



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 31 January 2024
7.30pm**

Present: Cllrs Phillip Day (Chairman), Edna Benger, Paul Berry, Craig Gale and Steve Thomas.

In Attendance

G Burt, Clerk to the Council

1 Member of the public

01/24 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.

02/24 Apologies for Absence.

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

03/24 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 08/24.

Cllr Phillip Day declared a personal interest in Minute 05/24.

Cllr Phillip Day left the meeting and the Vice Chairman Cllr Craig Gale took the Chair.

04/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

Keith Paul from Billingshurst Choral Society spoke in support of their grant application and answered questions.

The meeting agreed to bring the following item forward as an interested member of the public was present.

05/24 To consider grant application from Billingshurst Choral Society.

On the proposal of Cllr Craig Gale, seconded by Cllr Paul Berry, **RESOLVED** £1,500 be awarded to Billingshurst Choral Society under s145 LGA 1972 towards forthcoming concerts.

Cllr Phillip Day re-joined the meeting and resumed the Chair.

06/24 Minutes.

The minutes of the meeting held on 12 December 2023, previously circulated, were taken as read. On the proposal of Cllr Paul Berry, seconded by Cllr Edan Benger, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

07/24 Clerk's Report.

The Clerk advised that although the Internal Auditor had asked that the fidelity cover be raised from £250k, it was in fact already at £650k.

In answer to queries, he confirmed that the Centre's Annual Return to the Charity Commission had been submitted and also that progress was being made on the potential future management of 83a High Street.

Cllr Paul Berry left the meeting.

08/24 To Approve Payments and Note Receipts.

Details of payments for November and December 2023 totalling £43,824.89 and £26,907.76 respectively had been previously circulated – Appendices A and B, and receipts noted. On the proposal of Cllr Craig Gale, seconded by Cllr Steve Thomas, **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.

09/24 To Approve Bank Reconciliations.

On the proposal of Cllr Edna Bengel, seconded by Cllr Steve Thomas, **RESOLVED** that the following Bank Reconciliations be approved. (The corresponding statements were then initialled by Cllr Phillip Day).

Current Account / Bank Statement – 30/11/2023 - Appendix C
Reserve Account / Bank Statement – 30/11/2023 - Appendix C

Bonus Saver Account / Bank Statement – 30/11/2023 - Appendix D

Current Account / Bank Statement – 31/12/2023 - Appendix E
Reserve Account / Bank Statement – 31/12/2023 - Appendix E

Bonus Saver Account / Bank Statement – 31/12/2023 - Appendix F

10/24 To consider grant application from Billingshurst Men's Shed.

On the proposal of Cllr Phillip Day, seconded by Cllr Edna Bengel, **RESOLVED** that £750 be awarded to Billingshurst Men's Shed under s137 LGA 1972 towards new workbenches.

11/24 To review and ratify current Direct Debits and Standing Orders etc.

On the proposal of Cllr Craig Gale, seconded by Cllr Steve Thomas, **RESOLVED** that the Direct Debits, Standing Orders and other automated payments as tabled be approved.

12/24 To review the draft Corporate Risk Assessment.

Following a detailed review, on the proposal of Cllr Phillip Day, seconded by Cllr, Craig Gale, **RECOMMEND** to Council that the Corporate Risk Assessment be approved accordingly, subject to the addition of covering the risk of a *Cyber Attack*.

13/24 To review the Council's Asset Register.

Following a detailed review, on the proposal of Cllr Paul Berry, seconded by Cllr Phillip Day **RESOLVED** that the Asset Register be approved accordingly.

14/24 To consider the renewal of the Neighbourhood Wardens scheme for 2024-25.

On the proposal of Cllr Paul Berry, seconded by Cllr Edna Benger, **RESOLVED** that the agreement with HDC for the provision of Neighbourhood Wardens within the parish for 2024-25 be confirmed. Members would like to review the agreement in detail in advance of next year's renewal, as members were not happy with the several months when there was only one warden, yet the cost of the service to the Council remained the same. Cllrs asked that cost history of the service be included in the minutes.

