



Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 28 May 2025
7pm

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

In Attendance

G Burt, Clerk to the Council

55/25 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.

56/25 Apologies for Absence

Apologies for absence had been received from Cllrs Craig Gale and Craig Jones for approved reasons. On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas, **RESOLVED** that the apologies and reasons given be accepted.

57/25 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.

58/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

59/25 Minutes

The minutes of the meeting held on 30 April 2025, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas that the minutes be approved and signed as a correct record accordingly.

60/25 Clerk's Report

The Clerk advised that the consultation held to ascertain support for the inclusion of side roads in plans to lower the speed limit in High St. had ended, showing a majority in favour.

Cllr Paul Berry left the meeting

61/25 To Approve Payments and Note Receipts for April 2025

Details of payments for April 2025 totalling £35,551.23 had been previously circulated – Appendix A, along with any receipts. On the proposal of Cllr Jeremy Harris, seconded by Cllr Edna Benger **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted. Cllr Steve Thomas then initialled the list of payments.

Cllr Paul Berry rejoined the meeting

[Post meeting note. In preparing these minutes, the Clerk noticed that the April minutes failed to record that Cllr Berry left the room for consideration of the approval of payments. It was also not raised as a correction at the May meeting.]

62/25 To Note Bank Reconciliations

The following Bank Reconciliations were **NOTED**. (The corresponding statements were then initialled by Cllr Steve Thomas).

Cashbook 1 to 30/04/2025 - Appendix B

Cashbook 3 to 30/04/2025 - Appendix C

63/25 To note aged debtors

NOTED [The Internal Auditor had recommended that a list of debtors be reported to Council regularly.]

64/25 To consider 2024-25 accounts in detail

Details of 24-25 accounts by income & expenditure and budget were considered by Members, along with accompanying notes from the Clerk. On the proposal of Cllr Philip Day, seconded by Cllr Jeremy Harris, **RESOLVED** that details of 24-25 accounts by income & expenditure be approved.

65/25 To consider and approve Earmarked Reserves

On the proposal of Cllr Philip Day, seconded by Cllr Paul Berry, **RESOLVED** to approve the Earmarked Reserves as at 31 March 2025 - Appendix D.

66/25 To consider writing to Pulborough Parish Council to show support for the idea of reducing the speed limit on the A29 past Brinsbury College, southwards.

Pulborough Parish Council is working on a scheme of traffic calming in its parish and was looking for support for the reduction in speed on the A29 northwards towards Billingshurst. Proposals were already afoot to reduce speed south of Billingshurst through Adversane, and a continuation past Brinsbury College and through North Heath towards Pulborough made sense. On the proposal of Cllr Phillip Day seconded by Cllr Paul Berry **RESOLVED** that the Council support any proposals to reduce speed on the A29 south of Adversane towards Pulborough.

67/25 Date of Next Meeting – Wednesday 25 June 2025

The meeting closed at 7.18pm.

Chairman

Date

Date: 19/05/2025

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Current Bank A/c

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Leith Hill Plant Ltd	013639	1,824.00		Xmas Tree pit / BCCC
01/04/2025	Sarah Meyer	013654	9.99		Reimb. VE Day Flag
01/04/2025	Screwfix Direct Ltd	DD	39.36		Misc ironmongery
01/04/2025	Horsham DC	DD	140.80		Bin emptying
02/04/2025	Xtreme Vortex	CARD	532.35		Climbing Wall hire 1 of 2
04/04/2025	BT	CARD	244.85		BT The Depot
19/04/2025	SSE	DD	87.00		83a High St electric
22/04/2025	Mailchimp	CARD	11.83		Mailchimp
22/04/2025	Restream Inc.	CARD	14.74		Restream
22/04/2025	PWLB	DD	10,831.25		Loan repayment 83a High St
22/04/2025	Siemens Fin Serv	DD	194.54		Copier lease
22/04/2025	Engie Gas Ltd	DD	97.57		Gas 83a High St
23/04/2025	EE & T Mobile	DD	33.42		Mobile phones
24/04/2025	ALE Bus Machines	DD	31.40		Copier charges
25/04/2025	Worknest	013637	6,556.40		H&S + HR supp 25-26
28/04/2025	Horsham DC	BACS	266,908.00		Precept Part 1
28/04/2025	HDC	BACS	-266,908.00		Correct error
28/04/2025	WSALC Ltd	013638	2,501.14		WSALC + NALC sub 25/26
29/04/2025	PWLB	DD	10,128.52		Loan repayment BCCC imps.
29/04/2025	SSE	DD	171.92		Street furniture electric
30/04/2025	Horsham DC	CARD	329.60		Bin emptying
30/04/2025	Colin Ellis	013629A	-47.89		Purchase Ledger Payment
30/04/2025	Billingshurst Comm. & Conf. Ce	013625A	-536.95		Purchase Ledger Payment
30/04/2025	Billingshurst Comm. & Conf. Ce	013635A	-366.21		Purchase Ledger Payment
30/04/2025	Sussex Land Services	SO	2,697.80		GM - April
30/04/2025	NatWest	BACS	23.80		Bank charges

Total Payments 35,551.23

Date: 19/05/2025

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**Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		271,529.36
Treasury Reserve Deposit	30/04/2025		420,186.99
Unity Bank	30/04/2025		440.81
			<u>692,157.16</u>

Unpresented Payments (Minus)

Amount

24/01/2025	013608	Progression Signage & Display	102.00
04/03/2025	013613	Light Angels Ltd	20,244.00
31/03/2025	CARD	G C Burt	180.00
30/04/2025	CARD	Horsham DC	329.60
			<u>20,855.60</u>
			671,301.56

Unpresented Receipts (Plus)

0.00

0.00

671,301.56

Balance per Cash Book is :-

671,301.56

Difference is :-

0.00

Signatory 1:

Name Signed  Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 13/05/2025

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Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		192,582.03
			192,582.03
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			192,582.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			192,582.03
		Balance per Cash Book is :-	192,582.03
		Difference is :-	0.00

Signatory 1:

Name Signed  Date

Signatory 2:

Name Signed Date

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Bus Shelters	3,025.00		3,025.00
327 EMR EV replacement fund	0.00	1,500.00	1,500.00
328 EMR Five Oaks Traffic Calming	6,176.17		6,176.17
332 EMR JF Commuted Sum	1,507.00		1,507.00
336 EMR Neighbourhood Plan	1,618.95		1,618.95
343 EMR Skate Parks	-3,500.00	3,500.00	0.00
345 EMR Station Road Gardens	500.00		500.00
353 EMR Youth Grants	4,431.00	-4,431.00	0.00
354 EMR UKCOG / Env Imps	947.73		947.73
358 EMR CIL Levy	20,010.24	-4,387.52	15,622.72
360 EMR PCC sports taster grant	712.32	-712.32	0.00
361 EMR MF Allotment Fence s106	0.00	-13,598.20	-13,598.20
364 EMR Comm'd sum/Kingslea Farm	400,326.92	-5,582.41	394,744.51
365 EMR Boxing Sessions	0.00	3,201.00	3,201.00
	435,755.33	-20,510.45	415,244.88