



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 27 May 2026
Billingshurst Centre
7.30pm**

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

In Attendance

G Burt, Clerk to the Council

50/26 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.

51/26 Apologies for Absence

An apology for absence had been received from Cllr Edna Benger 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.

52/26 Declaration of Interests and notification of change to members' interests

Cllr Paul Berry declared a pecuniary interest in Min 56/26 as his wife is an employee of the Council.

53/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

54/26 Minutes

The minutes of the meeting held on 29 April 2026, previously circulated, were taken as read. On the proposal of Cllr Craig Jones seconded by Cllr Trevor Leonard **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

55/26 Clerk's Report

The Clerk reported that further to the HDC Community Governance Review which was discussed at last Council, West Chiltington Parish Council had since informally contacted some of their neighbouring parishes about *tidying up* boundaries. In Billingshurst's case this would include transferring eighteen properties in Adversane to WCPC. The Clerk had replied that this Parish Council would most definitely object to such a request if formerly asked!

Cllr Paul Berry left the meeting.

56/26 To Approve Payments and Note Receipts for April 2026

Details of payments for April 2026 totalling £43,598.19 had been previously circulated – Appendix A, along with any receipts. On the proposal Cllr Craig Jones 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.

[Breakdown of cheque no. 013820 / Worknest to be provided to Members.]

Cllr Paul Berry rejoined the meeting.

57/26 To Note Bank Reconciliations

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

Cashbook 1 to 30/04/2026 - Appendix B

Cashbook 3 to 30/04/2026 - Appendix C

58/26 To note debtors

The list of debtors was **NOTED**.

59/26 To review Grants Policy

The grant process has been altered in recent years from monthly to twice-yearly, however it had had mixed success, from few applications to then a flood! On the proposal of Cllr Craig Jones, seconded by Cllr Craig Gale, **RESOLVED** that from the 2027-28 financial year, grant applications shall be considered once per year, at the April meeting of this Committee. Applications will need to be submitted (with all supporting information), by 15 March. Also, in order to discourage large applications and enable more organisations to be supported, the Council will not give a grant of more than £500.

60/26 83a High Street: Update on The Depot and residential flat

The Cttee received reports from officers on usage at *The Depot*, where the new weekly term time Wednesday youth sessions were continuing to attract a steady number of attendees. Cllrs had been invited to drop-in if they so wished.

The flat and *Depot* were now on separate water meters; the Clerk had agreed for a phased replacement of some windows in the flat. The Council's VAT advisor had confirmed that the option not to tax primarily related to the building itself and not what took place inside; it was therefore possible, going forward, to reclaim VAT on works to / services undertaken within *The Depot*.

61/26 Date of Next Meeting – Wednesday 24 June 2026

62/26 Exclusion of Press & Public

On the proposal of Cllr Craig Gale seconded by Cllr Craig Jones, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded, and they are instructed to withdraw.

63/46 To consider increased financial support for Billingshurst Centre in light of diminished reserves and proposed pay award.

The Committee considered a recommendation from the Working Practices Committee to make provision for a pay award for a member of Centre staff for which there was currently insufficient budget; this coincided with a need to urgently address diminished reserves at the Centre. The Centre had been costing more than it generated for several years, relying on its reserves which were now negligible. Members were willing to support the proposal for

increased support for the Centre as set out, for two years, which would coincide with the end of the Council's loan-servicing of the Centre's extension. The Committee was keen to use the two-year period to conduct a review of all the Council's indoor facilities, to not only see if there was scope to make better use of them, and hopefully reduce costs, but also in the context of new housing being constructed on all sides of the village which would greatly increase the population. The Clerk advised that external consultants would be required to undertake this.

On the proposal of Cllr Craig Jones, seconded by Cllr Phillip Day, **RESOLVED** that

- a. in order to assist the Centre's finances over the next two years, the Council fund itself the said employee's wage cost.
- b. the Clerk investigate consultancies who could look at the cost and uses of the Council's indoor facilities in the context of recent and proposed increases in population. Report to be completed within 12 months.

The meeting closed at 8.31pm.

Chairman

Date

APPENDIX A

Date: 20/05/2026

Billingshurst Parish Council Current Year

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Time: 16:49

Current Bank A/c

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	WorkNest Ltd	013820	6,164.58		Training mileage
01/04/2026	Billingshurst Comm. & Conf. Ce	013821	486.35		Room hire - March
01/04/2026	Greg Burt	013822	501.05		New youth session TWEET advert
01/04/2026	Horsham DC	DD	168.96		Bin emptying
07/04/2026	BT	DD	61.76		Broadband The Depot
09/04/2026	High Speed Training Limited	CARD	24.00		Food safety training
09/04/2026	Sun-X (UK)	CARD	474.00		BCCC window UV film - deposit
09/04/2026	Netcom IT Solutions	DD	1,278.21		Phones + IT
10/04/2026	British Recycled Plastic	CARD	761.93		New raised planter / High St
10/04/2026	Parkfield Retail Ltd	DD	107.95		Misc ironmongery
13/04/2026	British Gas	DD	12.09		Aversane Hall electricity
14/04/2026	The Workplace Depot	CARD	209.99		Cabinet for the Depot
14/04/2026	Sun-X (UK)	CARD	474.00		BCCC window UV film - balance
15/04/2026	A272 Design	SO	618.00		Village TWEET advert
15/04/2026	Southern Water	DD	60.00		Water etc 83a High St
16/04/2026	Horsham DC	DD	383.60		Bin emptying etc
20/04/2026	Siemens Fin Serv	DD	194.54		Copier hire
20/04/2026	Restream Inc.	CARD	14.46		Restream
20/04/2026	Public Works Loan Board	DD	10,831.25		Loan repayment - 83a purchase
21/04/2026	Mailchimp	CARD	11.64		Mailchimp
22/04/2026	SSE	DD	209.88		Street furniture electric
23/04/2026	Canva Up Ops Ltd	CARD	100.00		Poster maker software sub
23/04/2026	ALE Bus Machines	DD	30.97		Coper usage
23/04/2026	EE & T Mobile	DD	44.04		Mobile phones
23/04/2026	Netcom IT Solutions	DD	678.99		Phones + IT
24/04/2026	Engie Gas Ltd	DD	184.96		Gas 83a High St
28/04/2026	4 The Youth Ltd	013817	4,500.00		Youth sessions at Depot Part 1
28/04/2026	OVO	DD	87.00		Electric 83a High St
29/04/2026	Online Playgrounds	CARD	152.92		Online Olaygrounds
29/04/2026	Rialtas Business Solutions Ltd	013816	1,912.80		Account package support etc
29/04/2026	PWLB	DD	10,128.52		Loan - BCCC Extn
30/04/2026	Sussex Land Services	SO	2,697.80		GM - April
30/04/2026	NatWest	BACS	31.95		Bank charges

Total Payments 43,598.19



APPENDIX C

Date: 13/05/2026

Billingshurst Parish Council Current Year

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Time: 12:45

**Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		194,504.45 <i>h</i>
			194,504.45
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			194,504.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			194,504.45
		Balance per Cash Book is :-	194,504.45
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date