



**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 24 September 2025  
7.30pm**

**Present:** Cllrs Craig Gale (Vice Chairman in the chair – until Minute 101/25a), Edna Bengier, Paul Berry, Craig Jones and Steve Thomas.

**In Attendance**

G Burt, Clerk to the Council  
1 Member of the public.

**91/25 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.

**92/25 Apologies for Absence**

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

**93/25 Declaration of Interests and notification of change to members' interests**

- i. Cllr Paul Berry declared a pecuniary interest as his wife is an employee of the Council – Min 97/25.
- ii. Cllr Edna Bengier declared a pecuniary interest as an employee of St Mary's Church, a partner organiser of the event and also a Trustee of Churches Together – Min 101/25b.
- iii. Cllr Craig Gale declared a pecuniary interest as he is an employee of the Family Church – a partner organiser of the event and ex-officio member of Churches Together – Min 101/25b. However he was likely to have left the meeting before that item.

**94/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)**

William Gooder spoke in support of the application for a grant towards the Walking Nativity and answered questions.

**95/25 Minutes**

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

**96/25 Clerk's Report**

None

*Cllr Paul Berry left the meeting*

**97/25 To Approve Payments and Note Receipts for July and August 2025**

Details of payments for July and August 2025 totalling £50,086.12 and £13,121.59 respectively had been previously circulated – Appendices A and B, along with any receipts. On the proposal Cllr Craig Gale, seconded by Cllr Craig Jones **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*

**98/25 To Note Bank Reconciliations**

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

Cashbook 1 to 31/07/2025 - Appendix C

Cashbook 1 to 31/08/2025 - Appendix D

Cashbook 3 to 31/07/2025 - Appendix E

Cashbook 3 to 14/08/2025 - Appendix F

**99/25 To note debtors**

The list of debtors was **NOTED**.

**100/25 RECOMMENDATIONS FROM COMMITTEES**

**From Property Committee of 16 July 2025 that £7,053.04 be allocated from CIL or other funds to enable the final phase of bollard replacement around Adversane Green to be completed. Minute 30/25 refers.**

Members were keen to see this project completed. As there were insufficient funds in the CIL account, on the proposal of Cllr Craig Jones seconded by Cllr Steve Thomas **RESOLVED** that the £7,053.04 be taken from the EMR funds acquired following the transfer to the Council of Land at Kingslea Farm accordingly.

**101/25 To consider grant applications from:**

a. Arun Counselling Centre

On the proposal of Cllr Craig Jones, seconded by Cllr Steve Thomas, **RESOLVED** that a grant of £150 be awarded to Arun Counselling Centre accordingly, under s137 LGA 1972.

*Cllr Bengier left the meeting.*

*Cllr Craig Gale tendered his apologies due to another commitment at 8pm. The meeting agreed that Cllr Craig Jones would take the chair for the rest of the meeting.*

b. Billingshurst Walking Nativity

On the proposal of Cllr Craig Jones, seconded by Cllr Steve Thomas **RESOLVED** that a grant of £1,000 be awarded to accordingly to the *Walking Nativity* event, under s144 LGA 1972. (The Budget Workshop would be asked to consider making ongoing support for this notable village event a separate budget item, rather than it requiring funding from the annual grants budget.)

*Cllr Bengier rejoined the meeting.*

c. Billingshurst W.I. (Afternoon)

On the proposal of Cllr Steve Thomas, seconded by Cllr Paul Berry, **DEFER** pending further information.

**102/25 To confirm budgeted grant of £15,000 to Billingshurst Centre.**

On the proposal of Cllr Craig Jones, seconded by Cllr Steve Thomas **RESOLVED** that that a grant of £15,000 be made to Billingshurst Community & Conference Centre, under s.19 of the LG (Misc. Prov.) Act 1976. Members asked that future requests be accompanied by the most up to date Centre accounts.

