Evans	BACS	Plat. Jubilee Tree Fund	200.00
Total Receipts				9,193.43

Date: 10/02/2022

Billingshurst Parish Council Current Year

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Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	444	100.00
Business Reserve Account	31/01/2022	327	165,032.72
			<u>165,132.72</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
11/05/2021 012865	Victim Support		75.00
27/08/2021 012946	Surrey Hills Solicitors LLP		1,506.00
10/01/2022 013024	Southern Electric		227.98
10/01/2022 013027	West Sussex County Council		19,685.82
10/01/2022 013028	Coolair Tollhurst Ltd		158.40
			<u>21,653.20</u>
			143,479.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			143,479.52
		Balance per Cash Book is :-	143,479.52
		Difference is :-	0.00

Date: 10/02/2022

Billingshurst Parish Council Current Year

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Time: 12:04

Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	102	186,366.61
			<u>186,366.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,366.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,366.61
		Balance per Cash Book is :-	186,366.61
		Difference is :-	0.00