



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 30 September 2026
Billingshurst Centre
7.30pm**

Present: Cllrs Paul Berry (Acting Chairman), Edna Bengier, Alison Best, Jeremy Harris, Trevor Leonard and Marie Montoya.

In Attendance

G Burt, Clerk to the Council

*In the absence of the Chair and Vice Chair, on the proposal of Cllr Sandy Duck seconded by Cllr Trevor Leonard **RESOLVED** that Cllr Paul Berry chair the meeting.*

93/26 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.

94/26 Apologies for Absence

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

95/26 Declaration of Interests and notification of change to members' interests

Cllr Paul Berry declared a pecuniary interest in Min 99/26 as his wife is an employee of the Council.

96/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

97/26 Minutes

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

98/26 Clerk's Report

The Clerk reported that he had placed £140,062.33 in a NatWest Treasury Reserve Deposit for 1 year from 22/09/2026.

Cllr Paul Berry left the meeting and Cllr Marie Montoya took the chair for the following item.

99/26 To Approve Payments and Note Receipts for June 2026

Details of payments for June and July 2026 totalling £40,251.20 and £51,065.15 respectively, had been previously circulated – Appendices **A** and **B**, along with any receipts. Following questions to the Clerk, on the proposal Cllr Marie Montoya seconded by Cllr Trevor Leonard **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

Cllr Paul Berry rejoined the meeting and re-took the chair.

100/26 To Note Bank Reconciliations

The following Bank Reconciliations were **NOTED**. (The corresponding statements were then initialised by Cllr Paul Berry along with the list of the list of payments).

Cashbook 1 to 31/07/2026 - Appendix **C**

Cashbook 1 to 31/08/2026 - Appendix **D**

Cashbook 1 to 30/06/2026 - Appendix **E**

Cashbook 1 to 31/07/2026 - Appendix **F**

Cashbook 1 to 31/08/2026 - Appendix **G**

101/26 To note debtors

The list of debtors was **NOTED**.

102/26 To consider any matters raised in External Audit Report 2025-26

The External Auditor had raised the following points:

- i. Need to readopt Code of Conduct each year, although it was not a statutory requirement.
- ii. Dwindling General Reserves.

The Clerk advised that

- i. This would be considered at October Working Practices Committee.
- ii. This would be considered at the forthcoming Budget Workshop. **NOTED**

103/26 To confirm sponsorship of firework display at Jubilee Fields, as per budget allocation of £2,500.

On the proposal Cllr Paul Berry seconded by Cllr Marie Montoya **RESOLVED** that the Council sponsor the fireworks at Jubilee Fields in the sum of £2,500 under s145 LGA 1972.

104/26 The Depot 83a High Street update

NOTED. Members were pleased to see use of the facility continuing to increase however they felt more could be done to raise awareness of its availability, without compromising paid-for bookings at the Billingshurst Centre.

105/26 To consider WSCC proposal for new EV charging points in Forge Way.

Members considered a plan by WSCC to provide EV charging points in existing parking bays in Forge Way. The Committee was concerned that this could potentially reduce the amount of on street parking for non- EV cars in an already busy area, and that they were not aware of any requests or demands for such facilities. On the proposal Cllr Trevor Leonard seconded by Cllr Jeremy Harris **RESOLVED** to object accordingly.

106/26 Date of Next Meeting – Wednesday 28 October 2026

Meeting closed at 7.53pm.

