



**Minutes of the Meeting of the Finance and General Purposes Committee**  
**Wednesday 28 June 2023**  
**7pm**

**Present:** Cllrs Phillip Day (Chairman), Edna Bengier and Ken Peters.

**In Attendance**

G Burt, Clerk to the Council

**54/23 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.

**55/23 Apologies for Absence.**

Apologies for absence had been received from Cllrs Paul Berry, Craig Gale and Roy Margetts - prior engagements. On the proposal of Cllr Phillip Day, seconded by Cllr Edna Bengier, **RESOLVED** that the apologies and reasons given be accepted.

**56/23 Declaration of Interests and notification of change to members' interests.**

None.

**57/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**58/23 Minutes**

The minutes of the meeting held on 31 May 2023, previously circulated, were taken as read. On the proposal of Cllr Phillip Day seconded by Cllr Edna Bengier, **RESOLVED** that the minutes be approved and signed as a correct record subject to the replacement of Min 48/23 with:

*DEFER, as consideration would necessitate Cllr Paul Berry declaring an interest which would have made the meeting inquorate.* The Clerk apologised for this error.

**59/23 Matters Arising.**

None.

**60/23 To Approve Payments and Note Receipts.**

Details of payments totalling £31,604.65 for April 2023 had been previously circulated – Appendix A, and receipts noted.

Details of payments totalling £24,685.56 for May 2023 had been previously circulated – Appendix B, and receipts noted.

On the proposal of Cllr Ken Peters, seconded by Cllr Edna Bengier, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

**61/23 To note Bank Reconciliations.**

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

Current Account / Bank Statement – 31/05/2023 - Appendix C

Reserve Account / Bank Statement – 31/05/2023 - Appendix C

Treasury Deposit Account / Bank Statement 1 - Appendix C

Bonus Saver Account / Bank Statement – 31/05/2023 - Appendix D

**62/23 2022-23 Accounts.**

**To receive the Clerk's Report on the final 22-23 accounts by budget, and consider any matters raised in the final Internal Audit Report (prev. circulated) and agree suggested response.**

Details of 22-23 accounts by income & expenditure and budget were considered by Members, along with accompanying notes from the Clerk, and the final Internal Audit Report. The Committee was pleased to see that the level of General Reserves had notably improved compared to the same time last year and that the Internal Auditor had raised only two action points following his final visit.

On the proposal of Cllr Philip Day, seconded by Cllr Edna Benger, **RESOLVED** the responses to the recommendations contained in the final Internal Audit Report as set out below.

**Points Forward – Action Plan - Final Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
There is a difference between VAT reclaimed and VAT showing as owed to the Council on the RBS system of £1,082	. Reasons for this should be reviewed with the assistance of RBS. Going forward, the VAT nominal account should be reconciled to the VAT claim at each VAT claim submission.	This has been identified and resolved accordingly.
The Council has a petty cash balance of £100. This has not been counted this year.	The petty cash should therefore be counted in the next 2 months, and all transactions recorded on the accounting system. Petty cash counted should then be reconciled to RBS. This process should then be repeated annually.	This has now been done. (Use of petty cash already reduced, but to be reviewed further given inconvenience of cashing cheques.)

**63/23 To consider any expenditure recommendations from other Committees over and above current budgetary provision.**

**From Property Committee of 31 May 2023 that funding is allocated accordingly, to make up any difference between what S106 funds can be secured and the total cost, for the new Skate Park.**

DEFER, pending confirmation of amount allocated towards project by HDC.

**64/23 To consider request from BSRA to use some of their remaining CIL allocation towards further heating repairs.**

Although the boiler and heating at the Jubilee Fields pavilion had recently been repaired, it was now in need of more significant works. The BSRA had asked if it could vire some of the CIL funds earmarked for other projects, to this work. On the proposal of Cllr Ken Peters, seconded by Cllr Philip Day, **RESOLVED** that BSRA be allowed to vire their CIL grant allocation accordingly, given the urgency of the work.

**65/23 To consider request from Tennis Club and 1<sup>st</sup> Billingshurst Scouts for reimbursement of excess water costs during pipe leak.**

The Council had replaced the water pipe across its land as a gesture of goodwill. However, the two groups which benefited from the supply had asked the council to meet in full the cost of the extra water used during the period of the leak, despite declining an initial offer of £1,000 per group. On the proposal of Cllr Philip Day, seconded by Cllr Edna Benger, **RESOLVED** to reiterate the previous offer of £1,000 per group towards the extra water charges incurred as a result of the leaking pipe. Whilst the Council was happy to repeat this offer and also replace the pipe some months ago, the groups would be reminded that the Council is not responsible for the supply of water across its land and that any future leaks etc must be repaired at the groups' cost.

**66/23 Any other matters for information only.**

None.

