



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 25 May 2022
7.30pm**

Present: Cllrs Ken Peters (Chairman), Paul Berry, Phillip Day, Craig Gale and Dave Homer.

In Attendance

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

55/22 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.

56/22 Apologies for Absence.

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

57/22 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 61/22 and a personal interest in Minute 65/22, as a group to which he belongs has in the past been supported by / meets at St Mary's Church.

58/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

59/22 Minutes

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

60/22 Matters Arising.

None.

Cllr Paul Berry left the meeting.

61/22 To Approve Payments and Note Receipts.

Details of payments totalling £36,300.70 for April 2022 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **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.

62/22 To note Bank Reconciliations.

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

Current Account / Bank Statement 456 – Appendix B

Reserve Account / Bank Statement 330 - Appendix B

Bonus Saver Account November / Bank Statement 105 - Appendix C

63/22 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

- i. **To consider a recommendation from the Working Practices Committee of 18 May 2022 to allocate CIL funds (£5k suggested) for the installation of a window in the Parish Office to facilitate the relocation of the Neighbourhood Wardens into a former storage room.**

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale **RESOLVED** that up to £5K be allocated towards the relocation, by way of alterations, of the Neighbourhood Wardens' accommodation.

64/22 To consider Grant applications:

- a. Women's Institute.

On the proposal of Cllr Dave Homer seconded by Cllr Paul Berry, **RESOLVED** that £350 be awarded to the Women's Institute under S137 LGA 1972.

- b. West Sussex Mediation Service.

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that £200 be awarded to West Sussex Mediation Service under S137 LGA 1972.

Cllr Paul Berry left the meeting.

65/22 To review St Mary's Church Transformation grant.

At the last meeting, a CIL grant of £28,240 had been awarded to *St Mary's Church Transformation Project*, Min 52/22 refers. The Clerk had since taken advice on whether the Council had the power to make such a grant. Various advice, from SLCC and NALC had been circulated to Members accordingly. The consensus seemed to be that whilst the advice was somewhat contradictory, councils should proceed with extreme caution. The danger of making a grant for the maintenance or improvement of religious premises was that it could be challenged by either the Internal or External Auditor, or an elector, as there was no clear advice that said such a grant could be made. Members agreed that whilst they had wished to support a very important local community building, they could not expose the Council to challenge. Regrettably, on the proposal of Cllr Ken Peters, seconded by Cllr Phillip Day, **RESOLVED** that the Council not proceed with the grant, given the new information. (Cllr Phillip Day's wife had identified some possible sources of funding which he would convey to the applicant.)

Cllr Paul Berry re-joined the meeting.

66/22 Any other matters for information only.

None.

67/22 Date of Next Meeting – Wednesday 29 June 2022.

The meeting closed at 7.48pm.

Chairman

Date

List of Payments made between 01/04/2022 and 30/04/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 01/04/2022 | Mole Valley Count Stores | CARD | 48.48 | | New boots for L/Warden |
| 14/04/2022 | Restream Inc. | CARD | 15.02 | | Streaming service |
| 14/04/2022 | Network One | DD | 690.20 | | Phone charges |
| 19/04/2022 | Christian Faversham Ltd | CARD | 712.72 | | Hire generator/Jubilee Party |
| 19/04/2022 | PWLB | DD | 10,831.25 | | Loan - 83a High St x2 yearly |
| 19/04/2022 | A272 Design | SO | 490.20 | | Village TWEET advert |
| 19/04/2022 | Siemens Fin Serv | DD | 194.54 | | Copier hire |
| 22/04/2022 | Netcom IT Solutions | DD | 242.46 | | IT support |
| 25/04/2022 | EE & T Mobile | DD | 27.34 | | Mobile phones |
| 26/04/2022 | Netcom IT Solutions | DD | 55.20 | | IT support |
| 28/04/2022 | Plumridge & Peters Ltd | 013082 | 264.45 | | Planter s/ship signs |
| 28/04/2022 | Breakthrough Communications Lt | 013083 | 180.00 | | Creat Jubilee online form |
| 28/04/2022 | Rialtas Business Solutions Ltd | 013084 | 412.20 | | Accounting software use 22-23 |
| 28/04/2022 | Horsham District Council | 013085 | 124.00 | | Bin emptying April |
| 28/04/2022 | Netcom IT Solutions Ltd | 013086 | 3,074.83 | | New Phone system |
| 28/04/2022 | AMdesign Architects Ltd | 013087 | 340.00 | | Beacon planning application |
| 28/04/2022 | Vision ICT Ltd | 013088 | 78.00 | | .gov.uk domain renewal 22-24 |
| 28/04/2022 | WSALC Ltd | 013089 | 2,334.07 | | NALC+WSALC subs 22-23 |
| 28/04/2022 | Billingshurst Women's Hall | 013090 | 2,000.00 | | CIL Grant |
| 28/04/2022 | Billingshurst Surgery | 013091 | 36.00 | | Staff medical |
| 28/04/2022 | Glasdon UK ltd | 013092 | 3,579.56 | | Bollards / Adversane Green |
| 28/04/2022 | South & South East in Bloom | 013093 | 62.00 | | In Bloom entry fee |
| 28/04/2022 | Churches Fire Security | 013094 | 65.21 | | Garage - Fire extinguishers |
| 28/04/2022 | Loo of the Year Awards Ltd | 013095 | 177.60 | | 2022 Loo of the year entry |
| 28/04/2022 | SSE | DD | 112.00 | | Electric 83a High St |
| 29/04/2022 | NatWest | BACS | 24.85 | | Bank charges |
| 29/04/2022 | PWLB | DD | 10,128.52 | | BCCC Imp loan x2 yearly |
| Total Payments | | | <u>36,300.70</u> | | |