Chairman

Date

APPENDIX A

Date: 09-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 3:03 PM

Current Bank A/c

List of Payments made between 01-07-2026 and 31-07-2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01-07-2026	SSE	DD	331.53		Public Toliets elec
01-07-2026	Horsham DC	DD	168.96		Bin emptying
01-07-2026	Scottish Water	DD	18.15		Water etc The Depot
08-07-2026	Land Registry	CARD	14.00		Council land searches
08-07-2026	BT	DD	66.89		Broadband The Depot
08-07-2026	Scottish Water	DD	293.41		Public loos water etc
09-07-2026	Land Registry	CARD	14.00		Property searches
10-07-2026	Parkfield Retail Ltd	DD	30.73	Misc ironmongery	Parkfield Retail Ltd
13-07-2026	BGL	DD	13.04		Adv Hall electric
14-07-2026	Restream Inc.	CARD	14.58		Restreaming
15-07-2026	A272 Design	SO	618.00		Village TWEET advert
16-07-2026	AMAZON	CARD	45.88		Baffle boards for The Depot
16-07-2026	AMAZON	CARD	7.95		Misc. ironmongery
16-07-2026	Horsham DC	DD	108.20		Bin emptying
16-07-2026	Horsham DC	DD	144.00		Bin emptying
16-07-2026	Horsham DC	DD	252.00		Bin emptying
20-07-2026	Siemens Fin Serv	DD	194.54		Copier hire
21-07-2026	Intuit	CARD	11.69		Mailchimp
22-07-2026	SSE	DD	153.94		Street furniture electric
23-07-2026	Engie Gas Ltd	DD	44.01		83a High St gas
23-07-2026	ALE Bus Machines	DD	38.97		Copier use
23-07-2026	EE & T Mobile	DD	44.04		Mobile phones etc
28-07-2026	Scottish Water	DD	17.57		Water etc The Depot
28-07-2026	OVO	DD	87.00		83a High St electric
29-07-2026	Billingshurst Comm. & Conf. Ce	013866	1,376.84		Office utilities Q2
29-07-2026	Trevor Cox	013867	1,200.00		Play area inspections
29-07-2026	Surrey Hills Solicitors LLP	013868	684.00		Legal advice
29-07-2026	Greg Burt	013869	1,045.54		EPC 83a High St flat
29-07-2026	KEDEK Ltd	013870	114.00		New bin for skatepark
29-07-2026	Playsafe Playgrounds Ltd	013871	1,948.80		Remove trim trail stn
29-07-2026	Healthmatic Ltd	013872	1,352.64		Pub Loos annual servicing
29-07-2026	West Sussex County Council	013873	26,767.85		June salaries
29-07-2026	GN Tree Surgery Specialists Lt	013874	240.00		Tree surgery
29-07-2026	Baskets in Bloom Ltd	013875	58.80		Plant food
30-07-2026	Sussex Land Services	SO	2,679.80		GM - July
31-07-2026	NatWest	BACS	31.85		Bank charges
31-07-2026	Sussex Land Services	SO	18.00		Underpayment on SO for GM/July
Total Payments			40,251.20		



APPENDIX B

Date: 29-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 2:51 PM

Current Bank A/c

List of Payments made between 01-08-2026 and 31-08-2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03-08-2026	Horsham DC	DD	168.96		Bin emptying
05-08-2026	Netcomm	DD	1,392.33		IT & Phones
07-08-2026	BT	DD	66.89		Broadband The Depot
10-08-2026	Parkfield Retail Ltd	DD	18.68		Misc ironmongery
12-08-2026	BGL	DD	15.54		Adversane Hall Electric
14-08-2026	Woodhorn Group	CARD	1,008.26		Remove excess compost SRCG
14-08-2026	Restream Inc.	CARD	14.47		Restream
17-08-2026	NatWest	BACS	10.00	Bank charges	Bank charges
17-08-2026	A272 Design	SO	618.00		Village TWEET advert
18-08-2026	Sutcliffe Play Ltd	013877	251.81		Play kit spares
18-08-2026	Light Angels Ltd	013878	4,035.05		Depos. / new Xmas lite motifs
18-08-2026	Billingshurst Comm. & Conf. Ce	013879	157.80		Room hire
18-08-2026	GN Tree Surgery Specialists Lt	013880	432.00		Tree work
18-08-2026	Glasdon UK Ltd	013881	2,288.74		New bench
18-08-2026	Greg Burt	013882	810.00		Activity Day ponies / balance
18-08-2026	Leith Hill Plant Ltd	013876	993.60		Jubilee drive repairs
18-08-2026	Horsham DC	DD	144.00		Bin emptying
18-08-2026	Horsham DC	DD	324.00		Bin emptying
18-08-2026	Horsham DC	DD	131.30		Bin emptying
19-08-2026	Land Registry	CARD	7.00		Property search
19-08-2026	Netcom	DD	677.88		IT and phones
21-08-2026	Mailchimp	CARD	11.54		Mailchimp
24-08-2026	EE & T Mobile	DD	44.04		Mobile phones
24-08-2026	Engie Gas Ltd	DD	38.22		Gas 83a High St
24-08-2026	SSE	DD	162.53		Electric street furniture
26-08-2026	Iconic Media Gp	DD	62.40		CT subscription
27-08-2026	Greg Burt	013883	2,166.00		Column testing 4 Xmas lights
27-08-2026	WSALC Ltd	013884	40.00		HALC subs 25-26 & 26-27
27-08-2026	Sussex Land Services Ltd	013885	600.51		Misc weed strimming
27-08-2026	Lift Safe Ltd	013886	318.00		EV service
27-08-2026	Billingshurst Women's Hall	013887	1,000.00		Grant
27-08-2026	Moore East Midlands	013888	2,079.00		25-26 Ext Audit
27-08-2026	4 The Youth Ltd	013889	4,500.00		Youth sessions Oct 26-March 27
27-08-2026	Ballpoint Office Supplies Ltd	013890	94.62		Stationery
27-08-2026	West Sussex County Council	013891	25,626.32		July salaries
27-08-2026	Scottish Water	DD	18.15		Water The Depot
28-08-2026	NatWes	DD	18.95		Bank charges
28-08-2026	OVO	DD	87.00		Electric 83a High St
28-08-2026	OVO	DD	87.00		83a High St electricity
31-08-2026	The Helping Hand Company Ltd	CARD	56.96		Litter pickers
31-08-2026	Sussex Land Services Ltd	013892	1,000.00		Correct underpayment
31-08-2026	Hamiltone Ltd	CARD	27.60		Depot Broadband spare part

