



**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 29 May 2024  
7.30pm**

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

**In Attendance**

G Burt, Clerk to the Council

**41/24 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.

**42/24 Apologies for Absence.**

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

**43/24 Declaration of Interests and notification of change to members' interests.**

None.

**44/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**45/24 Minutes.**

The minutes of the meeting held on 27 March 2024, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Ken Peters, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**46/24 Clerk's Report.**

The Clerk advised that Horsham District Council (HDC) had confirmed that there were no funds to support the boxing initiative. Members agreed that this might be a good issue to raise with District Councillors when they attend Council in July.

**47/24 To Approve Payments and Note Receipts.**

Details of payments for March 2024 totalling £157,898.45 had been previously circulated – Appendix A, and receipts noted.

Details of payments for April 2024 totalling -£45,132.34 had been previously circulated – Appendix B, and receipts noted.

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

**48/24 To Approve Bank Reconciliations.**

On the proposal of Cllr Phillip Day, 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 – 31/03/2024 - Appendix C

Business Reserve Account / Bank Statement – 31/03/2024 - Appendix C

Bonus Saver Account / Bank Statement – 31/03/2024 - Appendix D

Current Account / Bank Statement – 30/04/2024 - Appendix E

Business Reserve Account / Bank Statement – 30/04/2024 - Appendix E

Bonus Saver Account / Bank Statement – 30/04/2024 - Appendix F

**49/24 To consider grant application from Victim Support.**

On the proposal of Cllr Steve Thomas seconded by Cllr Ken Peters, **RESOLVED** that a grant of £80 be awarded to Victim Support accordingly, under s137 LGA 1972.

**50/24 To consider proposals from consultant (Wilbar) subsequent to meeting of the Traffic Calming Working Party (on East St and High St) and recommend to Council that they be submitted to WSCC accordingly.**

The Working Party had met with the consultant to review the proposals. However, members did not feel that the amended proposals reflected what had been discussed. **DEFER** pending further discussion with the consultant.

**51/24 To consider supporting a Family Fun Day at Jubilee Fields being organised by the Neighbourhood Wardens and allocating funds accordingly.**

The Neighbourhood Wardens, supported by the Council, planned to hold a Family Fun Day this summer, at the suggestion of the Council. This would replace previous little-supported sports taster sessions. The Council was holding the balance of a youth fund that had sat in the accounts for many years that could be put towards the event. On the proposal of Cllr Ken Peters, seconded by Cllr Steve Thomas, **RESOLVED** that the residue of the fund (£1,230) be put to the event.

**52/24 To consider request by HDC for views on application by Billingshurst Sport & Recreation Association [BSRA] to draw down S106 funds (held by HDC) to commission a drainage study at Jubilee Fields.**

On the proposal of Cllr Ken Peters, seconded by Cllr Steve Thomas, **RESOLVED** to support the use of S106 funds as set out.

**53/24 Date of Next Meeting – Wednesday 26 June 2024.****54/24 Exclusion of Press & Public.**

On the proposal of Cllr Ken Peters seconded by Cllr Phillip Day, **RESOLVED** that in view of the confidential nature of the business about to be transacted (contractual), the press and public be temporarily excluded and they are instructed to withdraw.

**55/24 To receive a report on additional works required at Environmental Operatives' garage including approval of additional expenditure.**

The Clerk presented a report setting out drainage and flooding issues that had arisen following completion of the new garage. These had been brought about by a combination of original contractor fault, inadequate flood prevention measures in the original design, not helped by post-completion additions and maintenance. Subsequent urgent additional works had been authorised by the Clerk to protect staff and equipment.

On the proposal of Cllr Ken Peters seconded by Cllr Edna Bengel, **RESOLVED**

- a. To approve the additional expenditure from General Reserves.
- b. That due to the urgency of the matter, it was not practicable to seek other quotations.
- c. To inform the architects that the Council did not consider that the original design contained adequate flood mitigation measures.

