

**Registered Charity No. 227480**

**To All Councillors on the Centre Committee,**

You are summoned to a meeting of the **Billingshurst Centre Committee** on **Wednesday 23 June 2021 at 7.00pm.**

All COVID guidelines must be adhered to:

Masks must be worn on entry and at all times unless seated or speaking; masks must be worn if not seated.

Please use the hand sanitiser on arrival.

Scan or sign in for Track and Trace.

Room to be used: **Council Chambers**

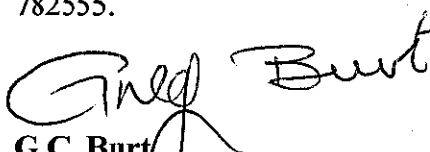
Maximum number of people (Cllrs + Officers + public) permitted in room: **16**

Please read the Council's Covid Risk Assessment which can be found here.

[www.billingshurst.gov.uk](http://www.billingshurst.gov.uk) under Council Documents.

Although the meeting is open to the public, we are limited on capacity, so residents are able to view the meeting livestreamed on the Council's Facebook page and YouTube, technology permitting.

If any member of the public plans to attend, it would be helpful (for the purpose of attendee management) to let the parish office know in advance. [council@billingshurst.gov.uk](mailto:council@billingshurst.gov.uk) / 01403 782555.

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

**16 June 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 26 May 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 April 2021 - Appendix A.

8. To approve Bank Reconciliations Current & Main Reserve Accounts to 30 April 2021 Appendix **B**.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 30 April 2021 - Appendix **C**.
10. To approve payments for May 2021 - Appendix **D**.
11. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 May 2021 - Appendix **E**.
12. To consider the draft Centre accounts for 2020-21 - Appendix **F**, and RECOMMEND that they be approved by the Trustees.
13. To consider changes to accounting procedures, Appendix **G**, and RECOMMEND that they be approved by the Trustee.
14. To receive Centre Manager's Report - Appendix **H**.
15. Any other matters for information only.
16. Date of the Next Meeting – **Wednesday 28 July 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: 16/06/2021

## Billingshurst Community Centre Current Year

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Time: 16:02

## Natwest Bank Accounts

## List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2021	Grenke Leasing Ltd	1580010807	204.01		Quarterly printer fee 01/04-06
09/04/2021	Billingshurst Parish Council	003767	4,288.79		Payroll Reimbursement Feb 2021
09/04/2021	Billingshurst Parish Council	003766.1	0.11		Payroll Re-imburement March
13/04/2021	Sussex Land Services	003770	228.00		Centre garden maint Mar 21
16/04/2021	ADT Alarms	003769	1,129.18		Fire alarm maint and rental
19/04/2021	OPUS energy	11470791	430.10		Electricity 040321 - 030421
21/04/2021	Horsham District Council	4606800000	37.90		Refuse collection Mar 21
23/04/2021	Casual Staff	BACS	99.19		Casual staff salaries Apr 21
26/04/2021	Southern Electric	032064641	464.66		Gas March 21
27/04/2021	Greg Burt	003773	21.89		Cistern lever arm
29/04/2021	Ballpoint Office Supplies Ltd	003768	74.22		Stationery
30/04/2021	Billingshurst Parish Council	003774	4,335.90		Payroll recharge Apr 21
<b>Total Payments</b>			<b>11,313.95</b>		

**Bank Reconciliation Statement as at 30/04/2021  
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	30/04/2021	60	100.00
Business Reserve Account	30/04/2021	247	84,999.48
			0.00
			<u>85,099.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,099.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,099.48
		<b>Balance per Cash Book is :-</b>	<b>85,099.48</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 01/05/2021  
for Cashbook 3 - Natwest 1042

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/04/2021	33	60,206.13
			<u>60,206.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,206.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,206.13
		<b>Balance per Cash Book is :-</b>	<b>60,206.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 16/06/2021

