



Minutes of the Meeting of the Finance and General Purposes Committee
Thursday 28 April 2022
7.30pm

Present: Cllrs Craig Gale (Vice Chairman), Barry Barnes, Edna Benger, Dave Homer and Roy Margetts.

In Attendance

G Burt, Clerk to the Council
2 Members of the Public

43/22 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.

44/22 Apologies for Absence.

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

45/22 Declaration of Interests and notification of change to members' interests.

Cllr Edna Benger declared a disclosable pecuniary interest in Minute 52/22b being an employee of the church.

Cllr Roy Margetts declared a personal interest in Minute 52/22b being a member of the church.

46/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

A representative from the Women's Hall spoke in support of their funding application and answered questions. Having now relocated the toilets and kitchen, the old kitchen was to be made into a *Green Room*, and the main hall floor re-laid.

A representative from St Mary's Church *Transformation Project* spoke in support of their funding application and answered questions. Ecclesiastical permissions had been obtained some years ago, and funds were being amassed to undertake various works which would enable the church to be used for many more events than at present. This particular application would fund new automatic glass doors which would make the space more accessible and welcoming.

47/22 Minutes.

The minutes the meeting held on 30 March 2022, previously circulated, were taken as read. On the proposal of Cllr Dave Homer, seconded by Cllr Barry Barnes, **RESOLVED** that the minutes be approved and signed as a correct record.

48/22 Matters Arising.

None.

49/22 To Approve Payments and Note Receipts.

Details of payments totalling £135,489.38 for March 2022 had been previously circulated – Appendix A. On the proposal of Cllr Craig Gale, seconded by Cllr Barry Barnes, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

50/22 To note Bank Reconciliations.

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

Current Account / Bank Statement 452 – Appendix B

Reserve Account / Bank Statement 329 - Appendix B

Bonus Saver Account November / Bank Statement 104 - Appendix C

51/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

None.

52/22 To consider Grant applications:**a. Women's Hall Trustees.**

On the proposal of Cllr Barry Barnes seconded by Cllr Edna Benger, **RESOLVED** that £3,000 be awarded to Women's Hall Trustees under s.19 of the LG (Misc. Prov.) Act 1976 from the Council's CIL fund.

Cllrs E Benger and R Margetts left the meeting.

b. St Mary's Church Transformation Project

On the proposal of Cllr Barry Barnes seconded by Cllr Dave Homer, **RESOLVED** that £28,240 be awarded to St Mary's Church Transformation Project under s.19 of the LG (Misc. Prov.) Act 1976 from the Council's CIL fund.

Cllrs E Benger and R Margetts re-joined the meeting.

c. Victim Support.

On the proposal of Cllr Dave Homer, seconded by Cllr Edna Benger, **RESOLVED** that £75 be awarded to Victim Support under S137 LGA 1972.

53/22 Any other matters for information only.

None.

54/22 Date of Next Meeting – Wednesday 25 May 2022.

The meeting closed at 7.55pm.

Chairman

Date

Date: 20/04/2022

Billingshurst Parish Council Current Year

APPENDIX A

Time: 11:11

Current Bank A/c

List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2022	Parkfield Retail Ltd	CARD	6.23		Misc ironmongery
01/03/2022	HAGS-SMP Ltd	013053	149.28		Play equip. spares
01/03/2022	Sussex Land Services Ltd	013054	630.00		Var: Poppies/benches/gardening
01/03/2022	West Sussex County Council	013055	16,208.59		Feb salaries
01/03/2022	Victim Support	013056	75.00		Grant / replace cheque
01/03/2022	Clares Office Supplies Ltd	013057	91.06		Stationery
01/03/2022	Signquick	013058	18.00		Lib. Car Park noticeboard sign
01/03/2022	Jigsaw M2M Ltd	013059	180.00		Flood Monitor Broadcast licenc
01/03/2022	ICA Electrical Contractors Ltd	013060	246.00		FWT / Loos
01/03/2022	Rentokil Initial	013061	257.40		Public toilets sanitary serv.
01/03/2022	Billingshurst Comm. & Conf. Ce	013062	975.47		Q4 Parish Office utilities
01/03/2022	Ellis Whittam	013063	6,888.82		Annual sub + extra HR advice
01/03/2022	Surrey Hills Solicitors LLP	013064	240.00		Advice: FWTs & Tennis Club
01/03/2022	Horsham DC	CARD	79.00		Garden Waste bins
03/03/2022	Netcom IT Solutions	DD	533.56		IT support
14/03/2022	Restream Inc.	CARD	14.99		Streaming Serv.
14/03/2022	Network One	DD	433.18		Phones etc
15/03/2022	A272 Design	SO	490.20		TWEET advert
15/03/2022	Wilbar Associates	BACS	-3,654.00		Reimb of cheque presented x2
15/03/2022	Wilbar Associates Ltd	BACS	9.00		Inputting error correction!
16/03/2022	NALC	CARD	38.93		Training: N/Planning
16/03/2022	Billingshurst Comm. & Conf. Ce	013065	528.15		Garage rental Feb & March 2022
16/03/2022	South & South East in Bloom	013066	15.00		In Bloom seminar
16/03/2022	Horsham District Council	013067	446.00		Bin emptying
16/03/2022	Ellis Whittam	013068	240.50		HR + H&S insurance
16/03/2022	Surrey Hills Solicitors LLP	3069	420.00		Legal advice
16/03/2022	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service/repair
18/03/2022	Netcom IT Solutions	DD	162.72		IT support
28/03/2022	SSE	DD	112.00		Electricity 83a High St
29/03/2022	Business Stream	DD	200.66		Water etc - Public toilets
30/03/2022	Surrey Hills Solicitors LLP	013070	1,575.00		Legal advice
30/03/2022	West Sussex County Council	013071	20,011.79		March salaries
30/03/2022	Horsham District Council	013072	77,333.00		Pvn of Neigh Warden Serv 21-22
30/03/2022	Colin Ellis	013073	15.48		LW mileage
30/03/2022	Greg Burt	013074	25.02		In Bloom seminar mileage
30/03/2022	Playsafe Playgrounds Ltd	013075	5,052.00		Replacement of Trim Trail kit
31/03/2022	Horsham District Council	013076	358.80		Var Bin emptying
31/03/2022	Sussex Land Services Ltd	013077	998.40		Misc fencing + tree wks
31/03/2022	West Sussex County Council	013078	477.36		Payroll serv Oct 21 - Mar 22
31/03/2022	Billingshurst Comm. & Conf. Ce	013079	420.04		Room hire
31/03/2022	Southern Electric	013080	146.14		Energy / Street furniture
31/03/2022	CNG Energy Ltd	013081	6.28		S/C Gas meter 83a High St
31/03/2022	NatWest	BACS	17.50		Bank charges
31/03/2022	EE & T Mobile	DD	25.00		Mobile phones
31/03/2022	Sussex Land Services	SO	2,328.11		G Main - March
31/03/2022	Tennant UK Cleaning Sol.	DD	161.40		Sweeper maint/repair
31/03/2022	Netcom IT Solutions	DD	340.92		IT support

