

**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 30 April 2025  
7.30pm**

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

**In Attendance**

G Burt, Clerk to the Council  
1 Member of the Public

**43/25 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.

**44/25 Apologies for Absence**

None

**45/25 Declaration of Interests and notification of change to members' interests**

Cllr Paul Berry declared a pecuniary interest as his wife is an employee of the Council.

**46/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)**

Gillian Knight spoke in support of the application from the Billingshurst Community Partnership to help with their first ever Open Gardens event.

**47/25 Minutes**

The minutes of the meeting held on 26 March 2025, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Craig Gale that the minutes be approved and signed as a correct record accordingly.

**48/25 Clerk's Report**

The Clerk advised that

- a. the reviewing of the Financial Regulations with the Cttee Chairman was nearly complete.
- b. he was meeting with the supplier of the new public realm CCTV shortly to confirm all sites and agree who would seek any third-party permissions etc.

**49/25 To Approve Payments and Note Receipts for March 2025**

Details of payments for March 2025 totalling £185,977.91 had been previously circulated – Appendix A, along with any receipts. On the proposal of Cllr Jeremy Harris, seconded by Cllr Craig Jones **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted. Cllr Jeremy Harris then initialled the list of payments.

**50/25 To Note Bank Reconciliations**

The following Bank Reconciliations were NOTED. (The corresponding statements were then initialled by Cllr Jeremy Harris).

Cashbook 1 to 31/03/2025 - Appendix B

Cashbook 3 to 31/03/2025 - Appendix C

**51/25 To consider applications for grants from:**

a. 4SightVisionSupport.

On the proposal of Cllr Craig Gale, seconded by Cllr Craig Jones, **RESOLVED** that a grant of £650 be awarded to 4SightVisionSupport accordingly, under s137 LGA 1972.

b. Billingshurst Open Gardens

On the proposal of Cllr Craig Jones, seconded by Cllr Jeremy Harris **RESOLVED** that administrative and meeting room support be given to Billingshurst Open Gardens (via Billingshurst Community Partnership) accordingly.

**52/25 To consider corrections: *Family Activity Day* budget and BSRA grant difference.**

- a. Despite the intention to make budgetary provision for the Family Activity Day in 2025, this had been omitted from the final budget. On the proposal of Cllr Craig Gale, seconded by Cllr Craig Jones, **RESOLVED** that a budget of £2,500 be provided accordingly.
- b. At the last meeting, sponsorship of the village fireworks at Jubilee Fields had been agreed, in the sum of £2,000. The Clerk has retrospectively noticed that the budget was in fact £2,500. On the proposal of Cllr Craig Gale, seconded by Cllr Craig Jones, **RESOLVED** that sponsorship be amended to £2,500 in line with budget provision, under s145 LGA 1972.

**53/25 To consider report on funding of previous and future improvements to Billingshurst Centre**

The Committee considered a report from the Clerk detailing the final cost of the most recent major improvements to the Billingshurst Centre, notably new automatic front doors, chair store in the Main Hall and refurbished toilets. The total cost had been £210,295. The original cost was to be covered by a combination of s106 and CIL funds. The Centre had to date met the overspend of £25,755, which had been caused by several unplanned but necessary works, all detailed in the report.

As the Centre had also recently met from its own funds the necessary replacement of the gas boiler, the Clerk had been concerned at the level of reserves now held by the Centre, now totalling £48,986. The Centre Manager was receiving many comments about the tatty state of the green chairs in the Main Hall, for which she had received a quote of £11,600 for 200 replacements. If the Centre were to fund these also, then its funds would be depleted even further.

Councillors commented about the need to consider either increasing income via extra bookings and/or seeking external grants. The Clerk replied that all suggestions from Cllrs on how to increase revenue were welcomed, but some had staffing and or cost implications. Events such as the Christmas Fayre or Afternoon Teas were profitable but staff heavy.

Making the building even more attractive to new hirers would incur cost in terms of new multi-media equipment for example.

