



**Minutes of the Meeting of the Finance and General Purposes Committee  
Tuesday 21 February 2023  
7.30pm**

**Present:** Cllrs Ken Peters (Chairman), Barry Barnes, Edna Bengler, Phillip Day, Craig Gale, Dave Homer and Roy Margetts.

**In Attendance**

G Burt, Clerk to the Council

**14/23 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.

**15/23 Apologies for Absence.**

An apology for absence was received from Cllr Paul Berry due to a prior engagement. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the apology and reason given be accepted.

**16/23 Declaration of Interests and notification of change to members' interests.**

None.

**17/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**18/23 Minutes.**

The minutes of the meeting held on 25 January 2023, previously circulated, were taken as read. On the proposal of Cllr Barry Barnes, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record.

**19/23 Matters Arising.**

The Clerk confirmed that the Commuted Sum accompanying the transfer of new Public Open Space (POS) at Kingslea Farm was transferred to the Council on 14/02/2023 in the sum of £419,785.02.

**20/23 To Approve Payments and Note Receipts.**

Details of payments totalling £51,624.83 for January 2023 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.

**21/23 To note Bank Reconciliations.**

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

Current Account / Bank Statement 495 – Appendix B  
Reserve Account / Bank Statement 339 - Appendix B

Bonus Saver Account / Bank Statement 114 - Appendix C

**22/23 To ratify reappointment of current IT services provider.**

The Internal Auditor had highlighted that the IT contract had not been retendered for some time. Members agreed that given the excellent service from the current IT provider, and that the telephone contract had recently been let to the same contractor and that the two were inextricably linked, it would not be prudent to try to separate them. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that for the reasons given, provision of IT services are not put out to tender again at the current time and that Netcom be reappointed accordingly.

**23/23 Grants - to consider request from BSRA for funding for drainage works at Jubilee Fields to improve pitch drainage.**

Members agreed to DEFER consideration, pending a site meeting with the applicant, to be attended by Cllrs Barry Barnes and Craig Gale, along with receipt of 2021-22 certified accounts.

**24/23 To consider request for support for speed reduction on A29/A264 through Five Oaks. [Note. Traffic Regulation Order (TRO) request since submitted.]**

On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** that the residents' bid to lower the speed limit through Five Oaks be supported.

**25/23 To consider level of insurance cover for properties following recent revaluation.**

Following a recommendation from the Internal Auditor that valuations of properties should be reviewed to ensure sufficient insurance was in place, a desk-top revaluation was undertaken last autumn. It showed that the Council was still more than adequately insured. However, given the Council was more than £2million over-insured, it was agreed to DEFER consideration of possibly reducing insurance cover until the insurer gives an indication of how much could be saved on future premiums.

**26/23 To consider taking forward an Emergency Plan (EP).**

Councillors had previously indicated a keenness to have an Emergency Plan for the parish. Horsham District Council (HDC) had kindly shared a template that other parishes had used, which complimented their own EP. It was agreed to DEFER consideration until after the local elections in May, by which time the Clerk would investigate whether other parishes in the district who had decided to have an EP had considered it beneficial.

**27/23 Any other matters for information only.**

None.