## Billingshurst Community Centre Current Year

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## Natwest Bank Accounts

## List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2021	Tesco	CARD	59.58		biscuits/milk/cleaning
04/05/2021	Divine Water Company Ltd	003772	49.44		Water dispenser
05/05/2021	Kreston Reeves LLP	003771	146.40		Payroll March 2021
11/05/2021	Sussex Land Services	003777	228.00		Grounds maint Apr 21
11/05/2021	Digital Managed Print Services	003775	52.36		Printing costs to May 21
19/05/2021	OPUS energy	1140791	424.33		Electricity Apr 21
24/05/2021	Southern Electric	032064641	428.97		Gas Apr 21
25/05/2021	Casual Staff	BACS	595.13		Casual staff salaries May 2021
25/05/2021	Horsham District Council	4606800000	30.35		Refuse collection April 21
27/05/2021	Pyzer Cleaning Services	003778	144.00		Centre cleaning May 21
27/05/2021	Wightman & Parrish	003779	85.43		Clenaing mats and toiletries
<b>Total Payments</b>			<b>2,243.99</b>		

Date: 07/06/2021

Billingshurst Community Centre Current Year

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Time: 17:37

**Bank Reconciliation Statement as at 28/05/2021  
for Cashbook 1 - Natwest Bank Accounts**

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	28/05/2021	64	4,761.00
Business Reserve Account	28/05/2021	251	85,699.73
			0.00
			<u>90,460.73</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/04/2021 003774	Billingshurst Parish Council	4,335.90	
11/05/2021 003775	Digital Managed Print Services	52.36	
27/05/2021 003778	Pyzer Cleaning Services	144.00	
27/05/2021 003779	Wightman & Parrish	85.43	
			<u>4,617.69</u>
			85,843.04
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
27/05/2021 BACS		488.09	
			<u>488.09</u>
			86,331.13
		<b>Balance per Cash Book is :-</b>	<b>86,331.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

REGISTERED CHARITY NUMBER: 227480

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
Billingshurst Centre  
Trading as  
Billingshurst Community & Conference  
Centre**

Mulberry & Co  
Chartered Certified Accountants  
& Chartered Tax Advisers  
9 Pound Lane  
Godalming  
Surrey  
GU7 1BX



**Contents of the Financial Statements  
for the Year Ended 31 March 2021**

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**Report of the Trustees  
for the Year Ended 31 March 2021**

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To provide a property for the purpose of a Village Hall for the use and benefit of the inhabitants of Billingshurst. The facilities within the property provide for a range of sport, social, business and other activities that benefit, directly or indirectly, local people.

**Public benefit**

The trustee confirms that it has referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The Trustee has made the Billingshurst Centre available for hire by inhabitants of the parish for community groups, clubs, societies and individual hire.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The charity has continued to meet its aims and objectives by letting its facilities to the local community.

**FINANCIAL REVIEW**

**Financial position**

The nature scope and type of activities of the charity have not changed year on year and income and expenditure remains consistent with prior years and in line with expectation.

**Reserves policy**

The charity has a policy to hold six months worth of income as a general reserve and in the event it becomes necessary to earmark further reserves for future capital spending.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Billingshurst Community & Conference Centre was established in 1906 and is registered with the Charities Commission for England & Wales under number 227480. The centre changed, with approval from the Charities Commission, its title from Billingshurst Village Hall to the Billingshurst Centre.

The charity is governed by the conveyance dated 1959.

**Decision making**

The management of the centre is undertaken by Billingshurst Parish Council as sole managing trustee. The day to day management of the centre is delegated to the clerk to the council under the direction of the trustee's committee who meet monthly and report to the council as trustee.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

227480

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**Billingshurst Centre**  
**Trading as Billingshurst Community & Conference**  
**Centre**

**Report of the Trustees**  
**for the Year Ended 31 March 2021**

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**Principal address**

Billingshurst Centre  
Roman Way  
Billingshurst  
West Sussex  
RH14 9QW

**Trustees**

Billingshurst Parish Council is the Sole Managing Trustee and as such the Parish Council as a corporate body and Trustee is responsible for the running and management of the Billingshurst Centre, with the parish councillors acting as representatives of the Council.