— duplicate payment — to be removed

Date: 29-09-2026

Billingshurst Parish Council Current Year

Page 2

Time: 2:51 PM

Current Bank A/c

List of Payments made between 01-08-2026 and 31-08-2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			51,605.15		



Date: 09-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 14:59

Bank Reconciliation Statement as at 31-07-2026
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31-07-2026		257,330.61
Treasury Reserve Deposit	31-07-2026		140,062.33
Unity Bank	31-07-2026		422.81
			<u>397,815.75</u>

Unpresented Payments (Minus)Amount

29-07-2026	013866	Billingshurst Comm. & Conf. Ce	1,376.84
29-07-2026	013867	Trevor Cox	1,200.00
29-07-2026	013868	Surrey Hills Solicitors LLP	684.00
29-07-2026	013869	Greg Burt	1,045.54
29-07-2026	013870	KEDEK Ltd	114.00
29-07-2026	013871	Playsafe Playgrounds Ltd	1,948.80
29-07-2026	013872	Healthmatic Ltd	1,352.64
29-07-2026	013873	West Sussex County Council	26,767.85
29-07-2026	013874	GN Tree Surgery Specialists Lt	240.00
29-07-2026	013875	Baskets in Bloom Ltd	58.80
			<u>34,788.47</u>
			363,027.28

Unpresented Receipts (Plus)

0.00

0.00

363,027.28

Balance per Cash Book is :-

363,027.28

Difference is :-

0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 29-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 14:45

Bank Reconciliation Statement as at 31-08-2026
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28-08-2026		235,748.32
Treasury Reserve Deposit	28-08-2026		140,062.33
Unity Bank	28-08-2026		422.81
			<u>376,233.46</u>

Unpresented Payments (Minus)Amount

29-07-2026	013866	Billingshurst Comm. & Conf. Ce	1,376.84
18-08-2026	013877	Sutcliffe Play Ltd	251.81
18-08-2026	013879	Billingshurst Comm. & Conf. Ce	157.80
27-08-2026	013883	Greg Burt	2,166.00
27-08-2026	013884	WSALC Ltd	40.00
27-08-2026	013885	Sussex Land Services Ltd	600.51
27-08-2026	013886	Lift Safe Ltd	318.00
27-08-2026	013887	Billingshurst Women's Hall	1,000.00
27-08-2026	013888	Moore East Midlands	2,079.00
27-08-2026	013889	4 The Youth Ltd	4,500.00
27-08-2026	013890	Ballpoint Office Supplies Ltd	94.62
27-08-2026	013891	West Sussex County Council	25,626.32
31-08-2026	CARD	The Helping Hand Company Ltd	56.96
31-08-2026	013892	Sussex Land Services Ltd	1,000.00
31-08-2026	CARD	Hamiltone Ltd	27.60
			<u>39,295.46</u>
			336,938.00

Unpresented Receipts (Plus)

0.00

0.00

336,938.00

Balance per Cash Book is :-

336,938.00

Difference is :-

0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 24-07-2026

Billingshurst Parish Council Current Year

Page 1

Time: 10:08

**Bank Reconciliation Statement as at 30-06-2026
for Cashbook 3 - Bonus Saver Account**

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	30-06-2026		194,780.85
			<u>194,780.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,780.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,780.85
		Balance per Cash Book is :-	194,780.85
		Difference is :-	0.00



Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 14-08-2026

Billingshurst Parish Council Current Year

Page 1

Time: 14:41

Bank Reconciliation Statement as at 31-07-2026
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31-07-2026		194,921.47
			194,921.47
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			194,921.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			194,921.47
		Balance per Cash Book is :-	194,921.47
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 24-09-2026

Billingshurst Parish Council Current Year

Page 1

Time: 11:00

Bank Reconciliation Statement as at 31-08-2026
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	31-08-2026		195,048.57
			195,048.57
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			195,048.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			195,048.57
		Balance per Cash Book is :-	195,048.57
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date