Neighbourhood Wardens		
Cost history		
Year	Budget	Actual
2018-19	40,748.00	40,748.00
2019-20	60,995.00	60,821.00
2020-21	77,514.00	68,761.00
2021-22	77,600.00	77,333.00
2022-23	78,950.00	86,966.00
2023-24	91,300.00	88,603.00
2024-25	£ 97,092.00	

Forecast

Note. First 2 years included contribution from HDC, using New Homes Bonus money given to Districts by Government.

15/24 To consider the draft tender specification for Public Realm CCTV.

A draft specification for public realm CCTV had been previously circulated. Cllrs spoke highly of the details contained in the report. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that the document be amended as appropriate to reflect any errors and approved accordingly with a view to tenders being invited. The Clerk would confirm to the consultants that the Council would like to see quotes for provision at all sites, which could then be amended if required, and also forecasts of total annual running costs.

16/24 Date of Next Meeting – Wednesday 28 February 2024.

The meeting closed at 8.16pm.

Chairman

Date

APPENDIX A

Date: 05/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 16:40

Current Bank A/c

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Indeed.com	CARD	98.40		LW recruitment
01/11/2023	Greg Burt	013402	269.54		Xmas cards * ¹
01/11/2023	Horsham DC	DD	136.58		Ban emptying
12/11/2023	Billingshurst Comm. & Conf. Ce	013403	387.85		Garage Rent
13/11/2023	Parkfield Retail Ltd	DD	59.85		Ironmongery
13/11/2023	Netcom IT Solutions	DD	224.32		Phones etc
14/11/2023	Tennant UK Cleaning Sol.	DD	7.20		Sweeper service
14/11/2023	Netcom IT Solutions	DD	24.00		IT support
14/11/2023	Restream Inc.	CARD	16.02		Restream
15/11/2023	A272 Design	SO	568.86		TWEET advert
15/11/2023	Southern Water	DD	42.89		83a High St water/sewage
16/11/2023	Horsham DC	DD	67.60		Bin emptying
16/11/2023	Horsham DC	DD	137.40		Bin emptying
16/11/2023	Horsham DC	DD	135.20		Bin emptying
21/11/2023	Engie Gas Ltd	DD	100.90		Gas 83a High St
22/11/2023	Mailchimp	CARD	12.67		Mailchimp
22/11/2023	Mailchimp	CARD	12.67		Mailchimp * ²
23/11/2023	EE & T Mobile	DD	31.26		Mobile phones
27/11/2023	Billingshurst Comm. & Conf. Ce	013394	392.11		Room hire
27/11/2023	Signquick	013395	291.60		New Xmas tree s'ship boards
27/11/2023	Billingshurst Comm. & Conf. Ce	013396	34,075.59		Remb imp's expen from CIL fund
27/11/2023	Colin Ellis	013397	15.48		LW mileage
27/11/2023	GN Tree Surgery Specialists Lt	013398	864.00		Tree works
27/11/2023	SGW Safety & Security Ltd	013399	1,920.00		CCTV consultancy part 1
27/11/2023	South & South East in Bloom	013400	88.00		In Bloom awards
27/11/2023	Glasdon UK Ltd	013401	642.88		Adversane bollards
28/11/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
28/11/2023	SSE	DD	78.00		83a High St Electricity
30/11/2023	NatWest	BACS	22.40		Bank charges
30/11/2023	Sussex Land Services	SO	2,697.80	GM Contract - Nov	GM Contract - Nov
30/11/2023	Netcom IT Solutions	DD	225.08		Telephones etc
Total Payments			43,824.89		

Notes

*¹ includes. Interim Audit fee of £265 = 80

*² duplicate payment - will use for Dec payment or cancel.

