



Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 28 July 2021 at Billingshurst Centre at 7.00pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

G.C. Burt
Clerk to the Council

22 July 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 23 June 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 June 2021 - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 2 July 2021 Appendix B.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 28 May 2021 - Appendix C.
10. To note the 1st quarter budget report, Appendix D.
11. To prioritise future improvements - Appendix E.
12. To note current Emergency Call Out contacts: S Newell, G Burt, K King & C Ellis.

13. To receive Centre Manager's Report - Appendix F.

14. Any other matters for information only.

15. Date of the Next Meeting – **Wednesday 29 September 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: 21/07/2021

Billingshurst Community Centre Current Year

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Time: 11:36

Natwest Bank Accounts

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Sarah Newell	003781	9.00		Catering supplies
01/06/2021	Pyzer Cleaning Services	003776	144.00		Cleaning to 23.04.21
01/06/2021	Sainsbury's	CARD	8.20		Milk and coffee
02/06/2021	Petty Cash	Petty cash	40.00		To petty cash
03/06/2021	Mulberry & Co	003783	1,560.00		End of year accounts prep
03/06/2021	Billingshurst Parish Council	003781	4,335.90		Payroll recharge May 21
03/06/2021	Rialtas Business Solutions Ltd	003780	672.00		End of year processing 21
08/06/2021	Greg Burt	003784	16.00		Compost for pots
08/06/2021	Kreston Reeves LLP	003792	134.40		Payroll services June 21
09/06/2021	Nisbets	CARD	16.77		Mop heads
10/06/2021	Robin Nugent Architects	003785	1,494.00		Architect fees for garage proj
11/06/2021	Screwfix	CARD	26.95		Window locks
14/06/2021	Screwfix	CARD	22.76		Window locks for Main Hall
14/06/2021	Nisbets	CARD	38.37		Mop handles
15/06/2021	Sussex Land Services	003786	228.00		Grounds maint May 21
21/06/2021	Southern Electric	032064641	443.36		Gas to 31.05.21
21/06/2021	OPUS energy	1140791	444.52		Electricity to 31.05.21
22/06/2021	Pyzer Cleaning Services	003787	204.00		Centre cleaning to 18.06.21
25/06/2021	Casual Staff	BACS	742.54		Casual Staff
28/06/2021	Baskets in Bloom	003789	50.00		Hanging baskets
28/06/2021	Kestrel Alarms Ltd	003790	124.80		Call out to fire alarm fault
30/06/2021	Billingshurst Parish Council	003791	4,335.90		Payroll recharge June 2021
30/06/2021	Wightman & Parrish	003796	75.70		Cleaning materials
Total Payments			15,167.17		

Date: 12/07/2021

Billingshurst Community Centre Current Year

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Time: 10:15

**Bank Reconciliation Statement as at 02/07/2021
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	02/07/2021	71	100.00
Business Reserve Account	02/07/2021	256	105,251.90
			0.00
			<u>105,351.90</u>
Unpresented Cheques (Minus)			Amount
30/04/2021 003774	Billingshurst Parish Council	4,335.90	
11/05/2021 003775	Digital Managed Print Services	52.36	
03/06/2021 003781	Billingshurst Parish Council	4,335.90	
08/06/2021 003784	Greg Burt	16.00	
08/06/2021 003792	Kreston Reeves LLP	134.40	
15/06/2021 003786	Sussex Land Services	228.00	
22/06/2021 003787	Pyzer Cleaning Services	204.00	
			<u>9,306.56</u>
			96,045.34
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			96,045.34
		Balance per Cash Book is :-	96,045.34
		Difference is :-	0.00

Date: 12/07/2021

Billingshurst Community Centre Current Year

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Time: 10:19

Bank Reconciliation Statement as at 01/06/2021
for Cashbook 3 - Natwest 1042

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	28/05/2021	34	60,206.59
			<u>60,206.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,206.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,206.59
		Balance per Cash Book is :-	60,206.59
		Difference is :-	0.00

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Billingshurst Community Centre Current Year

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Detailed Income & Expenditure by Budget Heading 31/05/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Billingshurst CCC						
1000 Lettings - Commercial	2,649	0	(2,649)			0.0%
1005 Lettings - Local Commercial	8,253	0	(8,253)			0.0%
1009 BPC room bookings	400	0	(400)			0.0%
1010 Lettings - Local Non Comm.	2,922	0	(2,922)			0.0%
1011 Kitchen	80	0	(80)			0.0%
1012 Cancellation Fee	284	0	(284)			0.0%
1015 Tenants-BPC/BCT/Police/H.Watch	3,790	0	(3,790)			0.0%
1017 Storage	187	0	(187)			0.0%
1021 Photocopies(inc)	1	0	(1)			0.0%
1025 Catering (Inc)	16	0	(16)			0.0%
1027 Utilities (inc)	583	0	(583)			0.0%
1036 Interest	3	0	(3)			0.0%
1041 COVID-19 Grant	15,000	0	(15,000)			0.0%
1046 Furlough	3,742	0	(3,742)			0.0%
Billingshurst CCC :- Income	37,911	0	(37,911)			
4000 Catering (Exp)	54	0	(54)		(54)	0.0%
4015 Pay - Permanent Staff	13,008	0	(13,008)		(13,008)	0.0%
4020 Pay - Casual Staff	1,437	0	(1,437)		(1,437)	0.0%
4035 Water Rates	(16)	0	16		16	0.0%
4040 Refuse Collection	99	0	(99)		(99)	0.0%
4045 Insurance	810	0	(810)		(810)	0.0%
4050 Electricity	1,082	0	(1,082)		(1,082)	0.0%
4055 Gas	730	0	(730)		(730)	0.0%
4060 Stationery & Photocopying	214	0	(214)		(214)	0.0%
4075 IT/Computer Consumables	200	0	(200)		(200)	0.0%
4080 Maintenance & Improvements	984	0	(984)		(984)	0.0%
4085 Ad Hoc Repairs	104	0	(104)		(104)	0.0%
4090 Cleaning	734	0	(734)		(734)	0.0%
4095 Grounds Maintenance	640	0	(640)		(640)	0.0%
4102 Garage Project	1,245	0	(1,245)		(1,245)	0.0%
4105 Professional Fees	12	0	(12)		(12)	0.0%
4110 Sundry Expenses	670	0	(670)		(670)	0.0%
Billingshurst CCC :- Indirect Expenditure	22,007	0	(22,007)	0	(22,007)	
Net Income over Expenditure	15,905	0	(15,905)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	37,911	0	(37,911)			0.0%
Expenditure	22,007	0	(22,007)	0	(22,007)	0.0%
Net Income over Expenditure	15,905	0	(15,905)			
Movement to/(from) Gen Reserve	15,905					

