



**Registered Charity No. 227480**

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

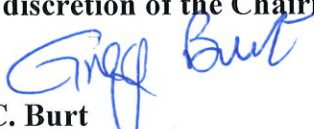
**You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 26 January 2021 at Billingshurst Centre at 6.30pm.**

**Please observe the following:**

**Councillors should wear masks when entering or leaving the room.**

**Members of the Public must wear masks at all times unless speaking.**

**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**

**19 January 2022**

## **A G E N D A**

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 15 December 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 December – **Appendix A.**
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 December 2021 - **Appendix B.**
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 30 November 2021 - **Appendix C.**

10. To note budget position at Quarter 3. – Appendix **D**.
11. To consider annual increase in charges - Appendix **E**.
12. To consider Recommendation from F&GP Committee of 28 July 2021 Min 108/21b.  
refers:  
*The Council had determined that to improve the quality of streamed meetings, that necessary audio equipment needed to be purchased. The Clerk had suggested some funding options. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RECOMMEND** that the Centre Committee be asked to fund the equipment, and they charge an additional hiring charge to the Council as appropriate. Confirmed cost £237.50.*
13. To receive Centre Manager Reports for December - Appendix **F**.
14. Any other matters for information only.
15. Date of the Next Meeting – **Wednesday 23 February 2022.**

**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: 20/01/2022

## Billingshurst Community Centre Current Year

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Time: 11:23

## Natwest Bank Accounts

## List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Billingshurst Parish Council	003837	4,497.34		6 month Insurance share
01/12/2021	Amazon	CARD	32.86		Xmas decoration
02/12/2021	Booker	Card	135.42		Catering supplies for Xmas Fay
03/12/2021	Amazon	CARD	10.95		Artificial snow
03/12/2021	Sainsburys	CARD	16.71		Xmas Fayre Expenditure
06/12/2021	Sandy Duck	003839	205.66		Bacon for Smas Fayre
06/12/2021	ADT Alarms	003838	177.60		Fix fault on fire alarm
06/12/2021	Robin Nugent Architects	003840	1,974.60		Prof fees Center update
06/12/2021	Billingshurst Parish Council	003836	4,335.90		Payroll recharge Nov 21
06/12/2021	Tesco	CARD	15.00		Mulled Wine Xmas Fayre
07/12/2021	Amazon	CARD	10.21		Glammer white sugar
08/12/2021	Amazon	CARD	4.99		Cellophane Bags (Tuck Shop)
09/12/2021	New Scientist	BACS	30.00		New Scientist Subscription
09/12/2021	Beeches Buffet	CARD	108.69		Catering
14/12/2021	Amazon	CARD	6.45		2022 Diary
14/12/2021	Pro Servicing	003843	234.00		Instal part for partition wall
15/12/2021	Amazon	CARD	8.35		2022 Diary
15/12/2021	Wightman & Parrish	Direct Deb	78.02		Cleaning materials
16/12/2021	Amazon	CARD	5.79		Henry Hoover Head
16/12/2021	Amazon	CARD	9.95		USB to VGA Adapter
16/12/2021	Amazon	CARD	6.95		Display port to VGA adapter
17/12/2021	drax	DD	586.86		Electricity Nov 21
20/12/2021	Horsham District Council	DD	22.80		Refuse collections Nov 21
21/12/2021	Amanda Parrott	CHEQUE	320.00		Re-imbursement for Wedding
23/12/2021	HMRC	BACS	1,458.35		Casual Staff Salaries
<b>Total Payments</b>			<b>14,293.45</b>		

Date: 13/01/2022

Billingshurst Community Centre Current Year

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Time: 15:38

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Natwest Bank Accounts**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/12/2021	126	100.00
Business Reserve Account	31/12/2021	282	87,328.81
			0.00
			<u>87,428.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/05/2021 003775 Digital Managed Print Services		52.36	
			<u>52.36</u>
			87,376.45
<u>Receipts not Banked/Cleared (Plus)</u>			
07/12/2021 001743		18.41	
			<u>18.41</u>
			87,394.86
		<b>Balance per Cash Book is :-</b>	<b>87,394.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 20/01/2022

Billingshurst Community Centre Current Year

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Time: 11:18

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/11/2021	40	60,209.65
			<u>60,209.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,209.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,209.65
		Balance per Cash Book is :-	<b>60,209.65</b>
		Difference is :-	<b>0.00</b>

