




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 29 September 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 September 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 28 July 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 July – August 2021 - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to
 - a) 30 July 2021 - Appendix B.
 - b) 3 September 2021 - Appendix C.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to
 - a) 30 July 2021 - Appendix D.
10. To receive an update on new garage project and confirm appointment of Epoch as contractor, Appendix E.
11. To receive Centre Manager's Report - Appendix F.

12. To consider filling in covered area on west side of Main Hall, Appendix G

13. Any other matters for information only.

14. Date of the Next Meeting – **Wednesday 27 October 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: 20/09/2021

Billingshurst Community Centre Current Year

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Time: 14:26

Natwest Bank Accounts

List of Payments made between 01/07/2021 and 31/08/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------------|
| 05/07/2021 | Grenke Leasing Ltd | 1580010807 | 204.01 | | Photocopier rental |
| 06/07/2021 | Horsham District Council | 338049 | 30.35 | | Refuse collections July 21 |
| 12/07/2021 | Churches Fire Security Ltd | 003793 | 780.00 | | Fire Warden Training |
| 12/07/2021 | Vision ICT Ltd | 003794 | 240.00 | | Website hosting and support |
| 13/07/2021 | staples | 8795 | 14.22 | | Laminating pouches |
| 19/07/2021 | Pyzer Cleaning Services | 003795 | 144.00 | | Centre cleaning to 16/07/21 |
| 19/07/2021 | Haven Power | 2C2107151 | 404.68 | | Electricity 01.06 - 30.06 |
| 22/07/2021 | staples | 8795 09072 | 5.28 | | 2022 Diary |
| 22/07/2021 | Booker | 0713969667 | 279.70 | | Catering, cleaning supp and sta |
| 23/07/2021 | Casual Staff | DD | 1,154.10 | | Casual staff salaries July |
| 26/07/2021 | Southern Electric | 032064641 | 3.99 | | Gas June 21 |
| 27/07/2021 | Greg Burt | 003788 | 7.00 | | Bedding plants |
| 28/07/2021 | Billingshurst Parish Council | 003799 | 2,000.00 | | Centre Services Agreement |
| 28/07/2021 | Billingshurst Parish Council | 003798 | 4,335.90 | | Payroll Recharge July 2021 |
| 28/07/2021 | Sign Quick | 003797 | 110.40 | | Triangular sign for Entrance |
| 29/07/2021 | Horsham District Council | 68000000 | 30.35 | | Refuse collection July 21 |
| 04/08/2021 | Sussex Land Services | 003801 | 228.00 | | Grounds Maint June 21 |
| 10/08/2021 | Digital Managed Print Services | 003802 | 22.00 | | Photocopying 01.05-01.08.21 |
| 11/08/2021 | HMRC VAT | DD | 616.43 | | VAT Q1 Apr - June |
| 16/08/2021 | Amazon | CARD | 28.52 | | Safety signs and glue |
| 18/08/2021 | Haven Power | C2108161 | 470.69 | | Electricity July 21 |
| 24/08/2021 | Southern Electric | 032064641 | 3.99 | | Gas July 21 |
| 24/08/2021 | Horsham District Council | 6800000000 | 30.35 | | Refus ecollection July |
| 25/08/2021 | Casual Staff | DD | 788.83 | | Casual staff salaries Aug 21 |
| 26/08/2021 | Tesco | CARD | 46.45 | | Catering and cleaning material |
| 26/08/2021 | Screwfix | CARD | 51.28 | | Window cleaning kit |
| 31/08/2021 | Sussex Land Services | 003803 | 228.00 | | Grounds Maint Aug |
| Total Payments | | | 12,258.52 | | |

