



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 March 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

18 March 2021

A G E N D A

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 24 February 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 February 2021 - Appendix A.

8. To approve Bank Reconciliations Current & Main Reserve Accounts to 28 February 2021 - Appendix B.
9. To receive Centre Manager's Report - Appendix C.
10. Any other matters for information only.
11. Date of the Next Meeting – **Wednesday 28 April 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: 16/03/2021

Billingshurst Community Centre Current Year

Page 1

Time: 14:35

Natwest Bank Accounts

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2021	Kreston Reeves LLP	003754	129.96		Payroll Services December 2021
02/02/2021	Pyzer Cleaning Services	003755	144.00		Cleaning of Premises
10/02/2021	Petty Cash	Cash	20.00		Petty Cash
11/02/2021	CMR Ltd	003756	162.00		Energy Certificate
11/02/2021	Churches Fire Security Ltd	003757	457.43		Fire Extinguisher Service
12/02/2021	Currys	CARD	79.99		Microwave for Kitchen
16/02/2021	Horsham District Council	DD	30.35		Refuse Collection
16/02/2021	OPUS energy	DD 16/02	414.07		Electricity 04/01-03/02/2021
22/02/2021	Southern Electric	DD	516.73		Gas 01/01-31/01/2021
24/02/2021	Performing Rights Society	003758	515.03		Music Licence
24/02/2021	Sussex Land Services	003759	228.00		Garden Contract
24/02/2021	Pyzer Cleaning Services	003760	144.00		Cleaning of Centre
26/02/2021	HMRC	BACS	1,084.39		VAT
26/02/2021	HMRC	BACS	-1,084.39		HMRC e-VAT corr
26/02/2021	HMRC	BACS	1,040.39		HMRC E VAT
Total Payments			3,881.95		

Date: 16/03/2021

Billingshurst Community Centre Current Year

Page 1

Time: 14:32

Bank Reconciliation Statement as at 28/02/2021
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	26/02/2021	53	100.00
Business Reserve Account	26/02/2021	239	85,803.56
			0.00
			<u>85,903.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/01/2021 003745 Sussex Land Services		228.00	
26/01/2021 003751 Billingshurst Parish Council		4,288.79	
11/02/2021 003756 CMR Ltd		162.00	
11/02/2021 003757 Churches Fire Security Ltd		457.43	
24/02/2021 003758 Performing Rights Society		515.03	
24/02/2021 003759 Sussex Land Services		228.00	
24/02/2021 003760 Pyzer Cleaning Services		144.00	
			<u>6,023.25</u>
			79,880.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,880.31
		Balance per Cash Book is :-	79,880.31
		Difference is :-	0.00

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

24 MARCH 2021

MANAGER'S REPORT

FOR INFORMATION

With the roadmap out of lockdown in place and the optimism (all being well) that restrictions will be lifted entirely from 21st June, I'm pleased to say that enquiries for new bookings are starting to filter through as well as confirmations from our regulars that they will be back as soon as they are legally allowed to do so!!

Sadly there wasn't any comeback regarding the use of the Centre for vaccinations and I think we can safely draw a line under that. On the upside VMA Dance have requested use of the Council Chambers on a Friday evening when they can resume from 12th April as well as Saturdays so that's a positive step in the right direction.

A grant of £2,000.00 was paid in to the current account in February; this was to cover the November bookings we lost during the second lockdown. The Clerk has applied for further Covid grants for January onwards, these are currently pending.

A price increase of 1% has been applied to the Centre's rates from 1st April as agreed by the Committee. All of our hirers have been notified and are happy to pay the additional cost.

During this current lockdown the sink in the disabled toilet started leaking; having asked Luke Ferris to attend the site he advised there was possibly a crack in the basin and it would need replacing; he also raised the issue of the cracked and chipped tiled splash back, addressing the concern that it was an insurance claim waiting to happen should someone injure themselves on it. I am awaiting a date for Luke to come back and carry the work out.

This third lockdown has sadly cost me another member of casual staff; Thea has secured a job as a veterinary nurse for which I wish her all the best. At the time of writing Rhys has informed me that he has a job interview so I could potentially loose him too. Once I have a clearer idea of which direction we are heading I will start the process of recruiting again.

Sussex Landscapes have grassed over the former border adjacent to the carpark. It definitely looks a lot better and will hopefully be less muddy when used as a cut through.

The Committee is invited to note this report.