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

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

In Attendance
G Burt, Clerk to the Council
2 Members of the public.

107/26 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.

108/26 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 Trevor Leonard **RESOLVED** that the apology and reason given be accepted.

109/26 Declaration of Interests and notification of change to members' interests
Cllr Paul Berry declared a pecuniary interest in Min 113/26 as his wife is an employee of the Council.
Cllr Edna Benger declared an interest in Min 117/26 as she is employed by St Mary's Church which holds the funds for the event.

110/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
Barry Gilbert spoke in support of the application for CIL funds for Billingshurst Bowling Club and answered questions from Members.

111/26 Minutes
The minutes of the meeting held on 30 September 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.

112/26 Clerk's Report
Nothing to report.

Cllr Paul Berry left the meeting

113/26 To Approve Payments and Note Receipts for September 2026
Details of payments for September 2026 totalling £43,278.70, had been previously circulated – Appendix **A** along with any receipts. 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.

114/26 To Note Bank Reconciliations
The following Bank Reconciliations were **NOTED**. (The corresponding statements were then initialled by the Chairman along with the list of the list of payments).

Cashbook 1 to 30/09/2026 - Appendix **B.**
Cashbook 1 to 30/09/2026 - Appendix **C.**

115/26 To note debtors
The list of debtors was **NOTED**.

116/26 To note budget position at end Q2.
The budget position at Q2 was **NOTED**. The report showed where expenditure had been met from Earmarked Reserves (EMR), however Members found the print offs of budgets that had been overspent had been helpful in explaining where the overspend was met from General Reserves. The Committee discussed the dilemma of trying to keep facilities running and safe against a reluctance to increase budgets (and therefore precept) to allow such work. These reports would accompany future quarterly reports along with a list of EMR.

Cllr Edna Benger left the meeting.

117/26 To confirm sponsorship of Walking Nativity, as per budget allocation of £1,000.
On the proposal Cllr Trevor Leonard seconded by Cllr Craig Jones **RESOLVED** that the Council sponsor the Walking Nativity in the sum of £1,000 under s144 LGA 1972.

Cllr Edna Benger rejoined the meeting.

118/26 To consider CIL application from Billingshurst Bowling Club – Current availability = £112,085.73.
The Club had requested £10,000 which was the difference required to enable them to complete their new Clubhouse by the 2027 season. On the proposal Cllr Craig Jones seconded by Cllr Paul Berry **RESOLVED** that the Billingshurst Bowling Club be awarded £10,000 from the Council's CIL fund accordingly, under s19 LG (Misc Prov) Act 1976. (To be paid upon receipt of copy of paid invoice for at least this amount.)

119/26 To consider proposal to host meeting to discuss traffic calming in Natts Lane/Lower Station Road/Station Road/Stane St/Marringdean Rd.
The Clerk advised that the office and Cllrs had received multiple requests from different residents in the last few years requesting traffic calming measures in the above area. However, as WSCC was already progressing a Community Highways Scheme for High St/ East Street, they could not progress another in the parish at the same time. It was felt that by getting residents together now with the Cty Cllr and a highways officer, then a scheme could be ready to go once a new application could be considered. On the proposal Cllr Craig Jones seconded by Cllr Paul Berry **RESOLVED** that a meeting be arranged accordingly.

120/26 Date of Next Meeting – Wednesday 16 December 2026

Meeting closed at 8.20pm.

