



**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 28 April 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**

**22 April 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 24 March 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 March 2021 - Appendix A.

8. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 March 2021 - Appendix **B**.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 31 March 2021 - Appendix **C**.
10. To receive a progress report on the new garage project and review appointment of successful tenderer - Appendix **D**.
11. To receive Centre Manager's Report - Appendix **E**.
12. Any other matters for information only.
13. Date of the Next Meeting – **Wednesday 26 May 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.**

Time: 09:35

## Natwest Bank Accounts

## List of Payments made between 01/03/2021 and 31/03/2021


<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/03/2021	Greg Burt	CHEQUE	26.47		Austens Invoice 70003870-7
17/03/2021	Horsham District Council	DD	15.10		Recycling Feb 2021
17/03/2021	Amazon	CARD	5.85		Dater stamp
17/03/2021	Amazon	CARD	4.59		Push Pins
17/03/2021	Amazon	CARD	6.99		Staff Diary
19/03/2021	OPUS energy	DD	373.40		Electricity 04/02-03/03/21
20/03/2021	Amazon	CARD	12.01		Felt notice board
22/03/2021	Southern Electric	DD	454.15		Gas 01/02-28/02/2021
30/03/2021	Southern Cranes & Access	BACS	-432.00		Refund of staff tower training
30/03/2021	Post Office	CARD	18.12		Stamps
30/03/2021	Pyzer Cleaning Services	003765	144.00		Centre Cleaning
<b>Total Payments</b>			<b>628.68</b>		

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 1 - Natwest Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/03/2021	56	100.00
Business Reserve Account	31/03/2021	243	85,160.26
			0.00
			<u>85,260.26</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
08/01/2021 003745 Sussex Land Services		228.00	
26/01/2021 003751 Billingshurst Parish Council		4,288.79	
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	
09/03/2021 CHEQUE Greg Burt		26.47	
			<u>5,430.29</u>
			79,829.97
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			79,829.97
		<b>Balance per Cash Book is :-</b>	<b>79,829.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 3 - Natwest 1042**

APPENDIX

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/03/2021	32	 60,205.64
			<u>60,205.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,205.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,205.64
		<b>Balance per Cash Book is :-</b>	<b>60,205.64</b>
		<b>Difference is :-</b>	<b>0.00</b>

**BILLINGSHURST PARISH COUNCIL**  
**CENTRE COMMITTEE**  
**WEDNESDAY 28 APRIL 2021**

**NEW GARAGE FOR LITTER WARDENS**  
**REPORT BY CLERK**  
**FOR DECISION**

At the January meeting, the Committee considered the following tenders for the construction of a new garage to the rear of the Centre, to house the Council's Litter Warden Team.

Green Build UK	Sherlock & Neal	ST	Valley Builders
68,080	76,417.04	73,046.41	£64,798

Councillors resolved to accept the tender from Valley Builders which with professional fees of £5,0170 brought the total cost to £69,968, all being funded by CIL.

Due the delay between tenders being received and the Council determining how it wished to fund this and other large capital projects during last November's budget-setting process.....

Valley Builders subsequently advised that

*I'm afraid that due to the unprecedented amount of recently secured tenders and additional works instructed on current projects we can't see that we would be able to start this project now until September time at the earliest so feel that we should reluctantly withdraw our tender and allow you to proceed with another contractor.*

Green Build UK advised that

*The revised tender sum will be in the region of £90,000 ex VAT and we would be able to start on site mid-May.*

The Committee is invited to consider the following options:

1. Wait until September and proceed with Valley Builders, subject to revised price.
2. Accept Green Build at a cost of £90,000.
3. Go out to tender again to other contractors.

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE****CENTRE COMMITTEE****28 APRIL 2021****MANAGER'S REPORT****FOR INFORMATION**

We are now open again as of 12<sup>th</sup> April!! Although bookings are still slim the under 18's classes have now resumed and everyone seems pleased to be back. Denise and I are covering as many of the shifts where we can whilst we both remain on 50% furlough; the ones where we are unable to work are being covered by Rhys and Ollie but I am keeping these to a minimum.

We have had a couple of maintenance issues since our re-opening; the showers in the backstage toilets have now given up the ghost and stopped working all together, although this is an area not in use as much as it used to be I have asked our plumber for a quote to replace them.

There was also a problem with an overflow pipe at the side of the Centre noticed by a hirer last week, upon inspection it wasn't clear where the water was coming from so I contacted our regular plumber who couldn't get out to us until the following week. Luckily for us Councillor Gale came to the rescue, with a background in plumbing he managed to find the source and rectify the issue, thus saving us valuable pennies in excessive water bills and labour.

I had an issue with some of our local youths last week; the cones that were being used to keep passers-by off the recently demolished bin copound became a source of amusement for one of them when they opened the back door to the Centre, screamed down the cone and proceeded to launch it into the corridor. Another cone was found in the middle of the A29!! I asked Roland to clear them into the boiler room cupboard as I was worried passing motorists may end up with one through their windscreen!! The wardens have been notified and with the incident being caught on CCTV I was able to show them the proof.

We have had some planters kindly donated to us by one of our Litter Wardens Colin Ellis. Colin and I both agreed planted up they would add some much-needed colour to the patio area. I am hoping by the time you read my next report this project will be completed, utilising free plants.

Our one way system has received a slight make over thanks to the Clerk who managed to source 4 metal que barriers to create a divide without taking up the room the tables did. I think it makes a big improvement and is now much more wheelchair friendly and creates more space for social distancing purposes.

The Committee is invited to note this report.