



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 28 January 2026
Billingshurst Centre
7.30pm**

Present: Cllrs Craig Gale (Vice Chairman in the chair), Paul Berry, Jeremy Harris and Trevor Leonard.

In Attendance

G Burt, Clerk to the Council

01/26 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.

02/26 Apologies for Absence

Apologies for absence had been received from Cllrs Edna Benger, Phillip Day, Craig Jones and Marie Montoya for an approved reason. On the proposal of Cllr Craig Gale, seconded by Cllr Paul Berry, **RESOLVED** that the apologies and reasons given be accepted.

03/26 Declaration of Interests and notification of change to members' interests

Cllr Paul Berry declared a pecuniary interest in Min 07/26 as his wife is an employee of the Council.

04/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

05/26 Minutes

The minutes of the meeting held on 17 December 2025, previously circulated, were taken as read. On the proposal of Cllr Craig Gale seconded by Cllr Trevor Leonard **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

06/26 Clerk's Report

The Clerk reported that several grant applications had been received, to be considered at the next meeting.

Cllr Paul Berry left the meeting.

07/26 To Approve Payments and Note Receipts for November and December 2025

Details of payments for November and December 2025 totalling £82,174.61 and £57,721.85 respectively had been previously circulated – Appendices **A** and **B**, along with any receipts. On the proposal Cllr Craig Gale 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 Gale then initialled the list of payments.

Cllr Paul Berry rejoined the meeting.

08/26 To Note Bank Reconciliations

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

Cashbook 1 to 28/11/2025 - Appendix C

Cashbook 3 to 30/11/2025 - Appendix D

Cashbook 1 to 31/12/2025 - Appendix E

Cashbook 3 to 31/12/2025 - Appendix F

09/26 To consider 2025-26 Interim Internal Audit report and agree draft responses –

The Internal Auditor had given the Council's accounting practices a clean bill of health. He raised 3 issues and on the proposal of Cllr Craig Gale, seconded by Cllr Jeremy Harris, **RESOLVED** the responses to issues raised as set out below.

Matter Arising	Recommendation	Council Response – Final Audit
I reviewed the sales ledger as at 6 January 2026. The debtor balance was £46K at this time, and whilst the sales ledger appeared in reasonable order, there is a debt of £6k shown as outstanding from BCCC, dated 30.6.25.	This should be reviewed to assess whether this is a genuine debt, or an accounting anomaly.	TO BE INVESTIGATED
I note that the Council has paid for CCTV equipment, this is held by the supplier as the Council does not yet have the necessary permissions in place to allow the cameras to be installed.	I would prefer this equipment to be stored on Council premises, now that it has been paid for, the assets are not currently secured BPC assets.	THIS IS TO BE MOVED TO BPC STORAGE AND HAS BEEN ADDED TO THE ASSET REGISTER.
The Council has an investment policy. This was reviewed at F&GP Committee in July 2023 (minute 78/23).	This policy is due for review and should be considered annually by FIGP Committee.	TO BE ACTIONED.

10/26 To review updated Earmarked Reserves (EMR).

On the proposal of Cllr Craig Gale, seconded by Cllr Trevor Leonard, **RESOLVED** to approve the list of Earmarked Reserves.

11/26 To review and ratify current Direct Debits and Standing Orders etc.

On the proposal of Cllr Craig Gale, seconded by Cllr Trevor Leonard, **RESOLVED** that the Direct Debits, Standing Orders and other automated payments as tabled be approved. The Clerk would consider if the ZOOM subscription was still required.

12/26 To review the draft Corporate Risk Assessment.

Following a detailed review, on the proposal of Cllr Jeremy Harris, seconded by Cllr Craig Gale, **RECOMMEND** to Council that the Corporate Risk Assessment be approved as amended

13/26 To review the Council's Asset Register.

Following a detailed review, on the proposal of Cllr Craig Gale, seconded by Cllr Jeremy Harris **RESOLVED** that the Asset Register be approved accordingly, as amended.

14/26 To receive a verbal report from the Clerk on progress to comply with the new Assertion 10 Declaration on Annual Governance and Accountability Return (AGAR). The Clerk advised that pursuant to Committee's agreement last year to engage consultants to help us ensure we can satisfy the new Assertion 10 declaration, this work had now been completed and he was confident that we could satisfy this new criteria. **NOTED**

15/26 Date of Next Meeting – Wednesday 25 February 2026

The meeting closed at 7.50pm.