Continued on Page 2

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>135,489.38</u>		

11:20

Current Bank A/c

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
29/03/2022	B / Community Transport	102548	Q1-4 Phone and IT	1,364.32
04/03/2022	Billingshurst CCC	102547	Cleaning reimb	2,818.11
04/03/2022	Billingshurst CCC	102547	IT/Phones reimb.	1,534.28
17/03/2022	Billingshurst CCC	102548	Feb salary reimb.	2,348.83
31/03/2022	Billingshurst CCC	102549	March sal & p/roll bureau reim	3,650.57
01/03/2022	Dauwood Pre-Sch	BACS	G Rent 2 of 2	96.25
10/03/2022	Fowlers Letting Ltd	BACS	Flat rent 83a	734.80
10/03/2022	HDC	BACS	Env Cleansing Grant 2021-22	23,764.03
31/03/2022	NatWest	BACS	Bank interest	1.16
10/03/2022	Saxon Wield	BACS	Garage rent refund	5.39
07/03/2022	WSCC	BACS	C4C rent: 21-22	568.87
15/03/2022	WSCC	BACS	C4C Rent: 18-19; 19-20; 20-21	1,706.61
Total Receipts				38,593.22

Date: 20/04/2022

Billingshurst Parish Council Current Year

APPENDIX B

Time: 11:00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	452	3,813.00
Business Reserve Account	31/03/2022	329	136,817.01
			<u>140,630.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
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 013039 Wakoos Centre 4Children Ltd		1,000.00	
07/02/2022 013048 Aurac Sound & Vision Ltd		40.00	
07/02/2022 013.51 Meadows Wellbeing		20.00	
01/03/2022 013054 Sussex Land Services Ltd		630.00	
01/03/2022 013058 Signquick		18.00	
01/03/2022 13062 Billingshurst Comm. & Conf. Ce		975.47	
16/03/2022 013065 Billingshurst Comm. & Conf. Ce		528.15	
16/03/2022 013068 Ellis Whittam		240.50	
30/03/2022 013070 Surrey Hills Solicitors LLP		1,575.00	
30/03/2022 013071 West Sussex County Council		20,011.79	
30/03/2022 013072 Horsham District Council		77,333.00	
30/03/2022 013073 Colin Ellis		15.48	
30/03/2022 013074 Greg Burt		25.02	
30/03/2022 013075 Playsafe Playgrounds Ltd		5,052.00	
31/03/2022 013076 Horsham District Council		358.80	
31/03/2022 013077 Sussex Land Services Ltd		998.40	
31/03/2022 013078 West Sussex County Council		477.36	
31/03/2022 013079 Billingshurst Comm. & Conf. Ce		420.04	
31/03/2022 013080 Southern Electric		146.14	
31/03/2022 013081 CNG Energy Ltd		6.28	
			<u>131,063.25</u>
			9,566.76
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2022 102549		3,650.57	
			<u>3,650.57</u>
			13,217.33
		Balance per Cash Book is :-	13,217.33
		Difference is :-	0.00

Date: 12/04/2022

Billingshurst Parish Council Current Year

APPENDIX C

Time: 13:37

Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	104	186,369.62
			<u>186,369.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,369.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,369.62
		Balance per Cash Book is :-	186,369.62
		Difference is :-	0.00