**67/23 Date of Next Meeting – Wednesday 26 July 2023.**

*The meeting closed at 7.26pm.*

Chairman

Date

Date: 17/05/2023

## Billingshurst Parish Council Current Year

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Time: 14:02

Current Bank A/c

## List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Horsham DC	DD	136.58		Bin emptying
11/04/2023	Netcom IT Solutions	DD	90.00		IT support
11/04/2023	Parkfield Retail Ltd	DD	5.99		Ironmongery
12/04/2023	LIDL	CARD	70.27		APM nibbles etc
12/04/2023	Plantscape	CARD	1,576.80		Coronation tower planters
14/04/2023	Restream Inc.	CARD	15.75		Streaming service
16/04/2023	Brunel Engraving Company	CARD	154.02		Beacon plaque
17/04/2023	AMAZON	CARD	189.15		Coronation Tea Party stuff
17/04/2023	A272 Design	SO	568.86		TWEET magazine advert
17/04/2023	Siemens Fin Serv	DD	194.54		Copier rental
17/04/2023	Business Stream	DD	447.84		Public toilets water etc
17/04/2023	Horsham DC	DD	150.70		Bin emptying
17/04/2023	Horsham DC	DD	148.50		Bin emptying
17/04/2023	Horsham DC	DD	66.00		Bin emptying
17/04/2023	Southern Water	DD	42.99		Water etc 83a High St
18/04/2023	AMAZON	CARD	74.80		Coronation Tea Party Stuff
18/04/2023	PWLB	DD	10,831.25		Loan repayment / 83a High St
19/04/2023	RB Legion Industries	CARD	350.00		x2 Silent Soldiers Adversane G
24/04/2023	Billingshurst Comm. & Conf. Ce	013290	2,334.53		LW garage rent April
24/04/2023	Mulberry & Co	013291	192.00		x2 new Cllr training
24/04/2023	Greg Burt	013292	14.90		Raffle tickets books
24/04/2023	Carol Terry	013293	26.49		Truffles pot plants reimb.
24/04/2023	WSALC Ltd	013294	2,356.08		WSALC+NALC subs 23-24
24/04/2023	Rural Services Partnership Ltd	013295	138.00		Membership
24/04/2023	K.T. Fabrications Ltd	013296	30.00		Sign repair
24/04/2023	Sussex Clubs for Young People	013297	3,385.80		Youth support April-June 2023
24/04/2023	Colin Ellis	013298	15.48		LW mileage
24/04/2023	Rialtas Business Solutions Ltd	013299	545.71		A/C software licence+support
24/04/2023	ABMH Structures Ltd	013300	180.00		N/W office conv lintel calcs.
24/04/2023	A272 Design	013301	277.20		Coronation advert
24/04/2023	WorkNest Ltd	013302	6,122.82		H&S + HR support insurance
24/04/2023	Amazon	CARD	28.47		Bunting
24/04/2023	EE & T Mobile	DD	31.26		Mobile phones
24/04/2023	Mailchimp	CARD	12.64		Mailchimp subscription
24/04/2023	Netcom IT Solutions	DD	312.00		IT works
25/04/2023	ALE Bus Machines	DD	34.74		Copier charges
25/04/2023	Engie Gas Ltd	DD	178.13		Gas 83a High St
26/04/2023	AMAZON	CARD	-24.99		Refund 4 Coro' Party stuff
28/04/2023	NatWest	BACS	20.30		Bank charges
28/04/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
28/04/2023	OVO Energy / SSE	DD	112.00		Electric 83a High St

Total Payments	31,604.65
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# APPENDIX B

