



**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 30 March 2022  
7.30pm**

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

**In Attendance**

G Burt, Clerk to the Council

**30/22 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.

**31/22 Apologies for Absence.**

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

**32/22 Declaration of Interests and notification of change to members' interests.**

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 36/22.

**33/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**34/22 Minutes**

The minutes the meeting held on 23 February 2022, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Edna Benger, **RESOLVED** that the minutes be approved and signed as a correct record.

**35/22 Matters Arising.**

The Clerk reported that the Highwood Group had kindly agreed to sponsor the Jubilee beacon at Adversane by way of £3,000 and Horsham District Council was granting £200 towards the Jubilee procession. NOTED.

*Cllr Paul Berry left the meeting.*

**36/22 To Approve Payments and Note Receipts.**

Details of payments totalling £22,105.89 for February 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. The Clerk explained why there had been a duplicate payment made to Wilbar.

*Cllr Paul Berry re-joined the meeting.*

**37/22 To note Bank Reconciliations.**

On the proposal of Cllr Ken Peters, seconded by Cllr Barry Barnes, **RESOLVED** the following Bank Reconciliations be approved. (The corresponding statements were then initialled by Cllr Ken Peters).

Current Account / Bank Statement 448 – Appendix B

Reserve Account / Bank Statement 328 - Appendix B

Bonus Saver Account November / Bank Statement 103 - Appendix C

**38/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.**

None.

**39/22 To consider update from Clerk on query raised during review of Corporate Risk Assessment at January meeting.**

At a previous meeting, a Cllr had asked how Cllrs can be assured that matters set down in the Annual Corporate Risk Assessment were in actual fact being undertaken. The Clerk reported on the services that Ellis Whittam (now *Worknest*) provide to the Council on H&S and HR matters. Part of the service is to undertake annual visits and provide a portal where key documents, reminders etc are stored. The Clerk suggested that this could help reassure Members, who would be welcome to view it; Cllr Phillip Day was interested in looking at this and would liaise with the Clerk accordingly. NOTED.

**40/22 Highways: To note update on the *Operation Watershed* project at Daux Road/Marringdean Road.**

An update on completing outstanding works to improve drainage in the area had been circulated. Local resident Mr D Gee was complimented on taking such an active interest and maintaining pressure on WSCC and the contractor in this regard. NOTED.

**41/22 Any other matters for information only.**

None.

**42/22 Date of Next Meeting – Wednesday 27 April 2022.**

The meeting closed at 7.45pm.