**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Billingshurst CCC</u>								
1000		6,000	0	8,061	0	0	0	0	0
1005		9,271	0	20,604	0	0	0	0	0
1009		661	0	1,515	0	0	0	0	0
1010		3,016	0	14,829	0	0	0	0	0
1011		0	0	202	0	0	0	0	0
1012		153	0	771	0	0	0	0	0
1013		228	0	0	0	0	0	0	0
1014		0	0	110	0	0	0	0	0
1015		5,892	0	6,631	0	0	0	0	0
1016		2,020	0	0	0	0	0	0	0
1017		646	0	510	0	0	0	0	0
1018		0	0	-220	0	0	0	0	0
1021		140	0	148	0	0	0	0	0
1024		95	0	215	0	0	0	0	0
1025		205	0	1,302	0	0	0	0	0
1027		2,917	0	1,167	0	0	0	0	0
1034		0	0	1,706	0	0	0	0	0
1035		153	0	65	0	0	0	0	0
1036		57	0	11	0	0	0	0	0
1040		4,020	0	11,966	0	0	0	0	0
1041		14,000	0	15,000	0	0	0	0	0
1045		25,000	0	0	0	0	0	0	0
1046		10,402	0	6,550	0	0	0	0	0

Continued on next page

APPENDIX D

**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1047	0	8,664	0	47,712	0	0	0	0	0
Total Income									
4066	0	93,541	0	138,856	0	0	0	0	0
Subscriptions									
	0	1	0	0	0	0	0	0	0
Direct Expenditure									
	0	1	0	0	0	0	0	0	0
4000	0	-1	0	1,394	0	0	0	0	0
4013	0	0	0	624	0	0	0	0	0
4015	0	51,615	0	34,687	0	0	0	0	0
4020	0	2,295	0	8,324	0	0	0	0	0
4025	0	-360	0	0	0	0	0	0	0
4030	0	-638	0	575	0	0	0	0	0
4035	0	225	0	176	0	0	0	0	0
4040	0	388	0	281	0	0	0	0	0
4045	0	3,170	0	5,307	0	0	0	0	0
4050	0	3,944	0	3,460	0	0	0	0	0
4055	0	3,410	0	962	0	0	0	0	0
4060	0	1,084	0	531	0	0	0	0	0
4062	0	41	0	0	0	0	0	0	0
4063	0	10	0	30	0	0	0	0	0
4065	0	18	0	89	0	0	0	0	0
4070	0	392	0	0	0	0	0	0	0
4075	0	1,621	0	214	0	0	0	0	0
4080	0	4,730	0	9,575	0	0	0	0	0
4085	0	0	0	252	0	0	0	0	0
Ad Hoc Repairs									

Continued on next page

**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

11:56

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4090 Cleaning	0	1,451	0	1,300	0	0	0	0	0
4095 Grounds Maintenance	0	2,506	0	1,442	0	0	0	0	0
4102 Garage Project	0	148	0	67,001	0	0	0	0	0
4103 Centre toilets, doors and hall	0	0	0	1,004	0	0	0	0	0
4105 Professional Fees	0	3,689	0	7,559	0	0	0	0	0
4106 Licences	0	1,081	0	70	0	0	0	0	0
4110 Sundry Expenses	0	1,828	0	1,267	0	0	0	0	0
4117 Customer Refund	0	382	0	0	0	0	0	0	0
4125 Service Agreement	0	2,066	0	2,000	0	0	0	0	0
4200 Depreciation Yearly Charge	0	20,408	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	105,505	0	148,125	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(11,965)	0	(9,268)	0	0	0	0	0
<b>Total Budget Income</b>	0	93,541	0	138,856	0	0	0	0	0
<b>Expenditure</b>	0	105,506	0	148,125	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(11,965)	0	(9,268)	0	0	0	0	0



**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE****CENTRE COMMITTEE****26 JANUARY 2022****INCREASE IN HIRE CHARGES****REPORT BY CLERK TO THE COUNCIL****FOR DECISION**

Each year the Committee considers charges for hirers and other users of the Centre in the forthcoming financial year.

Previous increases have been as follows:

2017-18	0%
2018-19	3%
2019-20	1%
2020-21	1%
2021-22	1%

The Centre Manager has commented that:

*Our hirers have been comfortable with the 1% rise over the past few years, anything too drastic could see them look elsewhere as many of them are self-employed. I think to be realistic no more than 3%? Based on our local non-commercial price the rate would go from £16.55 to £17.04 a rise of 0.49p per hour. We could just about get away with that.*

With inflation is at its highest rate for 30 years, having risen to 5.4% in the 12 months to December, the Committee is invited to determine the increase in hire charges for the forthcoming year.

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE****CENTRE COMMITTEE****26 JANUARY 2022****MANAGER'S REPORT****FOR INFORMATION**

Now that Christmas has been and gone, we find ourselves in a new year and this time thankfully without restrictions which gives us a glimmer of hope that we can look forward to a more 'normal' year than the previous 2. I am pleased to report that despite my concerns January's bookings haven't been as widely affected as I thought and new enquiries continue to come through.

I have been approached by Julian Westbrook from sport and play (Julian is also a family church member) regarding our Main Hall floor; it has been recommended that we fix the broken floor tiles in the entrance way as this is currently a health and safety issue (the area has been taped) but also to consider sanding the floor right down to the bare wood then re-surfacing. I will admit the floor in that room is a bug bear of mine, being our most in-demand room the floor looks tired and in need of some much-needed TLC. I have attached copies of the quotes for both jobs. I think in the long run the money would be well spent and the floor would be good for another 50+ years (according to Julian).

