



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 25 June 2025
7.15pm**

Present: Cllrs Phillip Day (Chairman), Paul Berry, Jeremy Harris and Craig Jones.

In Attendance

G Burt, Clerk to the Council

68/25 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.

69/25 Apologies for Absence

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

70/25 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.

71/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

72/25 Minutes

The minutes of the meeting held on 28 May 2025, previously circulated, were taken as read. On the proposal of Cllr Jeremy Harris, seconded by Cllr Craig Jones that the minutes be approved and signed as a correct record accordingly.

73/25 Clerk's Report

None

Cllr Paul Berry left the meeting

74/25 To Approve Payments and Note Receipts for May 2025

Details of payments for May 2025 totalling £79,566.97 had been previously circulated – Appendix A, along with any receipts. The Clerk drew Members' attention to the receipt of a commuted sum following the transfer of five new bus shelters to the Council from a developer. On the proposal Cllr Phillip Day, seconded by Cllr Jeremy Harris **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted. Cllr Craig Jones then initialled the list of payments.

Cllr Paul Berry rejoined the meeting

75/25 To Note Bank Reconciliations

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

Cashbook 1 to 31/05/2025 - Appendix B

Cashbook 3 to 31/05/2025 - Appendix C

76/25 To note debtors

The list of debtors was **NOTED**.

77/25 To consider appointment of consultants to review General Data Protection Regulations (GDPR) and other data-related policies in advance of changes to Annual Governance and Accountability Return (AGAR) in 2025-26

Members received a report advising that next year's AGAR would require the Council to make a declaration relating to its GDPR compliance. Whilst the Clerk was confident the Council's current practices and policies had already been adapted to meet GDPR, to ensure its 100% compliance he was recommending the appointment of consultants to assist the Council well in advance. As it was a professional specialised service, Financial Regulations stated that competitive quotes were not required. On the proposal of Cllr Phillip Day, seconded by Cllr Craig Jones **RESOLVED** to appoint Breakthrough Communications to undertake this work in the sum of £2,995, noting that as it is a specialist professional service, competitive prices need not be sought. [Clerk to enquire if consultant would take on any responsibility over and above usual professional indemnity.]

78/25 Date of Next Meeting – Wednesday 30 July 2025

The meeting closed at 7.26pm.

Chairman

Date

Date: 06/06/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:09

Current Bank A/c

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Southern Water	DD	22.79		Water 83a High St
01/05/2025	Screwfix Direct Ltd	DD	23.85		Misc ironmongery
01/05/2025	Netcom IT Solutions	DD	385.98		IT
01/05/2025	Netcom IT Solutions	DD	224.32		Phones
01/05/2025	Netcom IT Solutions	DD	915.55		IT incl. new PC
01/05/2025	Horsham DC	DD	140.80		Bin emptying
07/05/2025	West Sussex County Council	013640	53,038.75		April salaries
07/05/2025	Billingshurst Comm. & Conf. Ce	013641	2,252.80		Purchase Ledger Payment
07/05/2025	Richard Plant	013643	187.80		Reim. Cranham Av survey flyers
07/05/2025	Liz Berry	013644	18.00		Clock cards for CIM
07/05/2025	Surrey Hills Solicitors LLP	013645	474.00		Legal advice
07/05/2025	Wilbar Associates Ltd	013646	405.00		Traffic calming spec
07/05/2025	4Sight Vision Support	650	650.00		Grant
07/05/2025	Rural Services Partnership Ltd	013648	172.42		Membership 25-26
07/05/2025	Ballpoint Office Supplies Ltd	013649	92.08		Stationery
07/05/2025	WBC Cares UK	013650	4,054.60		Boxing sessions 24-25
07/05/2025	GN Tree Surgery Specialists Lt	013651	540.00		Tree work
07/05/2025	Extinguisher Trading Company	013652	76.80		83a Fire ext. servicing
07/05/2025	Colin Ellis	013653	47.89		Purchase Ledger Payment
07/05/2025	Rialtas Business Solutions Ltd	013655	1,156.80		EOY closedown
07/05/2025	Sussex Land Services Ltd	013656	8,047.20		Land @ Kingslea Farm GM 24-25
07/05/2025	Greg Burt	013642	2,067.92		Reim. luo hire beacon lighting
08/05/2025	BT	DD	101.76		Broadband The Depot, High St
14/05/2025	Restream Inc.	CARD	14.86		Restream
15/05/2025	A272 Design	SO	618.00		Village TWEET advert
15/05/2025	Southern Water	DD	22.79		Water 83a High St
19/05/2025	ZOOM	CARD	155.88		ZOOM
21/05/2025	Horsham DC	DD	361.40		Bin emptying
22/05/2025	ALE Bus Machines	DD	30.01		Copier usage
22/05/2025	Mailchimp	CARD	11.76		Mailchimp
22/05/2025	AMAZON	CARD	79.99		New office chair
23/05/2025	Brunel Engraving Co Ltd	CARD	112.68		Brunel Engraving Co Ltd
23/05/2025	EE & T Mobile	DD	33.42		Mobile phones
23/05/2025	Engie Gas Ltd	DD	106.80		Gas 83a High St
28/05/2025	SSE	DD	87.00		Electric 83a High St
29/05/2025	G C Burt	CARD	-180.00	Cancel dupli. paymen	G C Burt
29/05/2025	SSE	DD	221.02		Electric street furniture
30/05/2025	NatWest	BACS	96.45		Bank charges
30/05/2025	Sussex Land Services	SO	2,697.80		GM - May

Total Payments	79,566.97
----------------	-----------



Date: 06/06/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:15

Bank Reconciliation Statement as at 30/05/2025
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	30/05/2025		194,718.90
Treasury Reserve Deposit	30/05/2025		420,186.99
Unity Bank	30/05/2025		440.81
			<u>615,346.70</u>

Unpresented Payments (Minus)Amount

24/01/2025	013608	Progression Signage & Display	102.00
07/05/2025	650	4Sight Vision Support	650.00
07/05/2025	013648	Rural Services Partnership Ltd	172.42
07/05/2025	013651	GN Tree Surgery Specialists Lt	540.00
			<u>1,464.42</u>
			613,882.28

Unpresented Receipts (Plus)

0.00

0.00

613,882.28

Balance per Cash Book is :-

613,882.28

Difference is :-

0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 10/06/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:37

Bank Reconciliation Statement as at 31/05/2025 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	31/05/2025		192,756.15
			192,756.15
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			192,756.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			192,756.15
		Balance per Cash Book is :-	192,756.15
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date