Chairman

Date

APPENDIX A

Date: 23/12/2025

Billingshurst Parish Council 2025-26

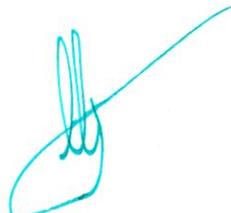
Page 1

Time: 12:20

Current Bank A/c

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Screwfix Direct Ltd	DD	17.98		Misc ironmongery
03/11/2025	Horsham DC	DD	168.96		Bin emptying
07/11/2025	BT	DD	61.76		Broadband @ The Depot
10/11/2025	Greg Burt	013721	158.52		Conf. mileage
10/11/2025	Billingshurst Comm. & Conf. Ce	013722	685.21		Room hire
10/11/2025	Sussex Land Services Ltd	013723	300.00		Tree works
10/11/2025	BSRA	013724	2,500.00		Firework sponsorship
10/11/2025	Heatsmart Ltd	013725	126.00		Gas boiler serv. The Depot
10/11/2025	Billingshurst W.I.	013726	533.00		Grant
10/11/2025	Owen Isherwood Ltd	013727	540.00		Adversane Hall sale promo
10/11/2025	Surrey Hills Solicitors LLP	013728	3,240.00		Legal advice
10/11/2025	WSALC Ltd	013729	120.00		Training
10/11/2025	Ballpoint Office Supplies Ltd	013730	105.98		Stationery
10/11/2025	Baskets in Bloom Ltd	013731	1,480.00		Autumn bedding change
10/11/2025	James Marchant	013732	13.35		HDC planning mtg mileage
10/11/2025	Trevor Cox	013733	600.00		Play area inspections - Oct
10/11/2025	West Sussex County Council	013734	25,166.01		Oct salaries
10/11/2025	Parkfield Retail Ltd	DD	16.58		Misc ironmongery
11/11/2025	CEX	CARD	337.95		2nd hand Meeting Owl 3
14/11/2025	Restream Inc.	CARD	14.92		Restream Inc.
14/11/2025	British Gas	CARD	55.91		Adversane Hall electric
17/11/2025	Rural Services Partnership Ltd	17112025	-344.84		Cancel lost cheque
17/11/2025	Horsham Sports Services	18112025	-692.20		Cancel cheque
17/11/2025	AMAZON	CARD	6.49		Wall planner
17/11/2025	A272 Design	SO	618.00		Village TWEET advert
17/11/2025	Southern Water	DD	60.00		Water etc. 83a High St
18/11/2025	Horsham DC	DD	35.50		Bin emptying
18/11/2025	Horsham DC	DD	148.40		Bin emptying
18/11/2025	Horsham DC	DD	177.50		Bin emptying
21/11/2025	Mail Chimp	CARD	12.03		Mail chimp
21/11/2025	Engie Gas Ltd	DD	119.74		83a High St Gas
24/11/2025	Horsham District Council	013735	43,446.00		N/Warden costs Apr-Sep 25
24/11/2025	Greg Burt	013736	13.79		Mileage to devo. meeting
24/11/2025	Cae'scapes	013737	600.00		Acivity Day skate jam
24/11/2025	Billingshurst Comm. & Conf. Ce	013739	1,555.00		Room hire
24/11/2025	EE & T Mobile	DD	33.42		Mobile phones
25/11/2025	ALE Bus Machines	DD	30.45		Copier charges
28/11/2025	NatWest	BACS	26.20		Bank charges
28/11/2025	SSE	DD	87.00		83a High St Electric
Total Payments			82,174.61		