The garage has now been finished and Colin began the process of moving in this week. The building looks great, and we've had many compliments on the overall look. Hopefully in the long run the wardens job will be made a lot easier by being on the premises.

We are due to review our annual price increase for the 1 April 2022 – see separate report.

The conversation regarding smoke detectors in the loft spaces has been resumed and a representative from ADT visited the Centre on the 17 January to assess the areas. We are now awaiting their advice and a price to carry out the work.

Having totalled up the expenditure and income from the Christmas Fayre, our profit so far is £1,082.57. This will increase slightly as we are still selling the meat that was left over – full report to follow.

Thank you to everyone who contributed to Denise's leaving present; we gave her a garden centre voucher, a planter and a bottle of prosecco. I haven't started the process of recruitment yet as between Lesley, the casual staff and myself we are covering the bookings we have. I plan to re-visit the situation again mid-February.

Following yesterday's announcement (19<sup>th</sup> January) the mandating wearing of face masks in public buildings will once again be scrapped from the 27<sup>th</sup> January. Although the advice is to

recommend people wear them in busy areas and around people they are not in regular contact with, I will be leaving the decision down to the individual. Posters will be put up to reflect this.

The Committee is invited to note this report.

## Billingshurst Parish Clerk

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**From:** Julian Westbrook <Julian@sportplay.co.uk>  
**Sent:** 12 January 2022 15:54  
**To:** Billingshurst Centre Reception  
**Subject:** Main hall flooring work

Good afternoon,

Hope all is well.

Please see pricing for the work discussed below:

### REPAIRS:

- Cut out 5 Maplewood Buff Granwood tiles and clean base.
- Using suitable adhesive, replace tiles, sand flat and fill as necessary.
- Apply 3 coats of Granguard seal.

Work will take two days.

### Total £775 + Vat

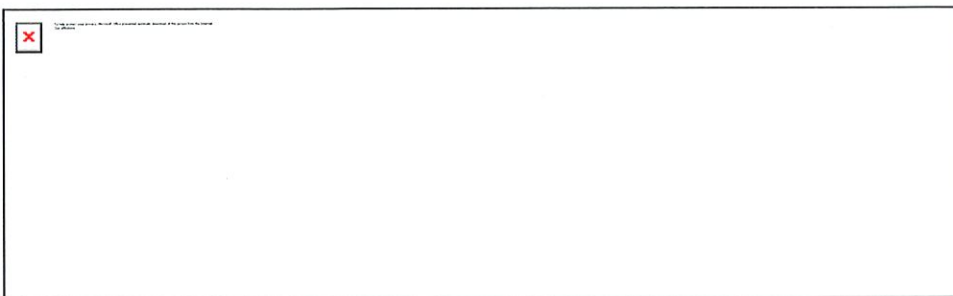
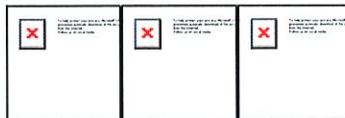
I will send over the price for the full sand later this week.

Julian Westbrook  
Sales Director  
01323 811 526 - Ext 103  
  
07738 424 764



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Julian@sportplay.co.uk



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## Billingshurst Parish Clerk

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**From:** Julian Westbrook <Julian@sportplay.co.uk>  
**Sent:** 13 January 2022 13:08  
**To:** Billingshurst Centre Reception  
**Subject:** Main hall floor full sand

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good afternoon,

As promised please see the work spec and price below:

Full sand main hall floor back to bare blocks.  
Install x1 new badminton court in white.  
Install x3 coats of Granguard seal to surface.

**Total cost £3,765 + Vat.**

Please note this price is only valid for 30 days as the materials prices are rising all the time.

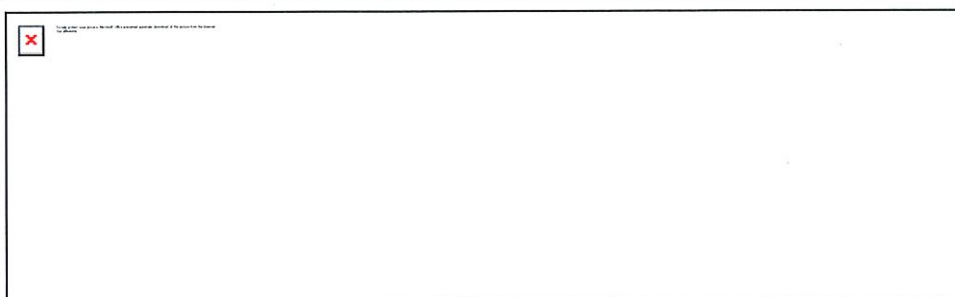
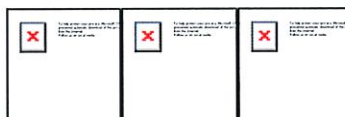
Look forward to hearing from you.

Julian Westbrook  
Sales Director  
01323 811 526 - Ext 103  
  
07738 424 764



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Julian@sportplay.co.uk



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