**Independent Examiner**

Mark Mulberry  
Mulberry & Co  
Chartered Certified Accountants  
& Chartered Tax Advisers  
9 Pound Lane  
Godalming  
Surrey  
GU7 1BX

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
BPC - Chair - Trustee

**Independent Examiner's Report to the Trustees of  
Billingshurst Centre**

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**Independent examiner's report to the trustees of Billingshurst Centre**

I report to the charity trustees on my examination of the accounts of Billingshurst Centre (the Trust) for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Mulberry  
Mulberry & Co  
Chartered Certified Accountants  
& Chartered Tax Advisers  
9 Pound Lane  
Godalming  
Surrey  
GU7 1BX

Date: .....

**Billingshurst Centre**  
**Trading as Billingshurst Community & Conference**  
**Centre**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		53,422	-	53,422	-
<b>Charitable activities</b>					
Charitable Activities		40,061	-	40,061	128,970
Investment income	2	55	-	55	321
<b>Total</b>		<u>93,538</u>	<u>-</u>	<u>93,538</u>	<u>129,291</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable Activities	3	105,504	-	105,504	149,603
<b>NET INCOME/(EXPENDITURE)</b>		<u>(11,966)</u>	<u>-</u>	<u>(11,966)</u>	<u>(20,312)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		1,509,451	3,268	1,512,719	1,533,031
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>1,497,485</u></u>	<u><u>3,268</u></u>	<u><u>1,500,753</u></u>	<u><u>1,512,719</u></u>

The notes form part of these financial statements

**Billingshurst Centre**  
**Trading as Billingshurst Community & Conference**  
**Centre**

**Balance Sheet**  
**31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	1,353,445	-	1,353,445	1,373,854
<b>CURRENT ASSETS</b>					
Debtors	8	19,627	-	19,627	10,848
Cash at bank and in hand		142,118	3,268	145,386	143,822
		<u>161,745</u>	<u>3,268</u>	<u>165,013</u>	<u>154,670</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(17,705)	-	(17,705)	(15,805)
<b>NET CURRENT ASSETS</b>		<u>144,040</u>	<u>3,268</u>	<u>147,308</u>	<u>138,865</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,497,485</u>	<u>3,268</u>	<u>1,500,753</u>	<u>1,512,719</u>
<b>NET ASSETS</b>		<u>1,497,485</u>	<u>3,268</u>	<u>1,500,753</u>	<u>1,512,719</u>
<b>FUNDS</b>	11				
Unrestricted funds				1,497,485	1,509,451
Restricted funds				<u>3,268</u>	<u>3,268</u>
<b>TOTAL FUNDS</b>				<u>1,500,753</u>	<u>1,512,719</u>

The financial statements were approved by the Board of Trustees and authorised for issue on .....  
and were signed on its behalf by:

.....  
BPC - Vice Chair - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 March 2021**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include items at fair value. The financial statements are presented in sterling which is the functional currency of the charity rounded to the nearest whole pound.

**Changes in accounting policies**

There have been no changes to accounting policies in the year under review. Unless otherwise stated all accounting policies listed below have been applied consistently.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from hall lettings is recognised when it is receivable, where income is received in relation to future periods it is included in the accounts as deferred income.

Grants are accounted for under the performance model. Grant income is recognised as follows:

- A grant that does not impose specified future performance-related conditions on the recipient is recognised in income when the grant proceeds are received or receivable.
- A grant that imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met; and
- Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- |                       |                   |
|-----------------------|-------------------|
| Freehold property     | - 2% on cost      |
| Fixtures and fittings | - 5 years on cost |

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2021**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INVESTMENT INCOME**

	31.3.21	31.3.20
	£	£
Interest receivable - trading	55	321
	<u>55</u>	<u>321</u>

**3. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £
Charitable Activities	
	<u>105,504</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**5. STAFF COSTS**

	31.3.21	31.3.20
	£	£
Wages and salaries	43,220	53,103
Social security costs	2,219	2,326
Other pension costs	8,471	8,379
	<u>53,910</u>	<u>63,808</u>

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Direct Charitable	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM Charitable activities</b> Charitable Activities			
	128,970	-	128,970
Investment income	321	-	321
<b>Total</b>	<b>129,291</b>	<b>-</b>	<b>129,291</b>
<b>EXPENDITURE ON Charitable activities</b> Charitable Activities			
	149,603	-	149,603
<b>NET INCOME/(EXPENDITURE)</b>	<b>(20,312)</b>	<b>-</b>	<b>(20,312)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>1,529,763</b>	<b>3,268</b>	<b>1,533,031</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,509,451</b>	<b>3,268</b>	<b>1,512,719</b>