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Jones, **RESOLVED** that:

- a. The overspend of £25,754.88 on the improvements be NOTED;
- b. That the recent improvements overspend and the cost of the new gas boiler be not reimbursed to the Centre at this time as the Centre still has healthy reserves;
- c. That the Council fund the cost of 200 new chairs to a maximum of £11,600 subject to three quotes being received. (Clerk to investigate appropriate budget and/or explore s106 availability and report back);
- d. The Centre Committee to review the Centre's Business Plan and look at how income can be increased;
- e. The Centre Committee to consider what its target reserves should be.

**54/25 Date of Next Meeting – Wednesday 28 May 2025**

*The meeting closed at 8.17pm.*

Chairman

Date

# APPENDIX A

Date: 11/04/2025

Billingshurst Parish Council Current Year

Page 1

Time: 11:24

Current Bank A/c

## List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Screwfix Direct Ltd	DD	7.99		Misc ironmongery
03/03/2025	Horsham DC	DD	118.00		Bin emptying
03/03/2025	Horsham DC	DD	136.50		Bin emptying
03/03/2025	SSE	DD	132.20		Street furniture electric
04/03/2025	K&M Decorating Services Ltd	013611	3,060.00		Parish office decorating
04/03/2025	SGW Safety & Security Ltd	013612	2,040.00		CCTV consultants
04/03/2025	Light Angels Ltd	013613	20,244.00		Xmas lights 2024
04/03/2025	WSALC Ltd	013614	96.00		Planning training x2
04/03/2025	Rentokil Initial	013615	609.79		Public toilet cleaning
04/03/2025	Lift Safe Ltd	013616	318.00		EV 6 month service
04/03/2025	Capital Cleaning (Kent) Ltd	013617	229.67		Loo rolls
04/03/2025	Wightman & Parrish Ltd	013618	270.21		Toiletry supplies
04/03/2025	Ballpoint Office Supplies Ltd	013619	45.58		Stationery
04/03/2025	Liz Berry	013620	45.00		Reimb. eye test
04/03/2025	Healthmatic Ltd	013621	89.64		x3 catches for public loos
04/03/2025	GN Tree Surgery Specialists Lt	013622	2,424.00		Tree works
04/03/2025	Greg Burt	013623	98.27		Cards + thanx u pres.
04/03/2025	West Sussex County Council	013624	48,900.84		Feb salaries
04/03/2025	Billingshurst Comm. & Conf. Ce	013625	536.95		Room hire
04/03/2025	Sussex Land Services Ltd	013626	8,299.20		New fence at allotments / s106
04/03/2025	St Catherine's Hospice	013627	400.00		Grant
05/03/2025	Netcom IT Solutions	DD	1,054.75		IT support
10/03/2025	WSCC	013584A	-19,295.91		Cancel spoilt cheque
11/03/2025	Post Office	CARD	552.50		Stamps
11/03/2025	Mulberry Local Authority Servi	013564A	1,092.60		Purchase Ledger Payment
11/03/2025	Mulberry Local Authority Servi	013564A	-1,092.60		Purchase Ledger Payment
11/03/2025	Mulberry Local Authority Servi	013564C	-1,092.60		Purchase Ledger Payment
14/03/2025	Restream Inc.	CARD	15.12		Restream
17/03/2025	Southern Water	DD	22.79		Water etc 83a High St
18/03/2025	Horsham DC	DD	143.20		Bin emptying
18/03/2025	Horsham DC	DD	68.80		Bin emptying
18/03/2025	Horsham DC	DD	68.80		Bin emptying
21/03/2025	Mailchimp	CARD	12.03		Mailchimp
21/03/2025	Engie Gas Ltd	DD	214.68		Gas 83a High Street
24/03/2025	EE & T Mobile	DD	31.44		Mobile phones
25/03/2025	ALE Bus Machines	DD	30.80		Copier usage
27/03/2025	Business Stream	DD	157.96		Water etc Public toilets
27/03/2025	SSE	DD	148.20		Electric public toilets
28/03/2025	SSE	DD	87.00		Electric 83a High St
31/03/2025	Horsham District Council	013628	94,705.97		N/Wardens cost 2024-25
31/03/2025	Colin Ellis	013629	47.89		Training expenses - tree insp.
31/03/2025	SGW Safety & Security Ltd	013630	2,400.00		CCTV consultancy Part 6
31/03/2025	GN Tree Surgery Specialists Lt	013631	468.00		Tree works
31/03/2025	Lift Safe Ltd	013632	294.11		EV repair
31/03/2025	WSALC Ltd	013633	186.00		New clerk training R Plant
31/03/2025	Billingshurst Comm. & Conf. Ce	013635	366.21		Room hire
31/03/2025	Sussex Land Services Ltd	013636	10,994.16		Tidying Depot/opp Whispers + Land @ Kingslee Farm