Chairman

Date

Date: 16/03/2022

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## Current Bank A/c

## List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Post Office Ltd	CARD	575.00		Stamps
01/02/2022	Kevin Isaaks/Smartwheelie	CARD	89.00		Wheelie bin stickers
02/02/2022	Netcom IT Solutions	DDD	572.04		IT support
07/02/2022	Wilbar Ass Ltd	ERROR	-3,954.00		Delete wrong entry
07/02/2022	Wilbar Associates Ltd	013033	3,645.00		Replacement for 013029
07/02/2022	Unique Workwear Printing & Emb	013036	20.40		HV vests for Litter Wardens
07/02/2022	Epoch Projects Ltd	013037	3,954.00		Final works at 83a Hight St
07/02/2022	Wakoos Centre 4Children Ltd	013039	1,000.00		CIL Grant
07/02/2022	Leith Hill Plant Ltd	013040	300.00		Railing repairs / Alicks Hill
07/02/2022	Healthmatic Ltd	013041	170.48		Loo rolls
07/02/2022	Roland Clark	013042	15.48		L/W mileage
07/02/2022	Colin Ellis	013043	13.50		L/W mileage
07/02/2022	Ballpoint Office Supplies Ltd	013044	122.11		Stationery etc
07/02/2022	Keoghs LLP	013046	1,105.30		VAT on insurance claim work
07/02/2022	Deacon Crickmay Asset Manageme	013047	20.00		Xmas Lights elec. cont.
07/02/2022	Aurac Sound & Vision Ltd	013048	40.00		2020&21 Xmas lights elec cont
07/02/2022	Parkfield Retail Limited	013049	20.00		Xmas lights elect cont
07/02/2022	Fowlers Estate Agents	013050	20.00		Xmas lights elec cont
07/02/2022	Meadows Wellbeing	013.51	20.00		Xmas lights elec cont
07/02/2022	Hayman Hospitality Ltd	013052	20.00		Xmas lights elec cont.
07/02/2022	Wilbar Associates Ltd	CANCEL	3,954.00		R'ment 4 cheque 013029
09/02/2022	Ace 88 Ltd	CARD	20.97		Wild flower seed / no mow area
14/02/2022	Planning portal	CARD	259.00		P/A fee - Adversane Beacon
14/02/2022	Hampshire Flag Co Ltd	CARD	62.33		Ukranian Flag
14/02/2022	Network One	DD	228.09		Phone charges etc.
14/02/2022	Restream Inc.	CARD	14.45		Streaming service
15/02/2022	A272 Design	SO	490.20		March TWEET advert
16/02/2022	Tenant UK Cleaning Sol.	DD	161.40		Sweeper service
21/02/2022	Victim Support	012865	-75.00		Cancel unrepresented cheque
21/02/2022	EE & T Mobile	DD	27.51		Mobile phone charges
25/02/2022	Netcom IT Solutions	DD	394.44		IT support
28/02/2022	Netcom IT Solutions	DD	2,707.20		IT support etc
28/02/2022	Sussex Land Services	SO	2,328.11		GM - February
28/02/2022	NatWest	BACS	19.88		Bank charges
28/02/2022	SSE	DD	100.00		Electric / 83a
28/02/2022	Willbar Associates Ltd	013029	3,645.00		Traffic calming advice

<b>Total Payments</b>	22,105.89
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## Current Bank A/c

## Cash Received between 01/02/2022 and 28/02/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/02/2022	Billingshurst CCC	102547	Reimb of extrn planning fee	490.00
01/02/2022	Billingshurst CCC		Reimb of Jan salaries	4,335.90
10/02/2022	Deacon Crickmay	BACS	JM Cleaning - Jan	1,035.60
28/02/2022	Deacon Crickmay	BACS	JM cleaning: Oct+Nov+Feb	2,692.56
10/02/2022	Fowlers Letting Ltd	BACS	83a Flat rent	522.80
28/02/2022	NatWest	BACS	Bank interest	1.20
			<b>Total Receipts</b>	<b><u>9,078.06</u></b>

Date: 16/03/2022

Billingshurst Parish Council Current Year

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Bank Reconciliation Statement as at 28/02/2022  
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	28/02/2022	448	100.00
Business Reserve Account	28/02/2022	328	127,918.73
			<u>128,018.73</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
27/08/2021 012946	Surrey Hills Solicitors LLP	1,506.00	
10/01/2022 013027	West Sussex County Council	19,685.82	
07/02/2022 013036	Unique Workwear Printing & Emb	20.40	
07/02/2022 013039	Wakoos Centre 4Children Ltd	1,000.00	
07/02/2022 013042	Roland Clark	15.48	
07/02/2022 013044	Ballpoint Office Supplies Ltd	122.11	
07/02/2022 013048	Aurac Sound & Vision Ltd	40.00	
07/02/2022 013.51	Meadows Wellbeing	20.00	
14/02/2022 CARD	Planning portal	259.00	
			<u>22,668.81</u>
			105,349.92
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
01/02/2022 102547		490.00	
01/02/2022		4,335.90	
			<u>4,825.90</u>
			110,175.82
		<b>Balance per Cash Book is :-</b>	<b>110,175.82</b>
		<b>Difference is :-</b>	<b>0.00</b>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	28/02/2022	103	186,368.04
			<u>186,368.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,368.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,368.04
			<b>Balance per Cash Book is :-</b> 186,368.04
			<b>Difference is :-</b> 0.00