**28/23 Date of Next Meeting – Wednesday 29 March 2023.**

*The meeting closed at 8.05pm.*

Chairman

Date

# APPENDIX A

Date: 10/02/2023

## Billingshurst Parish Council Current Year

Page 1

Time: 14:44

### Current Bank A/c

#### List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Sussex Land Services	SO	2,328.11		GM Dec 2022
03/01/2023	Screwfix Direct Ltd	DD	34.32		Various ironmongery
03/01/2023	Netcom IT Solutions	DD	336.60		IT support
03/01/2023	Netcom IT Solutions	DD	224.35		Phone calls etc
03/01/2023	Horsham DC	DD	124.00		Bin emptying
09/01/2023	Netcom IT Solutions	DD	2,903.04		IT support
10/01/2023	Colin Ellis	013238	31.48		Key cutting
10/01/2023	West Sussex County Council	013239	19,319.07		Salaries - Dec 2022
10/01/2023	Rynat Ltd	013240	720.00		Play area annual inspections
10/01/2023	Southern Electric	013241	249.68		Street furniture energy
10/01/2023	Mulberry & Co	013242	48.00		Cllr training
10/01/2023	Greg Burt	013243	13.95		Xmas window trophy engraving
16/01/2023	A272 Design	SO	568.86		TWEET advert
16/01/2023	Southern Water	DD	32.58		83a High St water
17/01/2023	Restream Inc.	CARD	16.15		Streaming service
17/01/2023	Siemens Fin Serv	DD	266.54		Office copier lease
17/01/2023	Netcom IT Solutions	DD	336.60		Netcom IT Solutions
18/01/2023	Horsham DC	DD	132.00		Bin emptying
18/01/2023	Horsham DC	DD	163.50		Bin emptying
18/01/2023	Horsham DC	DD	49.50		Bin emptying
23/01/2023	EE & T Mobile	DD	27.34		Mobile phones
23/01/2023	Engie Gas Ltd	DD	227.43		83a High St. Gas
24/01/2023	Billingshurst Comm. & Conf. Ce	013244	1,252.46		Parish office Q3 utilities
24/01/2023	Greg Burt	013245	21.00		x2 HV vest for L/Wardens
24/01/2023	Brady Corp. Ltd	013246	42.36		Over trousers for L/W
24/01/2023	Deacon Crickmay Asset	013247	20.00		Cont to Xmas lights energy
24/01/2023	Aurac Sound & Vision Ltd	013248	20.00		Cont to Xmas lights electric
24/01/2023	Parkfield Retail Limited	013249	20.00		Cont to Xmas lights electric
24/01/2023	Fowlers Estate Agents	013250	20.00		Cont to Xmas lights electric
24/01/2023	Meadows Wellbeing	013251	20.00		Cont to Xmas lights electric
24/01/2023	Hayman Hospitality Ltd	013252	20.00		Cont to Xmas lights electric
24/01/2023	ICA Electrical Contractors Ltd	013253	834.00		Electrical wk - NWs office
24/01/2023	Light Angels Ltd	013254	18,400.45		Xmas lights 2023
25/01/2023	ALE Bus Machines	DD	52.27		Copier charges
30/01/2023	OVO Energy	DD	112.00		83a High St. Electricity
31/01/2023	Lady V	CARD	14.98		Coffee Mate
31/01/2023	Caboodle Office Supplies Ltd	CARD	51.55		Place name plates
31/01/2023	NatWest	BACS	18.20		Bank charges
31/01/2023	Sussex Land Services	SO	2,328.11		GM Jan 2023
31/01/2023	Netcom IT Solutions	DD	224.35		Phone charges
<b>Total Payments</b>			<b>51,624.83</b>		

# APPENDIX B

Date: 10/02/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:41

Bank Reconciliation Statement as at 31/01/2023  
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	31/01/2023	495	100.00
Business Reserve Account	31/01/2023	339	156,575.37
			156,675.37

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
19/12/2022 013236 Billingshurst Scout-Guide Assn	1,000.00	
10/01/2023 013241 Southern Electric	249.68	
10/01/2023 013243 Greg Burt	13.95	
24/01/2023 013244 Billingshurst Comm. & Conf. Ce	1,252.46	
24/01/2023 013245 Greg Burt	21.00	
24/01/2023 013246 Brady Corp. Ltd	42.36	
24/01/2023 013247 Deacon Crickmay Asset Manageme	20.00	
24/01/2023 013248 Aurac Sound & Vision Ltd	20.00	
24/01/2023 013249 Parkfield Retail Limited	20.00	
24/01/2023 013250 Fowlers Estate Agents	20.00	
24/01/2023 013251 Meadows Wellbeing	20.00	
24/01/2023 013252 Hayman Hospitality Ltd	20.00	
24/01/2023 013253 ICA Electrical Contractors Ltd	834.00	
31/01/2023 CARD Lady V	14.98	
31/01/2023 CARD Caboodle Office Supplies Ltd	51.55	
		3,599.98
		153,075.39

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>	
01/01/2023 102554	1,250.00	
13/01/2023 102554	8,982.67	
		10,232.67
		163,308.06
<b>Balance per Cash Book is :-</b>		<b>163,308.06</b>
<b>Difference is :-</b>		<b>0.00</b>

APPENDIX C

Date: 07/02/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:49

Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	31/01/2023	114	186,901.47
			<u>186,901.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,901.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,901.47
			<u>186,901.47</u>
		Balance per Cash Book is :-	186,901.47
		Difference is :-	0.00

## Current Bank A/c

## Cash Received between 01/01/2023 and 31/01/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/01/2023	Billingshurst CCC	102554	BCCC - various	8,982.67
06/01/2023	BSRA	102554	Ins. cont 22-23	1,250.00
12/01/2023	Deacon Crickmay	BACS	JM Cleaning Dec 2022	853.34
27/01/2023	Deacon Crickmay	BACS	JM cleaning - Jan 23	1,066.68
11/01/2023	Fowlers Letting Ltd	BACS	Flat rent 83a High St	858.80
31/01/2023	HMRC	BACS	VAT rebate Q3	5,115.88
23/01/2023	Horsham District Council	BACS	Reim/Coun Tax b 4 occupation	998.41
30/01/2023	JC Miles	BACS	Utilities reimb. 83a/Flat	1,426.89
31/01/2023	NatWest	BACS	Bank interest	141.63
<b>Total Receipts</b>				<b><u>20,694.30</u></b>