16:37

Current Bank A/c

Cash Received between 01/04/2022 and 30/04/2022

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-----------------------|---------------------------|-------------------|--------------------------------------|--------------------------|
| 19/04/2022 | A272 Design | BACS | Planter sponsorship | 156.00 |
| 19/04/2022 | Bay Electrical | BACS | Planter Sponsorship | 312.00 |
| 01/04/2022 | Deacon Crickmay | BACS | JM Cleaning March 2022 | 828.48 |
| 11/04/2022 | Fowlers Letting Ltd | BACS | Flat rental 83a High St | 858.80 |
| 22/04/2022 | Highwood Group | BACS | Beacon donation | 3,000.00 |
| 28/04/2022 | Horsham District Council | BACS | Precept Part 1 + Jubilee grant (200) | 222,567.50 |
| 19/04/2022 | Kings Head | BACS | Planter Sponsorship | 156.00 |
| 29/04/2022 | NatWest | BACS | Bank interest | 7.14 |
| 19/04/2022 | Pet Pooch Boutique | BACS | Planter sponsorship | 262.36 |
| 04/04/2022 | SCYP | BACS | Part 1 - 83a High St conv cont | 40,000.00 |
| 05/04/2022 | SSE | 102549 | Compen. for Hall power cut | 140.00 |
| Total Receipts | | | | <u>268,288.28</u> |

Bank Reconciliation Statement as at 30/04/2022
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 | 30/04/2022 | 456 | 100.00 |
| Business Reserve Account | 30/04/2022 | 330 | 260,763.91 |
| | | | <u>260,863.91</u> |

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| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|---------------|
| 07/02/2022 013039 Wakoos Centre 4Children Ltd | 1,000.00 |
| 07/02/2022 013048 Aurac Sound & Vision Ltd | 40.00 |
| 07/02/2022 013051 Meadows Wellbeing | 20.00 |
| 31/03/2022 013076 Horsham District Council | 358.80 |
| 31/03/2022 013081 CNG Energy Ltd | 6.28 |
| 28/04/2022 013082 Plumridge & Peters Ltd | 264.45 |
| 28/04/2022 013083 Breakthrough Communications Lt | 180.00 |
| 28/04/2022 013084 Rialtas Business Solutions Ltd | 412.20 |
| 28/04/2022 013085 Horsham District Council | 124.00 |
| 28/04/2022 013086 Netcom IT Solutions Ltd | 3,074.83 |
| 28/04/2022 013087 AMdesign Architects Ltd | 340.00 |
| 28/04/2022 013088 Vision ICT Ltd | 78.00 |
| 28/04/2022 013089 WSALC Ltd | 2,334.07 |
| 28/04/2022 013090 Billingshurst Women's Hall | 2,000.00 |
| 28/04/2022 013091 Billingshurst Surgery | 36.00 |
| 28/04/2022 013092 Glasdon UK ltd | 3,579.56 |
| 28/04/2022 013093 South & South East in Bloom | 62.00 |
| 28/04/2022 013094 Churches Fire Security | 65.21 |
| 28/04/2022 013095 Loo of the Year Awards Ltd | 177.60 |
| <u>14,153.00</u> | |
| 246,710.91 | |

| <u>Receipts not Banked/Cleared (Plus)</u> | <u>Amount</u> |
|---|-------------------|
| | 0.00 |
| <u>0.00</u> | |
| | 246,710.91 |
| Balance per Cash Book is :- | 246,710.91 |
| Difference is :- | 0.00 |

Date: 18/05/2022

Billingshurst Parish Council Current Year

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Time: 14:05

Bank Reconciliation Statement as at 30/04/2022
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 | 30/04/2022 | 105 | 186,382.59 |
| | | | <u>186,382.59</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 186,382.59 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 186,382.59 |
| | | Balance per Cash Book is :- | 186,382.59 |
| | | Difference is :- | 0.00 |

P.B.