



**Minutes of the Meeting of the Finance and General Purposes Committee  
Wednesday 29 April 2026  
Billingshurst Centre  
7.30pm**

**Present:** Cllrs Phillip Day (Chairman), Edna Benger, Paul Berry, Craig Gale, Craig Jones, Trevor Leonard and Marie Montoya.

**In Attendance**

G Burt, Clerk to the Council

**38/26 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.

**39/26 Apologies for Absence**

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

**40/26 Declaration of Interests and notification of change to members' interests**

Cllr Paul Berry declared a pecuniary interest in Min 44/26 as his wife is an employee of the Council.

**41/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)**

None

**42/26 Minutes**

The minutes of the meeting held on 25 March 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.

**43/26 Clerk's Report**

None

*Cllr Paul Berry left the meeting.*

**44/26 To Approve Payments and Note Receipts for February 2026**

Details of payments for March 2026 totalling £118,251.47 had been previously circulated – Appendix A, along with any receipts. On the proposal Cllr Phillip Day seconded by Cllr Marie Montoya **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.

The Clerk, in answer to a question, confirmed that the Council's funding of the Centre chairs' reupholstering was deemed a grant.

*Cllr Paul Berry rejoined the meeting.*

#### 45/26 To Note Bank Reconciliations

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

Cashbook 1 to 31/03/2026 - Appendix B

Cashbook 3 to 31/03/2026 - Appendix C

#### 46/26 To consider grant applications.

The following grants totalling £5,000 were **RESOLVED** accordingly:

Applicant	Requested	Awarded	Proposed	Seconded	Power used
CAGNE	2,000	0	Cllr Marie Montoya	Cllr Craig Jones	N/A
WAKOOS	3,113.92	DEFER			N/A
Billingshurst Community Minibus	360	360	Cllr Craig Jones	Cllr Trevor Leonard	LG & RA 1997 s.26
Women's Hall	1,650	1,000	Cllr Craig Gale	Cllr Paul Berry	LG (Misc Prov.) Act 1976 s.19
BSRA	3180	2891	Cllr Craig Gale	Cllr Craig Jones	LG (Misc Prov.) Act 1976 s.19
Billingshurst Primary Academy Bees	349	349	Cllr Paul Berry	Cllr Craig Jones	LGA 1972 s.137
St. Catherine's Hospice	400	400	Cllr Trevor Leonard	Cllr Marie Montoya	LGA 1972 s.137
4Sight Vision	850	0	Cllr Craig Jones	Cllr Marie Montoya	N/A

Members agreed to review the Grant Policy at a future meeting and were keen to increase the grant budget in future years should resources allow.

#### 47/26 Consideration of funding restoration of wooden finger post.

WSCC had advised that it would replace a damaged wooden finger post in the parish with a modern equivalent, unless the Parish Council was willing to fund the repairs. It was taking a similar approach to all such signs in the county. Whilst Members would like to see the sign retained, they felt the expenditure on another council's property could not be justified. On the proposal Cllr Paul Berry seconded by Cllr Craig Jones **RESOLVED** that the Council decline to fund the repairs.

**48/26 Ratification of additional expenditure to protect newly refurbished Centre chairs.**

The Council had funded by way of a grant the refurbishment of some of the Billingshurst Centre's chairs. This had been cheaper than the original budget to replace. Upon returning the chairs, the contractor advised that the chairs were being stored in direct sunlight which may have caused their degradation. Officers had arranged for the immediate fitting of UV film to the said windows. On the proposal Cllr Phillip Day seconded by Cllr Trevor Leonard **RESOLVED** that the Council funds the additional work in the sum of £790.