Date: 19/06/2023

## Billingshurst Parish Council Current Year

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Time: 12:27

Current Bank A/c

### List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Sussex Land Services	SO	2,697.80		GM - April
02/05/2023	PWLB	DD	10,128.52		BCCC loan repayment
02/05/2023	Horsham DC	DD	136.58		Bin emptying
02/05/2023	Netcom IT Solutions	DD	354.60		IT support
11/05/2023	Tennant UK Cleaning Sol.	DD	1,263.37		Sweeper repairs
11/05/2023	Parkfield Retail Ltd	DD	13.78		Misc ironmongery
12/05/2023	Netcom IT Solutions	DD	801.61		IT support etc
15/05/2023	A272 Design	SO	568.86		TWEET advert
15/05/2023	Restream Inc.	CARD	15.67		Mtg streamings
15/05/2023	Southern Water	DD	42.89		83a High St water etc
17/05/2023	Horsham DC	DD	84.50		Bin emptying
17/05/2023	Horsham DC	DD	135.20		Bin emptying
17/05/2023	Horsham DC	DD	137.50		Bin emptying
17/05/2023	Horsham DC	DD	-0.10		Entry correction
18/05/2023	SSE Energy Solutions	013303	94.15		Street furniture energy
18/05/2023	Geosphere Ltd	013304	180.00		Parish online subscription.
18/05/2023	South & South East in Bloom	013305	200.00		S&SE In Bloom entry fee
18/05/2023	Nick Chapman	013306	80.00		Bushcraft sessions 4 kidz
18/05/2023	Ballpoint Office Supplies Ltd	013307	117.91		Stationery
18/05/2023	Loo of the Year Awards Ltd	013308	177.60		Loo of year awards 2023
18/05/2023	West Sussex County Council	013309	20,988.82		Salaries April 20023
18/05/2023	Billingshurst W.I.	013310	600.00		Grant
18/05/2023	Mulberry & Co	013311	54.00		New Cllr training
18/05/2023	Liz Berry	013312	45.00		Booktokens for Coron. event
18/05/2023	Sussex Land Services Ltd	013313	1,374.14		Various fence repairs at SRCG
18/05/2023	Greg Burt	013314	931.28		Reim / meadow planting plugs
19/05/2023	ZOOM	CARD	143.88		Subscription
22/05/2023	Mailchimp	CARD	12.65		Subscription
23/05/2023	EE & T Mobile	DD	31.26		Mobile phones
24/05/2023	Goods Wholesale Ltd	CARD	8.49		Paint
24/05/2023	Motornuts Ltd	CARD	32.99		Paint
24/05/2023	AMAZON	CARD	16.53	Coffee Mate	AMAZON
24/05/2023	ALE Bus Machines	DD	23.00		Copier charges
25/05/2023	Engie Gas Ltd	DD	138.74		Gas 83a High St
26/05/2023	Tennant UK Cleaning Sol.	DD	167.05		Sweeper service
30/05/2023	Sussex Land Services	SO	2,697.80		GM - May
30/05/2023	SSE	DD	112.00		Electric 83a High St
30/05/2023	Southern Electric Power Distri	DD	342.63		Toilets electricity
31/05/2023	LIDL	CARD	35.69		Refresh'ts for B/Barnes award
31/05/2023	WSCC	013285	-20,648.71		Cancel cheque/March wages
31/05/2023	NatWest	BACS	12.00		Bounced cheque fee
31/05/2023	NatWest	BACS	18.55		Bank charges
31/05/2023	Netcom IT Solutions	DD	224.32		Netcom IT Solutions
31/05/2023	Netcom IT Solutions	DD	93.01		Netcom IT Solutions
Total Payments			24,685.56		

Date: 19/06/2023

Billingshurst Parish Council Current Year

Page 1

Time: 12:15

Bank Reconciliation Statement as at 16/06/2023  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/05/2023	0	100.00
Business Reserve Account	31/05/2023	0	247,415.39
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			<hr/> 667,702.39

Unpresented Cheques (Minus)	Amount
18/05/2023 013303 SSE Energy Solutions	94.15
18/05/2023 013304 Geosphere Ltd	180.00
18/05/2023 013305 South & South East in Bloom	200.00
18/05/2023 013306 Nick Chapman	80.00
18/05/2023 013308 Loo of the Year Awards Ltd	177.60
18/05/2023 013309 West Sussex County Council	20,988.82
18/05/2023 013310 Billingshurst W.I.	600.00
18/05/2023 013311 Mulberry & Co	54.00
31/05/2023 CARD LIDL	35.69
31/05/2023 013285 WSCC	-20,648.71
09/06/2023 013315 Tyler's Trust	500.00
09/06/2023 013316 Victim Support	80.00
09/06/2023 013317 Billingshurst Comm. & Conf. Ce	3,505.89
09/06/2023 013318 Signquick	38.40
09/06/2023 013319 ABMH Structures Ltd	1,200.00
09/06/2023 013320 Colin Ellis	20.16
09/06/2023 013321 Sussex Clubs for Young People	3,385.00
09/06/2023 013322 Rialtas Business Solutions Ltd	906.00
09/06/2023 013323 Mulberry & Co	60.00
09/06/2023 95.07 SSE Energy Solutions	95.07
09/06/2023 013325 West Sussex County Council	43,099.74
09/06/2023 013326 Surrey Hills Solicitors LLP	804.00
09/06/2023 013327 Greg Burt	141.00
	<hr/> 55,596.81
	612,105.58

## Receipts not Banked/Cleared (Plus)

16/05/2023 102558	122.40
16/05/2023 102558	24.69
	<hr/> 147.09
	612,252.67
Balance per Cash Book is :-	612,252.67
Difference is :-	0.00

# APPENDIX D

Date: 13/06/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:30

Bank Reconciliation Statement as at 09/06/2023  
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	31/05/2023		187,517.47
			187,517.47
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			187,517.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			187,517.47
		Balance per Cash Book is :-	187,517.47
		Difference is :-	0.00