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

28 JULY 2021

PRIORITISATION OF IMPROVEMENTS

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

Desirable improvements to the Centre have been discussed informally for some time, with little progress being made on actual delivery.

A specification was prepared to refurbish the two main sets of toilets, but no actual quotations were ever received despite invitations to tender. A further specification was received to convert much of the lighting to low energy, but that has only been part-implemented.

I have looked into a possible National Lottery application, but not only are these bids time-consuming and possibly beyond the skill-set for an in-house bid, but they do request evidence of community support/need, and also a plan to market such an improved facility.

Horsham District Council (HDC) have confirmed that they currently hold a total of £42,145 in S106 funds (held and expected shortly) which could be applied to improving the Billingshurst Centre.

In the light of these available funds, officers have prepared a schedule of desirable improvements, attached. Members may like to add to this.

As it is unlikely that sufficient resources will be available in the near future for all these in one go, Members are invited to prioritise the suggestions so that they can be implemented as funds become available. [The Centre Manger considers that the top priority should be replacement of both sets of entrance doors followed by toilet refurbishment.]

Billingshurst Community & Conference Centre

Improvements Wish List

1. More Accessible

1.1 Automatic doors to replace main entrance doors – both sets. Existing doors are a problem for the elderly, those in wheelchairs, parents/carers with pushchairs etc.

1.2 New steps and ramp from High St. Existing official entrance for pedestrians is through car park entrance, although many use unofficial route down muddy grass slope or through shrub bed. Would make facility more pedestrian-friendly and integrate facility more into High St.

2. Better customer experience

2.1 Refurbish existing M/F toilets.

2.2 Look to provide *Changing Places* or larger disabled toilet in new location. If not, refurbish existing toilet.

2.3 Refurbish backstage toilets and showers, attracting more external production companies to the premises.

2.4 Kitchen overhaul replacing existing with stainless steel. More hygienic, appealing to external catering companies and may allow the Centre to run its own café.

3. More welcoming

3.1 New or refurbished reception counter. Existing counter with desk behind and numerous screens and cabling looks tatty and unimpressive.

3.2 Permanent glass screening to offer staff security whilst working alone.

4. Making better use of the space

4.1 By replacing at least two of the windows overlooking the terrace with full length sliding doors, the foyer and terrace would be more attractive to users, particularly say social functions such as wedding receptions, a market we believe be developed.

5. More energy efficient

5.1 As report was commissioned setting out how the Centre could reduce its electricity consumption by converting much of the lighting to low energy. Few of the suggestions have been implemented.

5.2 The large south-facing roof lends itself to solar panels, which could generate an income via so-called *feed-in* tariffs.

6. Replacement windows

6.1 Windows in some areas, for example the Main Hall are ill-fitting. New windows in these areas could reduce heat loss / save energy.

Updated 22/07/2020

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE
CENTRE COMMITTEE**

28 JULY 2021

MANAGER'S REPORT

FOR INFORMATION

With the lifting of restrictions on Monday 19th July, I decided in consultation with the Clerk to return the Centre to how it was pre-COVID bar a few measures that will stay in place. The screen on the reception desk will stay alongside the hand sanitiser for visitors to use when they walk into the foyer. Mask-wearing is optional and the one-way system along with the signage has been removed. We do not operate at the same level that supermarkets, restaurants, pubs etc do and as we move into the summer holidays our bookings significantly quieten down (as they always have done) so any chance of crowds gathering in the public areas is very slim. I will monitor the situation closely and should any of the measures need to be brought back in we can do so quickly. Sadly there was no guidance forthcoming from our usual sources of advice.

Fire training took place on Monday 5th July; we all had a bit of fun using the extinguishers and more importantly learnt some vital safety practices which all of us I am sure will find useful. The trainer mentioned a few signs which needed moving but other than that he did not see any notable problems.



Our emergency lighting will be repaired during the first week of September; I sat on 2 quotes whilst waiting for the third, but as the Clerk pointed out we are effectively breaking the law by not having these in full working order, so I did press ahead. Electricians at this moment are like gold dust and the company carrying out the work were not only cheaper but gave me an honest breakdown of what needed to be done.

Thanks to the Clerk we have received two further COVID grant of £12,000 and £3,000!!

We have had a new casual staff member join us, my son Finley! He has settled into the role quickly and is now working solo. Lesley has also come back but continues on a 50% furlough basis along with Denise and myself. Between us all bookings are being covered and I am hopeful that come September and the furlough scheme is phased out we will see a return of the remainder of our regular hirers and maybe a few more meetings.

The Committee is invited to note this report.