



**Minutes of the Meeting of the Finance and General Purposes Committee**  
**Wednesday 27 March 2024**  
**7.30pm**

**Present:** Cllrs Phillip Day (Chairman), Edna Bengler, Paul Berry, Ken Peters and Steve Thomas.

**In Attendance**

G Burt, Clerk to the Council

Matthew Etherington and Scott Welch from WBC Cares UK Programme

**30/24 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.
3. Mobile phones should either be switched off or silenced.

**31/24 Apologies for Absence.**

An apology for absence had been received from Cllr Craig Gale - prior engagement. On the proposal of Cllr Phillip Day, seconded by Cllr Edna Bengler, **RESOLVED** that the apology and reason given be accepted.

**32/24 Declaration of Interests and notification of change to members' interests.**

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 37/24.

**33/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

*Members agreed to bring forward the following item:*

**34/24 To consider request to support continuation of Boxing Initiative in Billingshurst – DEFERRED from last meeting for further information.**

Additional information had been circulated from Horsham District Council (HDC) in support of the request. Matthew Etherington and Scott Welch from WBC Cares UK Programme were in attendance and spoke about how the sessions ran, and the positive impact they had on those attending. Councillors were invited to attend the sessions and another more extensive dedicated club they ran in Lancing. The Clerk reported that he had identified an Earmarked Reserve (EMR) of £4,431 for Youth Grants which had sat in the accounts for many years untouched and many had forgotten its original purpose, which could be utilised. On the proposal of Cllr Ken Peters, seconded by Cllr Edna Bengler, **RESOLVED** that the boxing sessions be funded for the next financial year to a total of £3,201, to be funded from the *Youth Grants EMR*. The Council would ask HDC to consider assisting with the funding for this in future years.

**35/24 Minutes.**

The minutes of the meeting held on 28 February 2024, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**36/24 Clerk's Report.**

The Clerk advised that he hoped to bring a formal proposal regarding the ongoing use of 83a High Street to the April meeting.

**37/24 To Approve Payments and Note Receipts.**

Details of payments for February 2024 totalling £90,066.90 had been previously circulated – Appendix A, and receipts noted. On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

A Cllr queried a payment to the Clerk for £28.19. This included £25 for a picture of *Old Billingshurst* and £3.19 for kettle de-scaler.

**38/24 To Approve Bank Reconciliations.**

On the proposal of Cllr Edna Bengler, 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 – 29/02/2024 - Appendix B

Business Reserve Account / Bank Statement – 29/02/2024 - Appendix B

Bonus Saver Account / Bank Statement – 29/02/2024 - Appendix C

**39/24 To consider recommendations from other committees.**

From the Property Committee of 21 February 2024. To fund the balance (50% = £750) for the provision of an additional defibrillator at Adversane from the Council's CIL fund. (Min 09/24 refers.) On the proposal of Cllr Steve Thomas, seconded by Cllr Ken Peters, **RESOLVED** that £750 be allocated from the CIL fund to enable a defibrillator to be provided outside Adversane Hall.