*The meeting closed at 8.18pm.*

Chairman

Date

# APPENDIX A

Date: 30/04/2024

## Billingshurst Parish Council Current Year

Page 1

Time: 10:21

### Current Bank A/c

#### List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Horsham DC	DD	126.50		Bin emptying
01/03/2024	Horsham DC	DD	108.00		Green bins emptying(?)
01/03/2024	Netcom IT Solutions	DD	225.20		Phone charges etc
01/03/2024	Netcom IT Solutions	DD	102.00		IT support
01/03/2024	Screwfix Direct Ltd	CARD	11.98		Concrete mix
04/03/2024	Netcom IT Solutions	DD	357.84		IT support
06/03/2024	Land Registry	BACS	6.00		Property ownership search
07/03/2024	SSE	DD	277.06		Electricity public toilets
12/03/2024	AMAZON	CARD	3.69		First aid box supplies
13/03/2024	Billingshurst Comm. & Conf. Ce	013452	415.84		Garage rent X 2
13/03/2024	Greg Burt	013454	112.93		x2 S/H desks for NW office
13/03/2024	GCS Services Ltd	013455	1,920.00		Jet washing various sites
13/03/2024	Playsafe Playgrounds Ltd	013456	9,244.80		Repairs/train play equip SRCG
13/03/2024	GN Tree Surgery Specialists Lt	013457	6,624.00		Tree work
13/03/2024	West Sussex County Council	013458	20,539.93		Feb salaries
13/03/2024	AMdesign Architects Ltd	013459	100.00		NW office fire plan
13/03/2024	Vision ICT Ltd	013460	78.00		.gov domain renewal
13/03/2024	St Catherine's Hospice	013461	400.00		Grant
13/03/2024	Jackson Planning Ltd	013462	1,050.00		Local Plan Reg 19 advice
13/03/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper seervice
13/03/2024	HMRC	CARD	585.79		Q3 Payment VAT
14/03/2024	Freight Container Services Ltd	CARD	608.38		Container hire
14/03/2024	Restream Inc.	CARD	15.32		Restream service
15/03/2024	A272 Design	SO	568.86		Village TWEET advert
15/03/2024	Southern Water	DD	42.89		Water etc 83a High St
17/03/2024	AMAZON	CARD	25.27		1st aid kit + Coffee mate
19/03/2024	Horsham DC	DD	67.60		Bin emptying
19/03/2024	Horsham DC	DD	169.00		Bin emptying
19/03/2024	Horsham DC	DD	137.40		Bin emptying
20/03/2024	VIKING	CARD	74.38		x2 notice boards NW office
21/03/2024	Engie Gas Ltd	DD	179.76		Gas 83a High St
22/03/2024	Mail Chimp	CARD	12.36		Mailchimp
25/03/2024	Brunel Engraving Co Ltd	CARD	102.54		New office signs
25/03/2024	ALE Bus Machines	DD	54.34		Copier usage
25/03/2024	EE & T Mobile	DD	34.25		Mobile phones
26/03/2024	VIKING	CARD	50.94		x1 notice board
27/03/2024	SSE	CARD	820.54		Street furniture energy
28/03/2024	NatWest	BACS	20.30		Bank charges
28/03/2024	SSE	DD	78.00		Electricity 83a High St
31/03/2024	Signquick	013463	172.80		Manor Fields ball signs
31/03/2024	Horsham District Council	013464	90,721.03		NWs 2023-24
31/03/2024	Ballpoint Office Supplies Ltd	013465	196.27		Stationery
31/03/2024	Greg Burt	013466	2.50		Flash wipes for office
31/03/2024	Sarah Newell	013467	25.00		Eye test
31/03/2024	West Sussex County Council	013468	21,020.75		Payroll bureau Oct 23 - Mar 24 + March salaries
31/03/2024	Capital Cleaning (Kent) Ltd	013469	229.67		Public loos - loo rolls.

Continued on Page 2

List of Payments made between 01/03/2024 and 31/03/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		<b>Total Payments</b>	<u>157,898.45</u>		

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## List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	Horsham District Council	013464A	-90,721.03		Cancel payment
02/04/2024	Sussex Land Services	CARD	2,697.80		GM - March
02/04/2024	Horsham DC	DD	136.50		Bin emptying
02/04/2024	Netcom IT Solutions	DD	359.94		IT support
02/04/2024	Netcom IT Solutions	DD	224.32		Phones etc
02/04/2024	Netcom IT Solutions	DD	84.12		IT support
03/04/2024	WorkNest Ltd	013470	6,396.45		HR + H&S support INSURANCE
03/04/2024	WSALC Ltd	013471	2,392.43		WSALC + NALC sub
03/04/2024	Screwfix Direct Ltd	DD	39.83	Misc ironmongery	Screwfix Direct Ltd
04/04/2024	Freight Container Services Ltd	CARD	124.24	Container hire 2/04>	Freight Container Services Ltd
04/04/2024	Freight Container Services Ltd	CARD	1.86		Container hire diff
04/04/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
05/04/2024	Blinds Direct	CARD	196.10		Blinds 83a High St
15/04/2024	A272 Design	SO	568.86		Village TWEET advert
15/04/2024	Restream Inc.	CARD	15.71		Restream
15/04/2024	Southern Water	DD	48.70		Water etc 83a High St.
17/04/2024	Horsham DC	DD	84.50		Bin emptying
17/04/2024	Horsham DC	DD	135.20		Bin emptying
17/04/2024	Horsham DC	DD	171.75		Bin emptying
18/04/2024	Siemens Fin Serv	DD	194.54		Copier lease
18/04/2024	Public Works Loan Board	DD	10,831.25		Loan repayment 83a High St.
22/04/2024	Mailchimp	CARD	12.68		Mail Chimp
23/04/2024	ALE Bus Machines	DD	47.27		Copier useage
23/04/2024	EE & T Mobile	DD	30.73		Mobile phones
23/04/2024	Engie Gas Ltd	DD	173.75		Gas 83a High St.
24/04/2024	Rural Services Partnership Ltd	013472	164.60		Membership
24/04/2024	South & South East in Bloom	013473	275.00		S&SE in Bloom entry fee
24/04/2024	Signquick	013474	31.20		NB header change
24/04/2024	Rialtas Business Solutions Ltd	013475	599.40		Rialtas annual charges
24/04/2024	Steven Hebborn	013476	1,950.00		Rtn ground deposit LSRRG
24/04/2024	Billingshurst Comm. & Conf. Ce	013477	1,501.17		Garage rent - April
24/04/2024	Cae'scapes	013478	690.00		Painting of NW office
25/04/2024	SSE	DD	128.12		Public toilets electric
26/04/2024	Tennant UK Cleaning Sol.	DD	178.74		Sweeper Service
29/04/2024	PWLB	DD	10,128.52		Loan for BCCC imps.
29/04/2024	SSE	DD	78.00		Electric 83a High St.
30/04/2024	Freight Container Services Ltd	CARD	132.80		Container Hire
30/04/2024	Breakthrough Communications Lt	CARD	834.00		Chair training
30/04/2024	The Mary How Trust for Cancer	013479	645.00		Grant
30/04/2024	Sussex Land Services	DSO	2,697.80		GM - April
30/04/2024	Netcom IT Solutions	DD	224.98		Phones etc
30/04/2024	NatWest	BACS	25.20		Bank charges
30/04/2024	SSE	DD	156.89		SSE

