



**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 25 February 2026  
Billingshurst Centre  
7.30pm**

**Present:** Cllrs Phillip Day (Chairman), Paul Berry (until Min 24/26), Craig Gale (until Min 25/26), Jeremy Harris, Craig Jones, Trevor Leonard and Marie Montoya.

**In Attendance**

G Burt, Clerk to the Council

**16/26 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.

**17/26 Apologies for Absence**

An apology for absence had been received from Cllr Edna Benger for an approved reason. On the proposal of Cllr Craig Gale, seconded by Cllr Craig Jones, **RESOLVED** that the apology and reason given be accepted.

**18/26 Declaration of Interests and notification of change to members' interests**

Cllr Paul Berry declared a pecuniary interest in Min 24/26 as his wife is an employee of the Council.

Cllr Paul Berry declared a personal in Min 25/26 as a member of BEAT.

Cllr Craig Gale declared a personal interest in Min 25/26 being on the Management Committee of Street Pastors.

*The Chairman agreed to vary the order of business so that the two items in which two Cllrs had interests (and planned to leave the room) were at the end of the meeting.*

**19/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)**

None

**20/26 Minutes**

The minutes of the meeting held on 28 January 2026, previously circulated, were taken as read. On the proposal of Cllr Trevor Leonard seconded by Cllr Marie Montoya **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**21/26 Clerk's Report**

None

**22/26 To Note Bank Reconciliations**

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

Cashbook 1 to 30/01/2026 - Appendix B  
Cashbook 3 to 30/01/2026 - Appendix C

### 23/26 The Depot 83a High Street

- a. Members received a progress report on current usage and were pleased to see a steady increase in the number of activities taking place. **NOTED**
- b. Members considered a proposal from Cllr Paul Berry to seek a variation to the existing planning consent to allow a greater range of community activities. Members agreed that the current youth-orientated restriction was limiting it being used to its full community potential. The original architect advised that she thought the planning authority would be supportive of improving community usage. On the proposal Cllr Paul Berry seconded by Cllr Craig Jones **RESOLVED** that a variation to the existing planning consent to allow a greater range of community activities be sought accordingly. [Should such consent be granted, officers would draft a list of suitable uses to assist managing bookings, in order that they did not create a nuisance to neighbours or damage BCCC bookings etc.]

*Cllr Paul Berry left the meeting.*

### 24/26 To Approve Payments and Note Receipts for January 2026

Details of payments for January 2026 totalling £33,910.20 respectively had been previously circulated – Appendix A, along with any receipts. On the proposal Cllr Phillip Day seconded by Cllr Craig Jones **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted. Cllr Phillip Day then initialled the list of payments.

*Cllr Craig Gale left the meeting.*

### 25/26 To consider grant applications in the order they were received.

- a. It was agreed that the following applications who had failed to submit recent certified accounts, (as clearly stated on the application form) would not be considered. They could reapply in April. These were:

Applicant	£ Requested
CAGNE	2,000
WAKOOS Centre4Children LTD	3,113.92
Billingshurst Community Minibus	360
Women's Hall	1,650

- b. The following grants totalling £2,667 were **RESOLVED** accordingly:

Applicant	Requested	Awarded	Proposed	Seconded	Power used
BEAT	1,500	917	Cllr Phillip Day	Cllr Craig Jones	LGA 1972 s137

Tyler's Trust	500	200	Cllr Phillip Day	Cllr Craig Jones	LGA 1972 s137
Billingshurst Street Pastors	1,500	700	Cllr Phillip Day	Cllr Trevor Leonard	LG & RA 1997 s31
Billingshurst Romans RUFC	350	350	Cllr Phillip Day	Cllr Craig Jones	LGA 1972 s137
Windmill Place Management Company	500	500	Cllr Craig Jones	Cllr Marie Montoya	Highways Act 1980 ss43 & 50
Junior Parkrun	4,800	0	Cllr Phillip Day	Cllr Craig Jones	n/a

c. Due to the limited funds available, the following could also reapply in April.