**40/24 Date of Next Meeting – Wednesday 24 April 2024.**

*The meeting closed at 7.50pm.*

Chairman

Date

# APPENDIX A

Date: 20/03/2024

## Billingshurst Parish Council Current Year

Page 1

Time: 12:21

### Current Bank A/c

#### List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Restream Inc.	CARD	15.49		Restream sub
01/02/2024	Horsham DC	DD	126.50		Bin emptying
08/02/2024	Greg Burt	013426	62.84		Diary
08/02/2024	We Inspire Construction Ltd	013427	1,051.20		New NW office - final wks
08/02/2024	Billingshurst Bowling Club	013428	750.00		CIL grant
08/02/2024	Billingshurst Mens Shed	013429	750.00		Grant
08/02/2024	Arthur J Gallagher Insurance B	013430	410.92		EV motor insurance 24-25
08/02/2024	Lift Safe Ltd	013431	19,800.00		New EV
08/02/2024	Rentokil Initial	013432	559.38		Wash'r'm services - public loos
08/02/2024	Billingshurst Choral Society	013433	1,500.00		Grant
08/02/2024	West Sussex County Council	013434	20,539.93		January 2023 salaries
08/02/2024	Colin Ellis	013435	19.35		LW Mileage
08/02/2024	TEN Construction Limited	013436	3,900.00		Natts Lane Skate Park repairs
08/02/2024	Sussex Building Surveyors Ltd	013437	429.50		Prof advice - C'yard wall
08/02/2024	ICA Electrical Contractors Ltd	013438	192.00		NW office electric works
09/02/2024	Amazon Marketplace	CARD	9.95		Fire Exit signs
11/02/2024	Lightweight Trading Ltd	CARD	6.65		Cable ties
11/02/2024	ShangHaiFuB.....	CARD	18.99		Bungee clips for new van
11/02/2024	Amazon	CARD	6.65		Cable ties
11/02/2024	AMAZON	CARD	-6.65		Remove dupli payment
12/02/2024	Parkfield Retail Ltd	DD	6.69		Ironmongery
13/02/2024	AMAZON	CARD	10.27	1st aid kit etc EV	AMAZON
13/02/2024	Sussex Land Services Ltd	013453	3,790.14		Tidy up hedges @ ent to JF
15/02/2024	A272 Design	SO	568.86		TWEET advert
15/02/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper lease + service
15/02/2024	Southern Water	DD	42.89		Water/sewage 83a
18/02/2024	AMAZON	CARD	21.42		First aid supplies
19/02/2024	Horsham DC	DD	67.60		Bin emptying
19/02/2024	Horsham DC	DD	135.20		Bin emptying
19/02/2024	Horsham DC	DD	137.40		Bin emptying
20/02/2024	AMAZON	CARD	20.39		Light bulb
21/02/2024	RAC Motoring Services	CARD	256.00		Roadside assistance
22/02/2024	Mailchimp	CARD	12.46		Mailchimp
22/02/2024	Engie Gas Ltd	DD	242.46		Gas 83a High St
23/02/2024	EE & T Mobile	DD	31.26		Mobile phone charges etc
23/02/2024	ALE Bus Machines	DD	61.79		Copier useage
28/02/2024	Billingshurst Comm. & Conf. Ce	013440	345.68		Room hire
28/02/2024	Leith Hill Plant Ltd	013441	1,248.00		Move High St litter bin
28/02/2024	Light Angels Ltd	013442	20,604.00		2023 Christmas lighting
28/02/2024	ICA Electrical Contractors Ltd	013443	300.00		Var electrical works
28/02/2024	Sutcliffe Play Ltd	013444	435.75		Play equip spares.
28/02/2024	Blaker (Specialist Welding Rep	013445	888.00		Move fence / phone box / SRCG
28/02/2024	Loo of the Year Awards Ltd	013446	7.20		Loo door stickers
28/02/2024	Rynat Ltd	013447	720.00		Play Area annual inspection
28/02/2024	Sports & Play Consulting Ltd	013448	3,500.00		Skate Park, Proj Mgmt Part 1
28/02/2024	Playsafe Playgrounds Ltd	013449	3,285.60		Centenary Post replacement
28/02/2024	Jigsaw M2M Ltd	013450	180.00		Flood monitor licence

Continued on Page 2

List of Payments made between 01/02/2024 and 29/02/2024

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2024	Greg Burt	013451	28.19		Old Billingshurst picture
28/02/2024	SSE	DD	78.00		Electric 83a
29/02/2024	Natwest	BACS	22.40		Bank charges
29/02/2024	Sussex Land Services	SO	2,697.80		GM - February
<b>Total Payments</b>			<u>90,066.89</u>		

---

# APPENDIX B

Date: 20/03/2024

Billingshurst Parish Council Current Year

Page 1

Time: 12:18

Bank Reconciliation Statement as at 29/02/2024  
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	29/02/2024		100.00
Business Reserve Account	29/02/2024		142,089.87
Treasury Reserve Deposit	29/02/2024		420,186.99
			562,376.86

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
11/10/2023 013372 3rd Dimension CAD Ltd	80.00
15/01/2024 013424 Meadows Wellbeing	20.00
15/01/2024 013425 Hayman Hospitality Ltd	20.00
08/02/2024 013430 Arthur J Gallagher Insurance B	410.92
28/02/2024 013440 Billingshurst Comm. & Conf. Ce	345.68
28/02/2024 013441 Leith Hill Plant Ltd	1,248.00
28/02/2024 0134432 Light Angels Ltd	20,604.00
28/02/2024 013443 ICA Electrical Contractors Ltd	300.00
28/02/2024 013444 Sutcliffe Play Ltd	435.75
28/02/2024 013445 Blaker (Specialist Welding Rep	888.00
28/02/2024 013446 Loo of the Year Awards Ltd	7.20
28/02/2024 013447 Rynat Ltd	720.00
28/02/2024 013448 Sports & Play Consulting Ltd	3,500.00
28/02/2024 013449 Playsafe Playgrounds Ltd	3,285.60
28/02/2024 013450 Jigsaw M2M Ltd	180.00
28/02/2024 013451 Greg Burt	28.19
	32,073.34
	530,303.52

<u>Unpresented Receipts (Plus)</u>	<u>Amount</u>
	0.00
	0.00
	530,303.52
<b>Balance per Cash Book is :-</b>	<b>530,303.52</b>
<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

APPENDIX C

Date: 12/03/2024

Billingshurst Parish Council Current Year

Page 1

Time: 14:09

Bank Reconciliation Statement as at 29/02/2024  
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	29/02/2024		189,493.80
			<u>189,493.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,493.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,493.80
		Balance per Cash Book is :-	189,493.80
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....