<b>Total Payments</b>	<b>-45,132.34</b>
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# APPENDIX C

Date: 30/04/2024

Billingshurst Parish Council Current Year

Page 1

Time: 10:19

**Bank Reconciliation Statement as at 31/03/2024  
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	31/03/2024		100.00
Business Reserve Account	31/03/2024		80,000.64
Treasury Reserve Deposit	31/03/2024		420,186.99
			500,287.63

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
15/01/2024 013424 Meadows Wellbeing	20.00
15/01/2024 013425 Hayman Hospitality Ltd	20.00
13/02/2024 013453 Sussex Land Services Ltd	3,790.14
28/02/2024 013450 Jigsaw M2M Ltd	180.00
13/03/2024 013452 Billingshurst Comm. & Conf. Ce	415.84
13/03/2024 013459 AMdesign Architects Ltd	100.00
31/03/2024 013463 Signquick	172.80
31/03/2024 013464 Horsham District Council	90,721.03
31/03/2024 013465 Ballpoint Office Supplies Ltd	196.27
31/03/2024 013466 Greg Burt	2.50
31/03/2024 013467 Sarah Newell	25.00
31/03/2024 013468 West Sussex County Council	21,020.75
31/03/2024 013469 Capital Cleaning (Kent) Ltd	229.67
	116,894.00
	383,393.63

<u>Unpresented Receipts (Plus)</u>	<u>Amount</u>
	0.00
	0.00
	383,393.63
<b>Balance per Cash Book is :-</b>	<b>383,393.63</b>
<b>Difference is :-</b>	<b>0.00</b>

**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	31/03/2024		189,704.58
			<u>189,704.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,704.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,704.58
		<b>Balance per Cash Book is :-</b>	<b>189,704.58</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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



APPENDIX E

Date: 20/05/2024

Billingshurst Parish Council Current Year

Page 1

Time: 10:49

Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	30/04/2024		100.00
Business Reserve Account	30/04/2024		281,288.88
Treasury Reserve Deposit	30/04/2024		420,186.99
			701,575.87

Unpresented Payments (Minus)	Amount
15/01/2024 013424 Meadows Wellbeing	20.00
28/02/2024 013450 Jigsaw M2M Ltd	180.00
24/04/2024 013472 Rural Services Partnership Ltd	164.60
24/04/2024 013473 South & South East in Bloom	275.00
24/04/2024 013474 Signquick	31.20
24/04/2024 013475 Rialtas Business Solutions Ltd	599.40
24/04/2024 013477 Billingshurst Comm. & Conf. Ce	1,501.17
30/04/2024 CARD Freight Container Services Ltd	132.80
30/04/2024 CARD Breakthrough Communications Lt	834.00
30/04/2024 013479 The Mary How Trust for Cancer	645.00
	4,383.17
	697,192.70

Unpresented Receipts (Plus)	Amount
	0.00
	0.00
	697,192.70
<b>Balance per Cash Book is :-</b>	<b>697,192.70</b>
<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX F

Date: 16/05/2024

Billingshurst Parish Council Current Year

Page 1

Time: 11:39

Bank Reconciliation Statement as at 30/04/2024  
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	30/04/2024		189,953.28
			<u>189,953.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,953.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,953.28
		<b>Balance per Cash Book is :-</b>	<b>189,953.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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