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	1,609,058	93,431	1,702,489
<b>DEPRECIATION</b>			
At 1 April 2020	241,365	87,270	328,635
Charge for year	16,091	4,318	20,409
At 31 March 2021	257,456	91,588	349,044
<b>NET BOOK VALUE</b>			
At 31 March 2021	1,351,602	1,843	1,353,445
At 31 March 2020	1,367,693	6,161	1,373,854

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2021**

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.21	31.3.20
	£	£
Trade debtors	16,355	8,595
VAT	466	-
Accruals	1,996	-
Prepayments	810	2,253
	<u>19,627</u>	<u>10,848</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.21	31.3.20
	£	£
Bank loans and overdrafts (see note 10)	10,349	3,551
Trade creditors	5,396	9,869
Taxation and social security	-	425
Other creditors	1,960	1,960
	<u>17,705</u>	<u>15,805</u>

**10. LOANS**

An analysis of the maturity of loans is given below:

	31.3.21	31.3.20
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	<u>10,349</u>	<u>3,551</u>

The accounts show an overdrawn position on the current account; however, it should be noted this is a sweep account which has a daily closing balance of £100. The charity has combined positive bank balances.

**11. MOVEMENT IN FUNDS**

	At 1.4.20	Net movement	At
	£	in funds	31.3.21
		£	£
<b>Unrestricted funds</b>			
General fund	1,509,451	(11,966)	1,497,485
<b>Restricted funds</b>			
Restricted Funds	3,268	-	3,268
<b>TOTAL FUNDS</b>	<u>1,512,719</u>	<u>(11,966)</u>	<u>1,500,753</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	93,538	(105,504)	(11,966)
<b>TOTAL FUNDS</b>	<u>93,538</u>	<u>(105,504)</u>	<u>(11,966)</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	1,529,763	(20,312)	1,509,451
<b>Restricted funds</b>			
Restricted Funds	3,268	-	3,268
<b>TOTAL FUNDS</b>	<u>1,533,031</u>	<u>(20,312)</u>	<u>1,512,719</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	129,291	(149,603)	(20,312)
<b>TOTAL FUNDS</b>	<u>129,291</u>	<u>(149,603)</u>	<u>(20,312)</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2021**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	1,529,763	(32,278)	1,497,485
<b>Restricted funds</b>			
Restricted Funds	3,268	-	3,268
<b>TOTAL FUNDS</b>	<u>1,533,031</u>	<u>(32,278)</u>	<u>1,500,753</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	222,829	(255,107)	(32,278)
<b>TOTAL FUNDS</b>	<u>222,829</u>	<u>(255,107)</u>	<u>(32,278)</u>

**12. RELATED PARTY DISCLOSURES**

The charity has provided an office to Billingshurst Parish Council (The sole managing trustee) rent free.

During the year under review, the following transactions between the council and charity took place.

	2020 £	2019 £
Income from council relating to service charge and additional hire	7,392	4,544
Expenses reimbursed by council to charity	59,894	48,477

At 31st March 2020, £103 (2019: £170) was owed by the parish council to the charity and is included within debtors.

**Billingshurst Centre**  
**Trading as Billingshurst Community & Conference**  
**Centre**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2021**