No transactions on 31/7

APPENDIX B

Date: 10/08/2021

Billingshurst Community Centre Current Year

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Time: 10:17

Bank Reconciliation Statement as at 30/07/2021
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 | 30/07/2021 | 78 | 100.00 |
| Business Reserve Account | 30/07/2021 | 260 | 99,086.41 |
| | | | 0.00 |
| | | | <u>99,186.41</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 11/05/2021 003775 Digital Managed Print Services | | 52.36 | |
| 30/06/2021 003796 Wightman & Parrish | | 75.70 | |
| 19/07/2021 003795 Pyzer Cleaning Services | | 144.00 | |
| 28/07/2021 003799 Billingshurst Parish Council | | 2,000.00 | |
| 28/07/2021 003798 Billingshurst Parish Council | | 4,335.90 | |
| 28/07/2021 003797 Sign Quick | | 110.40 | |
| | | | <u>6,718.36</u> |
| | | | 92,468.05 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 29/07/2021 001728 | | 40.28 | |
| | | | <u>40.28</u> |
| | | | 92,508.33 |
| | | Balance per Cash Book is :- | 92,508.33 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 03/09/2021
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 | 03/09/2021 | 86 | 100.00 |
| Business Reserve Account | 03/09/2021 | 265 | 101,725.65 |
| | | | 0.00 |
| | | | <u>101,825.65</u> |

| <u>Unpresented Cheques (Minus)</u> | | | <u>Amount</u> |
|------------------------------------|--------|--------------------------------|-----------------|
| 11/05/2021 | 003775 | Digital Managed Print Services | 52.36 |
| 04/08/2021 | 003801 | Sussex Land Services | 228.00 |
| 10/08/2021 | 003802 | Digital Managed Print Services | 22.00 |
| 31/08/2021 | 003803 | Sussex Land Services | 228.00 |
| 01/09/2021 | 003804 | Kestrel Alarms Ltd | 79.20 |
| 01/09/2021 | 003805 | Pyzer Cleaning Services | 72.00 |
| 01/09/2021 | 003806 | Billingshurst Parish Council | 4,335.90 |
| 01/09/2021 | 003807 | Ballpoint Office Supplies Ltd | 20.36 |
| | | | <u>5,037.82</u> |
| | | | 96,787.83 |

| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
|---|--------|--|-----------------|
| 01/08/2021 | 001730 | | 229.60 |
| 01/08/2021 | 001731 | | 1,180.01 |
| 31/08/2021 | 001730 | | 23.73 |
| 03/09/2021 | 001730 | | 167.36 |
| | | | <u>1,600.70</u> |
| | | | 98,388.53 |

Balance per Cash Book is :- 98,388.53
Difference is :- 0.00

Date: 31/08/2021

Billingshurst Community Centre Current Year

Page 1

Time: 12:01

Bank Reconciliation Statement as at 30/07/2021
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 | 30/07/2021 | 36 | 60,207.62 |
| | | | <u>60,207.62</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 60,207.62 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 60,207.62 |
| | | Balance per Cash Book is :- | 60,207.62 |
| | | Difference is :- | 0.00 |

BILLINGSHURST PARISH COUNCIL
CENTRE COMMITTEE
WEDNESDAY 29 SEPTEMBER 2021

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

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

The Committee resolved to wait until September and proceed with Valley Builders, subject to revised price.

Valley Builders recently advised that they were withdrawing from the project completely.

The architects, (with my agreement) approached Epoch Ltd, who were shortly finishing another project for the Council (83a High St) nearby to see if they would like to tender. Epoch responded with a sum of £76,709.31. They advised they could start within 3 weeks approx. The plan is, that as they wind down from 83a, they can just move here, hence some possible saving on de/mobilisations etc.

As a swift response was required, I asked members by e-mail, (as we were not meeting until 29th September) if they were happy for Epoch to undertake this project, to be ratified at the next mtg and all responding Members said yes.

The Committee is invited to

- a. Confirm the appointment of Epoch Ltd to undertake this project in the sum of £76,709.31.
- b. Ask F&GP Committee to approve additional CIL funds accordingly.

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

29 SEPTEMBER 2021

MANAGER'S REPORT

FOR INFORMATION

ICA Electricals have nearly completed the emergency lighting repairs, there are still a couple of areas they need to revisit which should be carried out in the coming weeks. Whilst they were here the lights in the car park also received some TLC: bulbs were replaced and the posts have been given a lick of black paint to spruce them up.

We have had some issues with late night visitors to the Centre grounds and alongside that, inevitably complaints from a neighbour addressing the noise and nocturnal activities. The wardens have been notified as have the police. I have been asked what could be done as another preventative measure, whilst there has been no damage caused to the Centre or grounds, I am conscious that maintaining a good report with neighbours is important, so I have asked ICA to provide a quote to install 2 sensor lights to light up the patio adjacent to the Main Hall and another in the rear carpark, 2 favourite hotspots for our visitors. It will also provide an added security measure to the Centre. We will also look at a further 2 security cameras to give us a 360 view; currently we have 2 blind spots in the car park both again notorious for anti-social behaviour.

