



Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 25 January 2023
7.30pm

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

In Attendance

G Burt, Clerk to the Council

01/23 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.

02/23 Apologies for Absence.

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

03/23 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 07/23.

04/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

05/23 Minutes.

The minutes of the meeting held on 14 December 2022, previously circulated, were taken as read. On the proposal of Cllr Roy Margetts, seconded by Cllr Barry Barnes, **RESOLVED** that the minutes be approved and signed as a correct record.

06/23 Matters Arising.

The Clerk advised that in pursuance of finding alternative ways to deliver some of the projects contained in our turned-down Community Highways Scheme application, he, along with the County Cllr would be meeting highway officials the following week. The Vice Chairman would deputise for the Chairman.

Cllr Paul Berry left the meeting.

07/23 To Approve Payments and Note Receipts.

Details of payments totalling £71,019.19 for December 2022 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Edna Benger, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

The Clerk would enquire about monthly instalments for the insurance in the future.

Cllr Paul Berry re-joined the meeting.

08/23 To note Bank Reconciliations.

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

Current Account / Bank Statement 491 – Appendix B

Reserve Account / Bank Statement 338 - Appendix B

Bonus Saver Account / Bank Statement 113 - Appendix C

09/23 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

- a. From Billingshurst Centre Committee of 14 Dec 2022 that £3,273.63 of CIL funds be released to install fire protection in loft spaces above the foyer and rear corridor of the Billingshurst Centre.

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that £3,273.63 of CIL funds be released to install fire protection in loft spaces above the foyer and rear corridor of the Billingshurst Centre accordingly.

- b. From Property Committee of 11 January 2023 that £1,497 of CIL funds be released to replace a water pipe at Lower Station Road Recreation Ground (LSRRG).

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that £1,497 be spent from the maintenance budget to replace a water pipe at Lower Station Road Recreation Ground (LSRRG) accordingly.

- c. From Property Committee of 11 January 2023 that £2,830 of CIL funds be released to undertake further drainage works at Jubilee Fields.

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that £2,830 of CIL funds be released to undertake further drainage works at Jubilee Fields accordingly.

- d. From Property Committee of 11 January 2023 that £6,048 of CIL funds be released to replace further bollards at Adversane Green

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that £6,048 of CIL funds be released to replace further bollards at Adversane Green accordingly.

10/23 To review the draft Corporate Risk Assessment.

Following a detailed review, on the proposal of Cllr Ken Peters, seconded by Cllr Roy Margetts, **RECOMMEND** to Council that the Corporate Risk Assessment be approved accordingly.

11/23 To review the Council's Asset Register.

Following a detailed review, on the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** that the Asset Register be amended and approved as accordingly.

12/23 Any other matters for information only.

The Clerk advised that the transfer of Open Space at Kingslea Farm was imminent. Members agreed that early consideration should be given to how best to use the

accompanying considerable commuted sum. The Clerk would also investigate some short term investments, such as Treasury Bonds.

13/23 Date of Next Meeting – TUESDAY 21 February 2023.

The meeting closed at 7.59pm.