APPENDIX B

Date: 14/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:27

Current Bank A/c

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Arthur J Gallagher Insurance B	013738	20,431.42		Insurance premium 2025-26
01/12/2025	Sussex Land Services	SO	2,697.80		GM - Nov
01/12/2025	Netcom IT Solutions	DD	2,626.19		IT support
01/12/2025	Horsham DC	DD	168.96		Bin emptying
01/12/2025	Screwfix Direct Ltd	DD	53.97		Misc ironmongery
08/12/2025	BT	DD	61.76		The Depot broadband
10/12/2025	Land Registry	CARD	14.00		LR search
10/12/2025	Parkfield Retail Ltd	DD	9.35		Misc ironmongery
11/12/2025	Post Office	CARD	672.75		Stamps
15/12/2025	A272 Design	SO	618.00		Village TWEET advert
15/12/2025	Restream Inc.	CARD	14.63		Restream Inc.
15/12/2025	SoutherN Water	DD	60.00		Water etc 83a
17/12/2025	Healthmatic Ltd	013741	62.96		Public loo locks
17/12/2025	Keen Consultants	013742	4,740.00		Annual tree survey
17/12/2025	Caloo Ltd	013743	1,996.20		Playground spare parts
17/12/2025	ICA Electrical Contractors Ltd	013744	768.00		Xmas lights socket
17/12/2025	Sussex Land Services Ltd	013745	90.00		LSRRG fence repair
17/12/2025	Sutcliffe Play Ltd	013746	894.22		Playground spare parts
17/12/2025	Glasdon UK ltd	013747	6,643.47		Adversane bollards
17/12/2025	Greg Burt	013748	100.00		Reim cleaning of loos
17/12/2025	Billingshurst Comm. & Conf. Ce	013749	361.46		Room hire
17/12/2025	Surrey Hills Solicitors LLP	013750	2,068.00		Legal advice
17/12/2025	Trevor Cox	013751	600.00		Play area inspections
17/12/2025	Enerveo	013740	3,505.46		New Xmas lights sockets etc.
17/12/2025	Bin emptying	DD	53.25		Bin emptying
17/12/2025	Horsham DC	DD	142.00		Bin emptying
17/12/2025	Horsham DC	DD	163.30		Bin emptying
19/12/2025	British Gas	DD	21.69		Electric Adversane Hall
22/12/2025	ALE Bus Machines	DD	51.86		Copier charges
22/12/2025	Mailchimp	CARD	11.74		Mailchimp
22/12/2025	Engie Gas Ltd	DD	175.38		83a High St gas
23/12/2025	EE & T Mobile	DD	37.93		Mobile phones etc,
23/12/2025	CPRE	DD	36.00		Membership
29/12/2025	SSE	DD	156.03		Electric public toilets
29/12/2025	SSE	DD	87.00		83a High St electric
29/12/2025	Netcom IT Solutions	DD	4,808.52		IT support
30/12/2025	Sussex Land Services	SO	2,697.80		GM - Dec
31/12/2025	NatWest	BACS	20.75		Bank charges

Total Payments 57,721.85

APPENDIX C

Date: 05/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 12:58

**Bank Reconciliation Statement as at 30/11/2025
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	28/11/2025		319,694.65
Treasury Reserve Deposit	28/11/2025		280,124.66
Unity Bank	28/11/2025		440.81
			600,260.12
 <u>Unpresented Payments (Minus)</u>			<u>Amount</u>
24/07/2025 013671	Vision ICT Ltd		567.60
10/11/2025 013724	BSRA		2,500.00
10/11/2025 013726	Billingshurst W.I.		533.00
10/11/2025 013729	WSALC Ltd		120.00
24/11/2025 013735	Horsham District Council		43,446.00
24/11/2025 013737	Cae'scapes		600.00
24/11/2025 013739	Billingshurst Comm. & Conf. Ce		1,555.00
			49,321.60
			550,938.52
 <u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			550,938.52
		Balance per Cash Book is :-	550,938.52
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date: 08/12/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 12:09

Bank Reconciliation Statement as at 30/11/2025
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	30/11/2025		193,759.33
			<u>193,759.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,759.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,759.33
		Balance per Cash Book is :-	193,759.33
		Difference is :-	0.00



Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

Date: 14/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:18

**Bank Reconciliation Statement as at 31/12/2025
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	31/12/2025		235,719.64
Treasury Reserve Deposit	31/12/2025		280,124.66
Unity Bank	31/12/2025		440.81
			516,285.11
 <u>Unpresented Payments (Minus)</u>			<u>Amount</u>
24/07/2025 013671	Vision ICT Ltd		567.60
17/12/2025 47400	Keen Consultants		4,740.00
17/12/2025 013744	ICA Electrical Contractors Ltd		768.00
17/12/2025 013746	Sutcliffe Play Ltd		894.22
17/12/2025 013749	Billingshurst Comm. & Conf. Ce		361.46
17/12/2025 013740	Enerveo		3,505.46
			10,836.74
			505,448.37
 <u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			505,448.37
		Balance per Cash Book is :-	505,448.37
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX F

Date: 12/01/2026

Billingshurst Parish Council 2025-26

Page 1

Time: 14:53

Bank Reconciliation Statement as at 31/12/2025
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	31/12/2025		193,925.75
			<u>193,925.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			193,925.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			193,925.75
		Balance per Cash Book is :-	193,925.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date