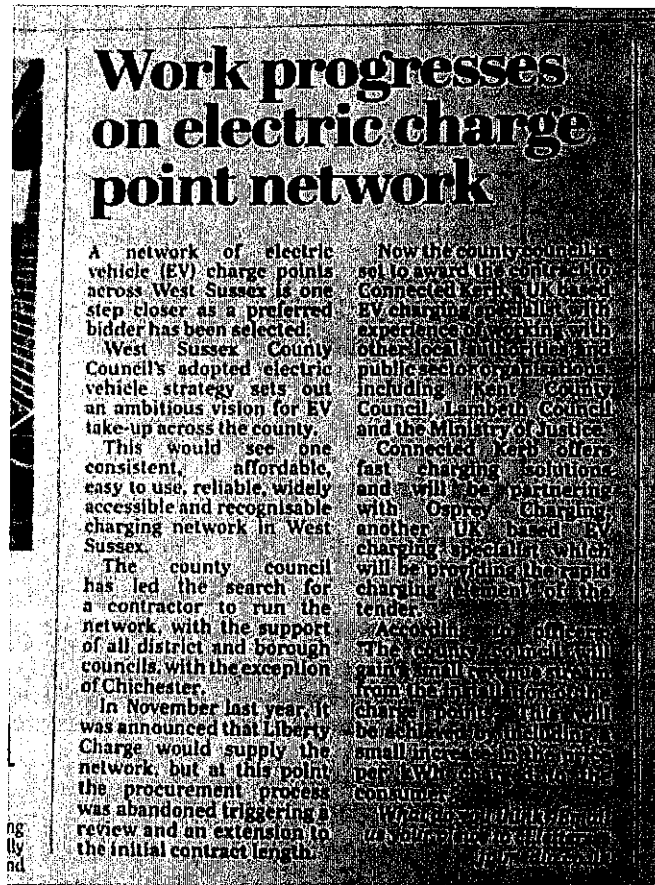
Chris Evans carried out PAT testing on all appliances within the Centre and Parish Office, another overdue necessity completed.

Kris King and Colin Ellis (Litter Wardens) have taken over the cleaning of the Centre since we decided to move it in house, so far it is working out well and both seem happy with the routine. I have devised a schedule including the cleaning of the windows.

I have recently been asked about our policy on welcoming dogs from a new hirer is. I have stated that currently only guide dogs and those used for healing therapy are permitted on the premises. This is a policy I would ask the committee to review. I have been approached by dog training and agility classes in the past and because of the policy potential new hirers have been put off. I think we could open ourselves up to a new market especially as so many dogs were welcomed into families during lockdown.

Bookings are continuing to pick up which is a positive especially with the furlough scheme being phased out at the end of this month. We are welcoming more face-to-face meetings over the coming weeks; exercise classes are expanding and old hirers are restarting. We also continue to build a waiting list for potential new customers. All in all, the run up from now until Christmas is busy, I'm keeping my fingers crossed that nothing changes, but as always the situation continues to be monitored.

The Clerk has asked that this article be added to my report this month highlighting news on electric charging points in the West Sussex vicinity, as Members have asked about this before.



The Committee is invited to note this report.

BILLINGSHURST PARISH COUNCIL

CENTRE COMMITTEE

WEDNESDAY 29 SEPTEMBER 2021

WEST SIDE OF MAIN HALL

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

The Committee recently approved a list of future improvements to the Centre, prioritising refurbishment of toilets and installation of automatic main doors, funds permitting.

Architects have commenced work accordingly.

As the Manager highlighted in her report, we have been experiencing anti-social behaviour in the covered area outside the west side of the Main Hall. Although security lights might assist, this is not a new problem.

In the list of desirable improvements, reference was made to the deteriorating state of the windows in the main hall, particularly those that open.

The Manager and I have been thinking on this and conclude that if the windows in the hall do need replacing anyway, it may be opportune to install new windows on the west side, but move them forward to the building line, so effectively filling in the covered area. This would remove an area attractive to *hang around* in, and also give added space in the Main Hall for the storage of chairs etc. [This would very likely require planning permission.]

The Committee is invited to support adding this project to the current two priorities being worked on by the architect, in order that costs can be ascertained and it taken forward as funds permit.