APPENDIX B

Date: 10/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 17:38

Current Bank A/c

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Netcom IT Solutions	DD	357.84		IT support
01/12/2023	Horsham DC	DD	136.58		Bin emptying
12/12/2023	West Sussex County Council	013404	19,527.73		Nov salaries
12/12/2023	Signquick	013405	113.40		New vinyls to cover SRCG signs
12/12/2023	SSE Energy Solutions	013406	39.87		Street furniture energy
12/12/2023	Keen Consultants	013407	4,740.00		Arboricultural advice
12/12/2023	Mulberry & Co	013408	408.60		Chaimanship Training
12/12/2023	RBL Poppy Appeal	013409	20.00		Poppy wreath
14/12/2023	SSE	DD	345.57		Electric public toilets
14/12/2023	Restream Inc.	CARD	2.94		Restream balance
14/12/2023	Restream Inc.	CARD	-2.94		Cancel payment
14/12/2023	Mailchimp	CARD	15.61		Mailchimp
15/12/2023	A272 Design	SO	568.86		TWEET magazine advert
15/12/2023	Southern Water	DD	42.89		Water etc 83a High St
19/12/2023	Horsham DC	DD	84.50		Bin emptying
19/12/2023	Horsham DC	DD	169.00		Bin emptying
21/12/2023	ALE Bus Machines	DD	317.91		Copier hire
21/12/2023	CPRE	DD	36.00		Annual sub
21/12/2023	Engie Gas Ltd	DD	181.30		Gas 83a High St
22/12/2023	Mailchimp	CARD	0.26		Mailchimp
22/12/2023	Mailchimp	CARD	-0.26		Mailchimp
22/12/2023	Mailchimp	CARD	12.41		Mailchimp
22/12/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
27/12/2023	EE & T Mobile	DD	31.26		Mobile phones
28/12/2023	Horsham DC	DD	137.40		Bin emptying
28/12/2023	SSE	DD	78.00		83a High St electricity
29/12/2023	NatWest	BACS	14.00		Bank charges
31/12/2023	WSCC	013337A	-340.11		Duplicate payment
31/12/2023	Vision ICT Ltd	013341A	-309.60		Duplicate payment
Total Payments			26,907.76		

APPENDIX C

Date: 05/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 16:32

**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023	0	100.00
Business Reserve Account	30/11/2023	0	285,755.38
Treasury Reserve Deposit	30/09/2023	1	420,186.99
			706,042.37

Unpresented Payments (Minus)

Amount

13/07/2023	013337	West Sussex County Council	340.11
13/07/2023	013341	Vision ICT Ltd	309.60
11/09/2023	013365	Horsham ALC	20.00
11/10/2023	013372	3rd Dimension CAD Ltd	80.00
11/10/2023	013380	Billingshurst Scout-Guide Assn	1,500.00
31/10/2023	013385	Gordon Ellis & Co	960.83
31/10/2023	013392	Arun Counselling Service	150.00
27/11/2023	013394	Billingshurst Comm. & Conf. Ce	392.11
27/11/2023	013395	Signquick	291.60
27/11/2023	013396	Billingshurst Comm. & Conf. Ce	34,075.59
27/11/2023	013397	Colin Ellis	15.48
27/11/2023	013398	GN Tree Surgery Specialists Lt	864.00
27/11/2023	013399	SGW Safety & Security Ltd	1,920.00
27/11/2023	013400	South & South East in Bloom	88.00
27/11/2023	013401	Glasdon UK ltd	642.88
			41,650.20
			664,392.17

Unpresented Receipts (Plus)

0.00

0.00

664,392.17

Balance per Cash Book is :-

664,392.17

Difference is :-

0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	30/11/2023		188,810.41
			<u>188,810.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			188,810.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			188,810.41
		Balance per Cash Book is :-	188,810.41
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

Date: 10/01/2024

Billingshurst Parish Council Current Year

Page 1

Time: 17:36

Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		100.00
Business Reserve Account	31/12/2023		367,378.76
Treasury Reserve Deposit	31/12/2023		280,124.66
			647,603.42
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
11/09/2023 013365	Horsham ALC	20.00	
11/10/2023 013372	3rd Dimension CAD Ltd	80.00	
31/10/2023 013385	Gordon Ellis & Co	960.83	
27/11/2023 013399	SGW Safety & Security Ltd	1,920.00	
12/12/2023 013408	Mulberry & Co	408.60	
12/12/2023 013409	RBL Poppy Appeal	20.00	
			3,409.43
			644,193.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			644,193.99
		Balance per Cash Book is :-	644,193.99
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		189,027.93
			<u>189,027.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,027.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,027.93
		Balance per Cash Book is :-	189,027.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date