**103/25 The Depot 83a High Street update**

Members received a report from the Assistant Clerk detailing increased usage of *The Depot*, including some paying hirers and other potential users. Sadly, HDC had turned down a bid to access s106 funds to facilitate a weekly youth club, but it is hoped that the scheme might be revived in the future. The Committee thanked the Assistant Clerk for his work on this project. **NOTED.**

**104/25 Date of Next Meeting – Wednesday 29 October 2025**

*The meeting closed at 8.01pm.*

Chairman

Date

# APPENDIX A

Date: 20/08/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:17

Current Bank A/c

## List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Horsham DC	DD	154.88		Bin emptying
02/07/2025	Screwfix Direct Ltd	DD	69.73		Misc ironmongery
02/07/2025	Horsham DC	CARD	53.00		New bin
07/07/2025	Jumping Jacks Ent	CARD	74.00		Fam Day Bouncy Castle deposit
08/07/2025	BT	DD	61.76		83a High St broadband
08/07/2025	Scottish Water	DD	279.80		Public Toilets water etc
09/07/2025	Breakthrough Communications Lt	CARD	5,714.40		Training and consultancy
10/07/2025	Parkfield Retail Ltd	PARKFIELD	7.38		Play area spares
14/07/2025	Restream Inc.	CARD	14.49		Restream
15/07/2025	A272 Design	SO	618.00		Village TWEET advert
15/07/2025	Southern Water	DD	22.79		Water etc 83a High St
16/07/2025	Horsham DC	DD	361.40		Bin emptying
18/07/2025	Siemens Fin Serv	DD	194.54		Copier lease
22/07/2025	We Print Gifts Ltd	CARD	13.87		New ID badge
22/07/2025	Mailchimp	CARD	11.70		Mailchimp
22/07/2025	Engie Gas Ltd	DD	42.03		83a High St Gas
23/07/2025	EE & T Mobile	DD	33.42		Mobile phones etc
24/07/2025	Vision ICT Ltd	013671	567.60		Websites renewal
24/07/2025	West Sussex County Council	013672	30,890.76		June salaries
24/07/2025	Healthmatic Ltd	013673	1,384.57		Spare parts for public loos
24/07/2025	Greg Burt	013674	363.89		Mtg travel expenses
24/07/2025	Billingshurst Comm. & Conf. Ce	013675	1,157.56		Office utilities
24/07/2025	Friends of Station Road Garden	136676	1,200.00		Grant ref prisoner subsistence
24/07/2025	Southwater Parish Council	013677	264.00		EO training
24/07/2025	Loo of the Year Awards Ltd	013678	189.60		Loo of yr entry
24/07/2025	K.T. Fabrications Ltd	013679	30.00		Water bowser repair
24/07/2025	Colin Ellis	013680	12.84		Play area training expenses
24/07/2025	Glasdon UK Ltd	013681	861.36		Replacement bollards Adversane
24/07/2025	Sussex Land Services Ltd	013682	259.80		Play area fencing repairs
24/07/2025	Baskets in Bloom Ltd	013683	1,690.00		Summer planting High St etc
24/07/2025	ALE Bus Machines	DD	28.49		Copier usage charges
28/07/2025	Laker Brickwork & Construction	013659A	0.20		Correct inputting error
28/07/2025	SSE	DD	87.00		83a High St Electric
30/07/2025	Sussex Land Services	SO	2,697.80		GM - July
31/07/2025	NatWest	BACS	17.50		Bank charges
31/07/2025	Jumping Jacks	CARD	655.96		Fam Act Day Bouncy Castle