	31.3.21 £	31.3.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	53,422	-
<b>Investment income</b>		
Interest receivable - trading	55	321
<b>Charitable activities</b>		
Hall Letting - commercial	15,933	63,893
Hall Letting - non commercial	8,908	43,961
Catering	300	14,554
Other letting income	14,920	6,562
	<u>40,061</u>	<u>128,970</u>
<b>Total incoming resources</b>	<b>93,538</b>	<b>129,291</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	43,220	53,103
Social security	2,219	2,326
Pensions	8,471	8,379
Rates and water	(413)	1,394
Insurance	3,170	1,403
Light and heat	7,354	10,626
Telephone	392	492
Postage and stationery	1,112	1,783
Sundries	2,210	710
Catering	(1)	9,457
Refuse collection	388	882
Staff training	(360)	976
Computer consumables	1,621	1,349
Repairs & maintenance	6,986	18,151
Cleaning	1,451	9,596
Garden maintenance	2,506	2,828
Licenses	1,081	494
Other professional fees	2,289	1,198
Independent examination	1,400	1,400
Freehold property	16,091	16,091
Fixtures and fittings	4,317	6,965
	<u>105,504</u>	<u>149,603</u>
Total resources expended	<u>105,504</u>	<u>149,603</u>
<b>Net expenditure</b>	<b><u>(11,966)</u></b>	<b><u>(20,312)</u></b>

This page does not form part of the statutory financial statements

**BILLINGSHURST PARISH COUNCIL**

**BILLINGSHURST CENTRE COMMITTEE**

**WEDNESDAY 23 JUNE 2021**

**CHANGES TO ACCOUNTING PROCEDURE**

**REPORT BY CLERK**

**FOR DECISION**

The Independent Examiner of the Centre's accounts has suggested some minor changes to the Charity's accounting procedures which should help reduce expenditure and in turn losses.

At present, the asset is depreciated in the accounts. Last year it was £16,091 whereas the deficit for the year was only £11,965.

The proposal is to not depreciate the asset, but instead reflect the value of the asset in a formal revaluation every 5 years with interim valuations by the Trustee.

(Formal revaluations do cost but would still be a lot cheaper than the depreciation.)

Revaluations are therefore posted to the accounts instead of the depreciation.

1. The Committee is invited to support the suggestion and RECOMMEND the changes to the Trustee. Appendix H.

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**

**CENTRE COMMITTEE**

**23 JUNE 2021**

**MANAGER'S REPORT**

**FOR INFORMATION**

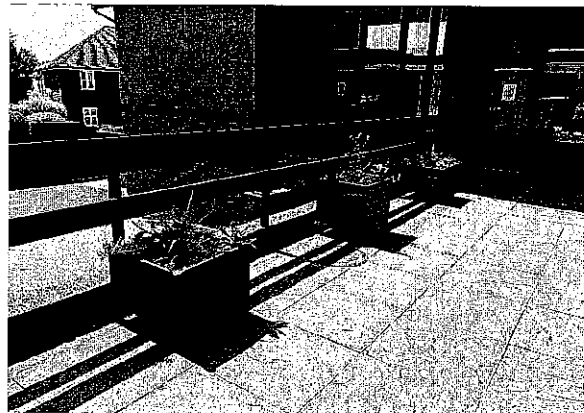
We have now completed our year end for the period 2020/2021; although we were amid a pandemic through most of this financial year, we did manage to break even if you strip out depreciation. Largely this was due to COVID grants, the furlough scheme and the hirers that took the leap of faith and came back when they could. I would like to take the opportunity to thank the Clerk for his efforts in securing the financial help the Centre received during the past 16 months.

Now that normality is starting to return, I have started to address some much-needed maintenance work in and around the Centre. The first job has been to obtain quotes to bring our emergency lighting back up to a safe standard, as I write this, I am awaiting two quotes and a final visit from another local electrical company. Unfortunately for us, tradespeople are currently beyond busy, and I have been told it could potentially be July/August before works are carried out. This will remain at the top of my priorities list until the work is completed.

I have had some issues with the Main Hall windows throughout the spells of high winds we endured in the Winter and Spring. The windows kept blowing open and setting the alarms off, one of which I had to tend to at 04:30 in the morning!! To try and overcome this problem in the short term I have purchased some window locks which should secure the windows shut and provide additional security until the Centre is able to permanently replace them all.

Fire awareness training has been arranged for all Centre and Parish office staff as well as tenants of building. The training is recommended every 12 months and our last was received in 2019 so it is well overdue.

Our patio area is now adorned with the upcycled planters and rescued plants, although a little more colour is needed, I think they make a great addition to an otherwise characterless space. Thanks to Colin Ellis for donating the planters and to the Clerk for planting them up; more plants are still to be added.



The Committee is invited to note this report.