Chairman Date

APPENDIX A

Date: 20-10-2026 **Billingshurst Parish Council Current Year** Page 1

Time: 3:09 PM **Current Bank A/c**

List of Payments made between 01-09-2026 and 30-09-2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01-09-2026	ICO	DD	47.00		Info Comm annual registration
01-09-2026	Horsham DC	DD	168.96		Bin emptying
01-09-2026	Sussex Land Services	SO	2,697.80		GM - August
07-09-2026	BT	DD	66.89		The Depot broadband
10-09-2026	Parkfield Retail Ltd	DD	72.51		Misc ironmongery
10-09-2026	BGL	DD	13.91		Adversane Hall electric
10-09-2026	British Gas	DD	13.91		Adv Hall electric ← Dupli payment - rectify next month
14-09-2026	Restream Inc.	CARD	14.49		Restream
15-09-2026	NatWest	BACS	10.00		Bank charges
15-09-2026	A272 Design	SO	618.00		Village TWEET advert
16-09-2026	Horsham DC	DD	180.00		Bin emptying
16-09-2026	Horsham DC	DD	193.00		Bin emptying
16-09-2026	Horsham DC	DD	324.00		Bin emptying
21-09-2026	Restream Inc.	CARD	11.76		Restream
23-09-2026	Billingshurst Comm. & Conf. Ce	013894	374.67		Garage rent
23-09-2026	Nick Chapman	013895	600.00		Sheleves in loo store
23-09-2026	WSALC Ltd	013896	40.00		HALC sub 24-25 + 25-26
23-09-2026	Surrey Hills Solicitors LLP	013897	546.50		Legal advice
23-09-2026	West Sussex County Council	013898	26,850.85		August 2026 salaries
23-09-2026	West Sussex Plumbing & Heating	013899	184.09		Loos repair
23-09-2026	Artemis Adventure	013900	300.00		Act Day Axe+Archery
23-09-2026	Capital Cleaning (Kent) Ltd	013901	218.63		Cleaning materials
23-09-2026	ICA Electrical Contractors Ltd	013902	540.00		83a High St EIC Report
23-09-2026	Ballpoint Office Supplies Ltd	013903	85.01		Stationery
23-09-2026	Tollhurst Ltd	013904	1,959.60		New air con NW office
23-09-2026	Trevor Cox	013905	600.00		Play area inspections
23-09-2026	Signquick	013906	93.60		No Swimming signs
23-09-2026	GN Tree Surgery Specialists Lt	013907	1,524.00		Trees
23-09-2026	Arbour Landscapes	013908	942.00		New gate etc LSRRG
23-09-2026	Greg Burt	013909	445.60		Act Day Sports Services
23-09-2026	EE & T Mobile	DD	44.04		Mobile phones etc.
23-09-2026	Netcomm	DD	285.34	Phones etc	Netcomm
24-09-2026	Engie Gas Ltd	DD	38.22		83a High St gas
25-09-2026	Scottish Water	DD	60.96		The Depot water etc
30-09-2026	NatWest	BACS	23.10		Bank charges
30-09-2026	Sussex Land Services	SO	2,697.80		GM - September
30-09-2026	Netcom IT Solutions	DD	392.46		IT support
		Total Payments	43,278.70		

APPENDIX B

Bank Reconciliation Statement as at 30-09-2026
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30-09-2026		473,136.50
Treasury Reserve Deposit	30-09-2026		140,062.33
Unity Bank	30-09-2026		422.81
			613,621.64

Unpresented Payments (Minus)			Amount	
10-09-2026	DD	British Gas	13.91	
23-09-2026	013894	Billingshurst Comm. & Conf. Ce	374.67	
23-09-2026	013896	WSALC Ltd	40.00	
23-09-2026	013897	Surrey Hills Solicitors LLP	546.50	
23-09-2026	013898	West Sussex County Council	26,850.85	
23-09-2026	013899	West Sussex Plumbing & Heating	184.09	
23-09-2026	013900	Artemis Adventure	300.00	
23-09-2026	013901	Capital Cleaning (Kent) Ltd	218.63	
23-09-2026	013902	ICA Electrical Contractors Ltd	540.00	
23-09-2026	013903	Ballpoint Office Supplies Ltd	85.01	
23-09-2026	013904	Tollhurst Ltd	1,959.60	
23-09-2026	013905	Trevor Cox	600.00	
23-09-2026	013906	Signquick	93.60	
23-09-2026	013907	GN Tree Surgery Specialists Lt	1,524.00	
23-09-2026	013908	Arbour Landscapes	942.00	
				34,272.86
				579,348.78

Unpresented Receipts (Plus)				
			0.00	
				0.00
				579,348.78
		Balance per Cash Book is :-		**579,348.78**
		Difference is :-		**0.00**

Signatory 1:

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

Signatory 2:

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

APPENDIX C

Billingshurst Parish Council Current Year

Bank Reconciliation Statement as at 30-09-2026
for Cashbook 3 - Bonus Saver Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Bonus Saver Account	30-09-2026		195,198.46
			195,198.46

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		195,198.46

Unpresented Receipts (Plus)		
	0.00	
		0.00
		195,198.46

Balance per Cash Book is :-	**195,198.46**
Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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