<b>Applicant</b>	<b>£ Requested</b>
BSRA	3,180
Billingshurst Primary Academy Bees	349

**26/26 Date of Next Meeting – Wednesday 25 March 2026**

*The meeting closed at 8.24pm.*

Chairman

Date

**APPENDIX B**

Date: 17/02/2026

Billingshurst Parish Council 2025-26

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Time: 16:35

**Bank Reconciliation Statement as at 30/01/2026  
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	30/01/2026		344,884.15 <i>h</i>
Treasury Reserve Deposit	30/01/2026		140,062.33
Unity Bank	30/01/2026		440.81
			485,387.29
 <b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
24/07/2025 013671	Vision ICT Ltd	567.60	
17/12/2025 013749	Billingshurst Comm. & Conf. Ce	361.46	
			929.06
			484,458.23
 <b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			0.00
			484,458.23
		<b>Balance per Cash Book is :-</b>	<b>484,458.23</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

*h*

APPENDIX C

Date: 13/02/2026

Billingshurst Parish Council 2025-26

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Time: 12:45

Bank Reconciliation Statement as at 30/01/2026  
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	30/01/2026		194,077.17
			<u>194,077.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,077.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,077.17
		Balance per Cash Book is :-	194,077.17
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

# APPENDIX A

Date: 17/02/2026

## Billingshurst Parish Council 2025-26

Time: 16:42

### Current Bank A/c

#### List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Horsham DC	DD	168.96		Bin emptying
05/01/2026	BT	DD	61.76		The Depot broadband
05/01/2026	SSE	DD	316.41		Street furniture electricity
06/01/2026	SSE	DD	177.84		Street furniture electricity
07/01/2026	SSE	DD	194.49		Street furniture electricity
09/01/2026	SSE	DD	251.90		Electricity - street furniture
12/01/2026	Arthur J Gallagher Insurance B	013752	402.11		EV Motor Insurance
12/01/2026	Trevor Cox	013753	600.00		Playground inspections
12/01/2026	West Sussex County Council	013754	23,212.99		Dec salaries
12/01/2026	Ballpoint Office Supplies Ltd	013756	177.72		Stationery
12/01/2026	Keith Atherfold	013757	380.00		New Chairs Honours Board
12/01/2026	Greg Burt	013758	2,124.79		25-26 Interim Int Audit
12/01/2026	Moreray Ltd	013755	500.00		Play area annual inspections
12/01/2026	British Gas	DD	12.51		Adversane Hall electric
12/01/2026	Scottish Water	DD	236.36		Water etc public toilets
14/01/2026	Restream Inc.	CARD	14.58		Restream
15/01/2026	A272 Design	SO	618.00		Village TWEET advert
15/01/2026	Southern Water	DD	60.00		Water etc 83a High St
18/01/2026	SSE	DD	232.86		Street furniture electricity
20/01/2026	Siemens Fin Serv	DD	266.54		Copier hire
20/01/2026	Horsham DC	DD	53.25		Bin emptying
20/01/2026	Horsham DC	DD	170.60		Bin emptying
20/01/2026	Horsham DC	DD	177.50		Bin emptying
21/01/2026	Mailchimp	CARD	11.70		Mailchimp
21/01/2026	SSE	DD	276.56		Street furniture energy
22/01/2026	Engie Gas Ltd	DD	212.92		Gas 83a High St
23/01/2026	Land Registry	CARD	56.00		LR searches / devolution
23/01/2026	ALE Bus Machines	DD	45.37		Copier charges
23/01/2026	EE & T Mobile	DD	37.93		Mobile phones etc
28/01/2026	Land Registry	CARD	49.00		LGR / map searches
28/01/2026	SSE	DD	87.00		Electric 83a High St
30/01/2026	Sussex Land Services	SO	2,697.80		GM - Jan
30/01/2026	NatWest	BACS	24.75		Bank charges

**Total Payments**      33,910.20