Chairman

Date

APPENDIX A

Date: 05/01/2023

Billingshurst Parish Council Current Year

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Time: 16:24

Current Bank A/c

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Greg Burt	013232	53.18		Various
01/12/2022	Screwfix Direct Ltd	DD	39.63		Screws
01/12/2022	Horsham DC	DD	124.00		Bin emptying
01/12/2022	Netcom IT Solutions	DD	336.60	IT support	Netcom IT Solutions
09/12/2022	Billingshurst Comm. & Conf. Ce	013212	962.80		Room hire
09/12/2022	Surrey Hills Solicitors LLP	013213	1,086.00		Legal work Kingslea Farm T/F
09/12/2022	Colin Ellis	013214	35.46		L/Warden mileage
09/12/2022	Capital Cleaning (Kent) Ltd	013215	153.12		Toilet rolls
09/12/2022	Cooper & Withycombe Ltd	013216	432.00		Final prof fees / 83a High St
09/12/2022	Chales Wadey & Sons Ltd	013217	978.00		P'excess etc Ins Claim/Jub Pav
09/12/2022	Neil Hawes & Associates Ltd	013218	210.03		VAT INV/Ins claim/Jub Pavilion
09/12/2022	West Sussex County Council	013219	26,764.78		Salaries - November
09/12/2022	Signquick	013220	25.20		83a car park signs
09/12/2022	Greg Burt	013221	345.35		Reimb. of Internal Audit 22-23
09/12/2022	Sutcliffe Play Ltd	013222	934.66		Play equip spares
09/12/2022	Arthur J Gallagher Insurance B	013223	17,973.33		Insurance premium 2022-23
09/12/2022	BSRA	013224	3,595.24		CIL grant remibs
09/12/2022	Gary Steer Builders Ltd	013225	160.00		Replace roof tiles 83a High St
09/12/2022	Playsafe Playgrounds Ltd	013226	3,638.40		Repairs to Trim Trail equip.
09/12/2022	Vospers Ltd	013227	720.00		Property revaluations
09/12/2022	Sports & Play Consulting Ltd	013228	3,950.00		Consultant ref new skate pk
09/12/2022	GN Tree Surgery Specialists Lt	013229	456.00		Tree works
09/12/2022	Sussex Land Services Ltd	013230	539.64		Fence + beacon + bench insta.
09/12/2022	Cafe Du Van Catering Ltd	013231	127.68		Buffet for W'shop
14/12/2022	All Seasons	CARD	11.98		Xmas cards
14/12/2022	Post Office Ltd	CARD	613.00		Stamps
14/12/2022	Restream Inc.	CARD	15.99		Restreaming sub
15/12/2022	Southern Water	DD	32.58		Water etc 83a High St
15/12/2022	A272 Design	SO	568.86		TWEET advert
19/12/2022	Coolair Tollhurst Ltd	013233	162.00		Air con service
19/12/2022	We Inspire Construction Ltd	013234	1,752.00		Office conversion Invoice 1
19/12/2022	Capital Cleaning (Kent) Ltd	013235	229.67		Loo rolls / Public Toilets
19/12/2022	Billingshurst Scout-Guide Assn	013236	1,000.00		Cont to water costs
19/12/2022	Sussex Land Services Ltd	013237	2,128.80		Various
19/12/2022	Horsham DC	DD	165.00		Bin emptying
19/12/2022	Horsham DC	DD	130.80		Bin emptying
19/12/2022	Horsham DC	DD	66.00		Bin emptying
19/12/2022	Horsham DC	DD	66.00		Bin emptying
19/12/2022	Horsham DC	DD	-66.00		Cancel dupli payment
23/12/2022	Engie Gas Ltd	DD	140.08		Gas - 83a High St
23/12/2022	EE & T Mobile	DD	27.34		Mobile phones
23/12/2022	ALE Bus Machines	DD	32.54		Photocopying
28/12/2022	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
28/12/2022	SSE	DD	112.00		Electric - 83a High St
30/12/2022	NatWest	BACS	22.40		Bank charges

Total Payments 71,019.19

16:25

Current Bank A/c

Cash Received between 01/12/2022 and 31/12/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/12/2022	Billingshurst CCC	102553	Salary reimb - Nov	5,990.08
01/12/2022	Dauxwood Pre-School	BACS	Ground rent	96.25
12/12/2022	Deacon Crickmay		JM Cleaning - Oct & Nov 22	1,706.68
12/12/2022	Fowlers Letting Ltd	BACS	83a flat rental	774.80
30/12/2022	NatWest	BACS	Bank interest	176.68
22/12/2022	Southern Electric	BACS	Wayleave	3.05
			Total Receipts	8,747.54

APPENDIX B

Date: 05/01/2023

Billingshurst Parish Council Current Year

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Time: 16:17

**Bank Reconciliation Statement as at 30/12/2022
for Cashbook 1 - Current Bank A/c**

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/12/2022	491	100.00
Business Reserve Account	30/12/2022	338	244,857.69
			<u>244,957.69</u>



<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
10/11/2022	013209	Horsham ALC	20.00
10/11/2022	013199	West Sussex County Council	18,757.16
09/12/2022	013212	Billingshurst Comm. & Conf. Ce	962.80
09/12/2022	013213	Surrey Hills Solicitors LLP	1,086.00
09/12/2022	013216	Cooper & Withycombe Ltd	432.00
09/12/2022	013218	Neil Hawes & Associates Ltd	210.03
09/12/2022	013219	West Sussex County Council	26,764.78
09/12/2022	013222	Sutcliffe Play Ltd	934.66
09/12/2022	013225	Gary Steer Builders Ltd	160.00
19/12/2022	013233	Coolair Tollhurst Ltd	162.00
19/12/2022	013235	Capital Cleaning (Kent) Ltd	229.67
19/12/2022	013236	Billingshurst Scout-Guide Assn	1,000.00
			<u>50,719.10</u>
			194,238.59

<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			194,238.59
		Balance per Cash Book is :-	194,238.59
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/12/2022
for Cashbook 3 - Bonus Saver Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	30/12/2022	113	186,770.48
			<hr/> 186,770.48
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			186,770.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			186,770.48
			<hr/>
		Balance per Cash Book is :-	186,770.48
		Difference is :-	0.00