**49/26 Date of Next Meeting – Wednesday 27 May 2026**

*The meeting closed at 8.31pm.*

Chairman

Date

## List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2026	Light Angels Ltd	013764A	-27,072.02		Cancel payment
02/03/2026	Advanced Moulds Ltd	013774	10,044.00		BCCC chairs refurb
02/03/2026	Sussex Land Services	SO	2,697.80		GM - Feb
02/03/2026	Horsham DC	DD	168.96		Bin emptying
02/03/2026	Horsham DC	DD	128.00		Bin emptying
02/03/2026	SSE	DD	87.00		83a High St electricity
05/03/2026	Sussex Land Services Ltd	13775	1,338.00		Trees etc + events help
05/03/2026	Greg Burt	13776	120.00		Public toilets cleaning
05/03/2026	Billingshurst Comm. & Conf. Ce	13777	655.36		Training buffet
05/03/2026	Trevor Cox	13778	450.00		Error correction
05/03/2026	Business Stream	13779	231.24		Water etc 26-27
05/03/2026	Tyco Fire & Integrated Solutio	13780	19,857.90		CCTV installation
05/03/2026	WSALC Ltd	13781	48.00		Cllr planning training
05/03/2026	Signquick	13783	59.40		New play area sign Cranham Av.
05/03/2026	Ballpoint Office Supplies Ltd	13784	232.66		Stationery
05/03/2026	Arthur J Gallagher Insurance B	13785	336.44		Extra insurance for CCTV kit
05/03/2026	Lift Safe Ltd	13786	318.00		EV servicing
05/03/2026	Healthmatic Ltd	13788	94.68		New locks for public loos
05/03/2026	BSRA	13789	2,256.00		CIL grant / drainage
05/03/2026	Tyler's Trust	13790	200.00		Grant
05/03/2026	Billingshurst Romans RFC	13791	350.00		Grant
05/03/2026	Billingshurst Street Pastors	13792	700.00		Grant
05/03/2026	Windmill Place Mgt Co Ltd	13793	500.00		Grant
05/03/2026	BEAT	13794	917.00		Grant
05/03/2026	GN Tree Surgery Specialists Lt	13787	6,540.00		Balancing item
05/03/2026	WBC Cares UK	13782	4,054.60		Boxing 25-26
09/03/2026	BT	DD	61.76		The Depot broadband
10/03/2026	Parkfield Retail Ltd	DD	29.98		Misc ironmongery
13/03/2026	EE & T Mobile	DD	47.08		Mobile phones etc
13/03/2026	Land Registry	CARD	14.00		Property search
16/03/2026	Village TWEET	SO	618.00		Village TWEET advert
16/03/2026	Restream Inc.	CARD	14.64		Restream
16/03/2026	British Gas	DD	10.90		Electric Adversane Hall
16/03/2026	Southern Water	DD	60.00		Water etc 83a High St
17/03/2026	Horsham DC	DD	71.00		Bin emptying
17/03/2026	Horsham DC	DD	142.00		Bin emptying
17/03/2026	Horsham DC	DD	148.40		Bin emptying
19/03/2026	South Wales Time Recorder Ltd	CARD	40.90		Clocking-in cards + headphones
19/03/2026	Banner World Ltd	CARD	152.47		New Showcase banners
23/03/2026	Mailchimp	CARD	11.79		Mailchimp
23/03/2026	Engie Gas Ltd	DD	197.83		Gas 83a High St
23/03/2026	SSE	DD	218.80		Electricity street furniture
24/03/2026	NatWorld publishing	BACS	-1.20		Credit on CT subscription
24/03/2026	Scottish Water	DD	201.41		Water etc public toilets
25/03/2026	ALE Bus Machines	BACS	71.43		Photocopier charges
26/03/2026	Netcom IT Solutions	DD	714.40		IT support
30/03/2026	Sussex Land Services	SO	2,697.80		GM - March

