

Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are summoned to a meeting of the **Billingshurst Centre Committee** on **Wednesday 26 May 2021 at 7.15pm.**

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**

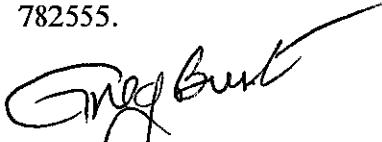
Maximum number of people (Cllrs + Officers + public) permitted in room: **16**

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

www.billingshurst.gov.uk 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 / 01403 782555.


G.C. Burt
Clerk to the Council

20 May 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 April 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 receive a verbal update on the new garage project / appointment of successful tenderer.

8. To receive Centre Manager's Report - Appendix A.
9. To approve payments for April 2021 - if available.
10. To approve Bank Reconciliations Current & Main Reserve Accounts to 30 April 2021 - if available.
11. To approve Bank Reconciliations for 2nd Reserve Accounts to 30 April 2021 - if available.
12. Any other matters for information only.
13. Date of the Next Meeting – **Wednesday 23 June 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.

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****26 May 2021****MANAGER'S REPORT****FOR INFORMATION**

With the relaxing of step 3 in the Government's roadmap, the Centre has for the first time in 15 months finally seen a steady stream of bookings coming through the doors this week which has been a very welcome sight. This looks to continue from now on and the diary is filling up following the relaxation; indoor exercise classes have been able to resume and we have even had to compile a waiting list for more potential bookings should slots become available. Ideally, another hall to accommodate the extra clientele would be very welcome!

On the 6 May we hosted the local elections, the first major booking in months and the ultimate test as to how well our COVID safety measures worked. I am pleased to report it was a success and as a collective the Centre and staff received positive feedback from John Loxley the presiding officer. The only bug bear they had was the lack of bacon sandwiches this time around; they have been promised those for the next election.

Billingshurst Family Church will resume their hire of the whole Centre from this coming Sunday (23rd May) which is very welcome news. Bookings for meetings and events beyond June 21st are also picking up but a lot of these will depend on the scrapping of all restrictions. I am remaining optimistic that this will happen!!

Denise and I will carry out the year end accounting process on the 21st May with Rialtus, so finance reports for April may be delayed.

I have contacted Chris Evans (electrician) to carry out overdue PAT testing and Emergency Lighting work, hopefully this work will be completed in the coming months.

I will also be looking into Fire Safety Training for the Centre staff and also following up on the delayed scaffold tower training for Colin, Roland and Rhys.

The planters kindly donated by Colin are still yet to adorn our patio area, with the late frosts still hanging around until recent weeks the project has been delayed slightly but I am hoping with summer on the horizon (hopefully) we will have splashes of colour for our hirers to enjoy shortly.

The Committee is invited to note this report.