Total Payments      50,086.12



# APPENDIX B

Date: 09/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:14

Current Bank A/c

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Horsham DC	DD	154.88		Bin emptying
01/08/2025	Screwfix Direct Ltd	DD	28.98		Misc. Ironmongery
04/08/2025	Xtreme Vortex	CARD	532.35		Climbing wall 2nd payment
05/08/2025	Billingshurst CCC	013684	6,503.52		Return of inv. 97 already paid
07/08/2025	BT	DD	61.76		Broadband etc - The Depot
11/08/2025	Parkfield Retail Ltd	DD	10.79		Misc ironmongery
13/08/2025	Rialtas Business Solutions Ltd	013685	1,270.80		Annual licence for accounting
13/08/2025	Sutcliffe Play Ltd	013686	249.87		Play equip. spares
13/08/2025	Martin Dobson Associates	013687	780.00		Tree consultancy
13/08/2025	Signquick	013688	96.00		Activity Day banners
13/08/2025	Billingshurst Comm. & Conf. Ce	013689	438.20		Garage rent
13/08/2025	Greg Burt	013690	715.98		X3 reimbs.
13/08/2025	Fowlers Estate Agents	013691	203.40		Refund overpayment
14/08/2025	Restream Inc.	CARD	14.56		Restream
15/08/2025	A272 Design	SO	618.00		Village TWEET advert
15/08/2025	Southern Water	DD	22.79		83a High St water etc
18/08/2025	Horsham DC	DD	142.00		Bin emptying
18/08/2025	Horsham DC	DD	148.40		Bin emptying
18/08/2025	Horsham DC	DD	284.00		Bin emptying
22/08/2025	Netcom IT Solutions	DD	387.19		Phones etc.
22/08/2025	Hampshire Flag Co.	CARD	130.85		New flag o/s Centre
22/08/2025	Mailchimp	CARD	11.66		Mailchimp
22/08/2025	Engie Gas Ltd	DD	39.33		Gas 83a High St
26/08/2025	ALE Bus Machines	DD	31.41		Copier usage
26/08/2025	EE & T Mobile	DD	33.42		Mobiles etc
27/08/2025	JPI Media Publishing Ltd	DD	62.40		County Times 6 month sub
28/08/2025	SSE	DD	87.00		Electric 83a High St
29/08/2025	NatWest	BACS	15.05		Bank charges
29/08/2025	ICO	DD	47.00		Annual registration fee

Total Payments      13,121.59



Date: 20/08/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 14:39

Bank Reconciliation Statement as at 31/07/2025  
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/07/2025		264,696.08
Treasury Reserve Deposit	31/07/2025		280,124.66
Unity Bank	31/07/2025		440.81
			<u>545,261.55</u>

Unpresented Payments (Minus)Amount

07/05/2025	013648	Rural Services Partnership Ltd	172.42
07/05/2025	013651	GN Tree Surgery Specialists Lt	540.00
24/07/2025	013671	Vision ICT Ltd	567.60
24/07/2025	013672	West Sussex County Council	30,890.76
24/07/2025	013673	Healthmatic Ltd	1,384.57
24/07/2025	013674	Greg Burt	363.89
24/07/2025	013675	Billingshurst Comm. & Conf. Ce	1,157.56
24/07/2025	136676	Friends of Station Road Garden	1,200.00
24/07/2025	013677	Southwater Parish Council	264.00
24/07/2025	013678	Loo of the Year Awards Ltd	189.60
24/07/2025	013679	K.T. Fabrications Ltd	30.00
24/07/2025	013680	Colin Ellis	12.84
24/07/2025	013681	Glasdon UK Ltd	861.36
24/07/2025	013682	Sussex Land Services Ltd	259.80

37,894.40

507,367.15

Unpresented Receipts (Plus)

0.00

0.00

507,367.15

Balance per Cash Book is :-

507,367.15

Difference is :-

0.00

Signatory 1:

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

Signatory 2:

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

Date: 09/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:11

Bank Reconciliation Statement as at 31/08/2025  
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	31/08/2025		217,885.61
Treasury Reserve Deposit	31/08/2025		280,124.66
Unity Bank	31/08/2025		440.81
			<u>498,451.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
07/05/2025 013648	Rural Services Partnership Ltd	172.42	
07/05/2025 013651	GN Tree Surgery Specialists Lt	540.00	
24/07/2025 013671	Vision ICT Ltd	567.60	
24/07/2025 013678	Loo of the Year Awards Ltd	189.60	
13/08/2025 013688	Signquick	96.00	
			<u>1,565.62</u>
			496,885.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			496,885.46
		Balance per Cash Book is :-	496,885.46
		Difference is :-	0.00

## Signatory 1:

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

## Signatory 2:

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

Date: 11/08/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:20

**Bank Reconciliation Statement as at 31/07/2025  
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	31/07/2025		193,112.52
			<u>193,112.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,112.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,112.52
		<b>Balance per Cash Book is :-</b>	<b>193,112.52</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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



Date: 08/09/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:20

Bank Reconciliation Statement as at 31/08/2025  
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	<del>31/08/2025</del> 14		193,273.62
			193,273.62
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			193,273.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			193,273.62
		Balance per Cash Book is :-	193,273.62
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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