Continued on Page 2

## List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2025	Mulberry Local Authority Servi	013634	1,441.20		Staff issues review
31/03/2025	NatWest	BACS	17.50		Bank charges
31/03/2025	Sussex Land Services	SO	2,697.80		GM - March
31/03/2025	NatWest	BACS	17.50		Bank charges
31/03/2025	A272 Design	SO	618.00		Village TWEET advert
31/03/2025	Netcom IT Solutions	DD	381.18		IT support
31/03/2025	Netcom IT Solutions	DD	224.32		Phones etc
31/03/2025	Netcom IT Solutions	DD	224.32		Phones
31/03/2025	Netcom IT Solutions	DD	381.18		IT support
31/03/2025	SSE	DD	155.27		Street furniture energy
31/03/2025	Unity Bank	BACS	53.40		Bank charges 30/9/24>31/3/25
31/03/2025	NatWest	DD	-17.50		Duplicate payment

<b>Total Payments</b>	<u>185,977.91</u>
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# APPENDIX B

Date: 15/04/2025

Billingshurst Parish Council Current Year

Page 1

Time: 12:08

## Bank Reconciliation Statement as at 31/03/2025 for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/03/2025		104,523.78
Treasury Reserve Deposit	31/03/2025		420,186.99
Unity Bank	31/03/2025		440.81
			<u>525,151.58</u>

Unpresented Payments (Minus)	Amount
24/01/2025 013608 Progression Signage & Display	102.00
04/03/2025 013613 Light Angels Ltd	20,244.00
04/03/2025 013625 Billingshurst Comm. & Conf. Ce	536.95
31/03/2025 013628 Horsham District Council	94,705.97
31/03/2025 013629 Colin Ellis	47.89
31/03/2025 013630 SGW Safety & Security Ltd	2,400.00
31/03/2025 013631 GN Tree Surgery Specialists Lt	468.00
31/03/2025 013632 Lift Safe Ltd	294.11
31/03/2025 013633 WSALC Ltd	186.00
31/03/2025 013635 Billingshurst Comm. & Conf. Ce	366.21
31/03/2025 013636 Sussex Land Services Ltd	10,994.16
31/03/2025 013634 Mulberry Local Authority Servi	1,441.20
	<u>131,786.49</u>
	393,365.09

Unpresented Receipts (Plus)	Amount
	0.00
	<u>0.00</u>
	393,365.09
Balance per Cash Book is :-	393,365.09
Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

# APPENDIX C

Date: 11/04/2025

Billingshurst Parish Council Current Year

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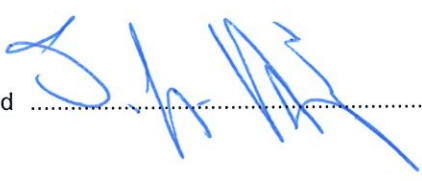
Time: 13:27

Bank Reconciliation Statement as at 31/03/2025  
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	31/03/2025		192,389.11
			192,389.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			192,389.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			192,389.11
		Balance per Cash Book is :-	192,389.11
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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