



**Registered Charity No. 227480**

**To All Councillors,**

You are summoned to an **ONLINE** meeting of the **Billingshurst Centre Committee** (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) on **Wednesday 24 February 2021 at 7pm**. A link will be sent to you explaining how to join this meeting.

**To Members of the Public,**

This meeting will be streamed on the internet. Follow link from website or Facebook page. This will enable you to see and hear Councillors.

If you would like to ask a question,

- a. you can either submit it to the Clerk at least 24 hours prior, who will then read it out, or
- b. you can ask it directly, but you must still notify the Clerk at least 24 hours prior, so you can be sent a link that you will enable you to join the meeting for the duration of public questions.

**G.C. Burt**  
**Clerk to the Council**

**17 February 2021**

## **AGENDA**

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 27 January 2021 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate agenda items**.
6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To approve payments for January 2021 - Appendix A.

8. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 January 2021 - Appendix B.
9. To approve Bank Reconciliation Second Reserve Account to 31 December 2020 – Appendix C.
10. To confirm a 1% increase in all hire rates for the Centre for 2021-22.
11. To receive Centre Manager's Report - Appendix D.
12. Any other matters for information only.
13. Date of the Next Meeting – **Wednesday 24 March 2021.**

**MEMBERS: GA, KP, SW, SD, CG, RM,**

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

Date: 16/02/2021

## Billingshurst Community Centre Current Year

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Time: 10:33

## Natwest Bank Accounts

## List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/01/2021	Grenke Leasing Ltd	DD	106.80		Printer protection 2021
07/01/2021	Grenke Leasing Ltd	Direct Deb	204.01		Quarterly fee 01/21 - 03/21
08/01/2021	Sussex Land Services	003745	228.00		Garden Contract
12/01/2021	Sarah Newell	CHEQUE	26.99		Reception Xmas Tree
12/01/2021	Billingshurst Parish Council	003748	4,800.98		Payroll December 2020
13/01/2021	Hippo Waste Management	CARD	177.98		Hippo Bag and pickup
19/01/2021	OPUS energy	DD	490.45		Electricity 04/12/20-03/01/21
25/01/2021	Southern Electric	DD	593.74		Gas 01/12-31/12/20
25/01/2021	Casual Staff	DD	181.31		Payroll January 2021
26/01/2021	Horsham District Council	Direct Deb	22.80		Refuse Collection December 20
<b>Total Payments</b>			<u>6,833.06</u>		

Date: 11/02/2021

Billingshurst Community Centre Current Year

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Time: 15:49

Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 1 - Natwest Bank Accounts

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/01/2021	49	943.00
Business Reserve Account	31/01/2021	235	78,448.89
			0.00
			<u>79,391.89</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
08/01/2021 003745 Sussex Land Services		228.00	
			<u>228.00</u>
			79,163.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			79,163.89
		<b>Balance per Cash Book is :-</b>	<b>79,163.89</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 11/02/2021

Billingshurst Community Centre Current Year

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Time: 15:54

Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/12/2020	29	60,204.16
			<u>60,204.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,204.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,204.16
		<b>Balance per Cash Book is :-</b>	<b>60,204.16</b>
		<b>Difference is :-</b>	<b>0.00</b>

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**

**CENTRE COMMITTEE**

**24 FEBRUARY 2021**

**MANAGER'S REPORT FOR INFORMATION**

On the 28<sup>th</sup> January the Clerk and I met with Lt RN Oliver Caseley to discuss the prospect of becoming a vaccination or front line worker testing centre; measurements, photos, detailed notes and floor plans were all taken to be put forward to Public Health England. At the time of writing I am yet to hear anything, although I was informed the decision could take some weeks to come through.

We are still accommodating essential bookings and with the vaccination roll out amongst the now over 65's I'm pleased to report that Hidden Hearing will be requiring use of the Centre once a week throughout March, hopefully with restrictions lifting slowly we will see an increase in bookings elsewhere.

Essential maintenance checks have been carried out on the Centre's fire extinguishers; whilst we were quiet it seemed a good opportunity. The intruder alarm has also had its yearly service.

The Clerk is attempting to obtain three quotes from consultants for further studies into the ongoing problems in the south western corner of the car park. Such studies would include proposals for how any future repairs can be designed to overcome the underlying ground problem.

The contractor building the new works garage to the rear of the Centre hopes to start late spring. He is currently reviewing his original tender due to the delay in being awarded the contract.

The Centre's microwave gave up the ghost after nearly 10 years of service; it was replaced straight away for staff convenience. We now have a new very shiny modern one in its place.

Colin has finished off a few small painting jobs in the office for me, once the weather starts improving he will address the wood work on the outside of the Centre, particularly around the new sign above the entrance.

The Committee is invited to note this report.