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/03/2026	SSE	DD	87.00		Electricity 83a High St
31/03/2026	WBC Cares UK	013782A	-4,054.00		Replacement cheque
31/03/2026	Adrian Mobile Locksmith Ltd	013802	91.15		Padlocks
31/03/2026	Signquick	013803	50.40		New BPC sign for BCCC
31/03/2026	Carter Davey Architects Ltd	013804	285.00		Depot planning application
31/03/2026	Horsham District Council	013805	51,179.00		25-26 NW costs part 2
31/03/2026	West Sussex County Council	013806	26,746.15		March salaries
31/03/2026	Healthmatic Ltd	013807	248.62		Loo roll holders public loos
31/03/2026	Capital Cleaning (Kent) Ltd	013808	265.55		Public loos cleaning sundries
31/03/2026	GCS Services Ltd	013809	1,760.00		Jet washing of var. facilities
31/03/2026	WBC Cares UK	013810	4,054.60		Replacement cheque/boxing
31/03/2026	Trevor Cox	013811	600.00		Playground inspections March
31/03/2026	Greg Burt	013795	150.00		83a blocked drain etc
31/03/2026	Sussex Land Services Ltd	013796	2,585.20		Various
31/03/2026	Leith Hill Plant Ltd	013797	1,500.60		LSRRG guard rail @ culvert
31/03/2026	Billingshurst Comm. & Conf. Ce	013798	1,243.33		Office utilites
31/03/2026	WSALC Ltd	013799	48.00		Training
31/03/2026	Dan Fox	013800	30.00		Reimb eye test
31/03/2026	Surrey Hills Solicitors LLP	013801	360.00		Legal advice
31/03/2026	NatWest	BACS	17.20		Bank charges
31/03/2026	SSE	DD	149.86		Electricity public toilets
31/03/2026	WBC	013782AB	-0.60		Correction
31/03/2026	Unity Bank	BACS	18.00		Bank charges

Total Payments 118,251.47



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/03/2026		314,480.35 <i>JK</i>
Treasury Reserve Deposit	31/03/2026		140,062.33
Unity Bank	31/03/2026		422.81
			454,965.49

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>	
16/02/2026 013766 Richard Plant	30.00	
16/02/2026 013770 WSALC Ltd	48.00	
05/03/2026 13780 Tyco Fire & Integrated Solutio	19,857.90	
05/03/2026 13791 Billingshurst Romans RFC	350.00	
05/03/2026 13792 Billingshurst Street Pastors	700.00	
05/03/2026 13793 Windmill Place Mgt Co Ltd	500.00	
31/03/2026 013802 Adrian Mobile Locksmith Ltd	91.15	
31/03/2026 013803 Signquick	50.40	
31/03/2026 013804 Carter Davey Architects Ltd	285.00	
31/03/2026 013805 Horsham District Council	51,179.00	
31/03/2026 013806 West Sussex County Council	26,746.15	
31/03/2026 013807 Healthmatic Ltd	248.62	
31/03/2026 013808 Capital Cleaning (Kent) Ltd	265.55	
31/03/2026 013809 GCS Services Ltd	1,760.00	
31/03/2026 013810 WBC Cares UK	4,054.60	
31/03/2026 013811 Trevor Cox	600.00	
31/03/2026 013795 Greg Burt	150.00	
31/03/2026 013796 Sussex Land Services Ltd	2,585.20	
31/03/2026 013797 Leith Hill Plant Ltd	1,500.60	
31/03/2026 013798 Billingshurst Comm. & Conf. Ce	1,243.33	
31/03/2026 013799 WSALC Ltd	48.00	
31/03/2026 013800 Dan Fox	30.00	
31/03/2026 013801 Surrey Hills Solicitors LLP	360.00	
		112,683.50
		342,281.99

<u>Unpresented Receipts (Plus)</u>	<u>Amount</u>	
	0.00	
		0.00
		342,281.99
<b>Balance per Cash Book is :-</b>	<b>342,281.99</b>	
<b>Difference is :-</b>	<b>0.00</b>	

Signatory 1:

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

Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 3 - Bonus Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	31/03/2026		194,368.66 <i>Handwritten mark</i>
			<u>194,368.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,368.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,368.66
		<b>Balance per Cash Book is :-</b>	<b>194,368.66</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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