



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 25 May at Billingshurst Centre at 7pm.

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

20 May 2022

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 30 April 2022 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 March - Appendix **A.**
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 March 2022 - Appendix **B.**
9. To approve Bank Reconciliations 2nd Reserve Account to 31 March 2022 - Appendix **C.**
10. To consider request for generator to be installed at the Centre to improve community resilience, Appendix **D.**
11. To receive Centre Manager's Report for March & April - Appendix **E.**
12. Any other matters for information only.

13. Date of the Next Meeting – **Wednesday 29 June 2022.**

MEMBERS: PB, KP, SW, SD, CG, PD

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: 20/05/2022

Billingshurst Community Centre Current Year

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Time: 11:00

Natwest Bank Accounts

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	Billingshurst Parish Council	003871	2,818.11		Cleaning Recharge 21/2022
01/03/2022	Billingshurst Parish Council	003872	1,534.28		Telephone & IT Jan-Mar 22
01/03/2022	The Dishwasher Man	003873	70.00		Dishwasher Service
01/03/2022	Amazon	AMAZON	7.49		Carpet Glue
01/03/2022	Amazon	AMAZON	3.49		Picture frame for WIFI details
01/03/2022	BPC	CHEQUE	490.00		Reimburse Robin Nugent Fees
03/03/2022	Horsham District Council	DD	23.15		Refuse Collection
08/03/2022	CMR Ltd	003875	162.00		DEC Renewal 2021/2022
08/03/2022	Billingshurst Parish Council	003876	2,348.83		Payroll Recharge February 2022
11/03/2022	Beeches Buffet	CARD	378.68		Catering
15/03/2022	Sussex Land Services	003877	462.00		Centre Contract January 2022
15/03/2022	Beeches Buffet	CARD1	141.75		Catering
15/03/2022	Wightman & Parrish	DD	85.84		Cleaning
16/03/2022	Horsham District Council	CARD	191.00		Non-Domestic rates 21/22
17/03/2022	drax	DD	567.01		Electricity Bill
21/03/2022	Amazon	CARD	10.19		Audio Cable
23/03/2022	Beeches Buffet	CARD	111.88		Catering
25/03/2022	Casual Staff	DD	1,246.99		Wages March 2022
28/03/2022	Granwax Products Ltd	CARD	56.64		Sportsclean
29/03/2022	BSW Building Services Ltd	003874	354.00		Gas Leak Call Out
31/03/2022	Petty Cash	001757	25.10		Petty Cash to Bank
31/03/2022	Natwest	DD	35.20		Bank Charges
31/03/2022	Gazprom Energy	DD	2,916.21		Gas Bill
Total Payments			14,039.84		

Date: 06/05/2022

Billingshurst Community Centre Current Year

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Time: 13:07

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	151	2,232.00
Business Reserve Account	31/03/2022	295	53,338.98
			0.00
			<u>55,570.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/03/2022 003875 CMR Ltd		162.00	
08/03/2022 003876 Billingshurst Parish Council		2,348.83	
			<u>2,510.83</u>
			53,060.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			53,060.15
		Balance per Cash Book is :-	53,060.15
		Difference is :-	0.00

Date: 20/05/2022

Billingshurst Community Centre Current Year

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Time: 11:02

Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	44	60,211.64
			<u>60,211.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,211.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,211.64
		Balance per Cash Book is :-	60,211.64
		Difference is :-	0.00

Billingshurst Parish Clerk

Subject: FW: Eunice and future storms

From: lesley wilding < >
Sent: 19 February 2022 15:13
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Ken Peters and Paul Berry
Subject: Eunice and future storms

Hi Greg, (cc. Cllr Peters, Cllr Berry)

As you know all of Billingshurst was out of power during the storm on Friday; I assume the Centre was out, too. Billingshurst has some residents who are vulnerable, especially those in Jubilee Court, who are not allowed to use candles, have no gas appliances and no generator.

Some will have the assistance of the Community Link run by Horsham District Council, but that system relies on the telephone and will be going over to digital in a few months. Mine did not work and did not operate properly until the power returned. Other residents have fall detectors which alert the monitoring centres if the resident has a fall and will work even if the fall renders them unconscious, but not without telephone service. There were no telephones working, and no mobiles until the power came back, seven hours later. I use an ancient plug-in analogue phone so that I can at least dial 999 if I am in trouble. We have other residential homes, but I am not sure how they would have been affected. Some may have their own back-up generators.

Not sure whether this would be in the Powers of the Parish Council, but would the Parish Council be able to fund a back-up generator specifically for the Centre which could be used in the Council's Emergency Plan in case of future emergencies, especially for the old and vulnerable to have a hot cuppa and to keep warm?

Kind Regards,
Lesley

COMMENTS FROM BILLINGSHURST RESIDENTS AFTER STORM EUNICE

- It are changing from copper lines to digital so you will need either broadband or a different box to connect the phone too but it won't work without power
- It was quite unnerving being told not to go out, having no light in the house and no way of contacting anyone by telephone. I usually feel very confident and independent but I have to confess that I felt quite uncomfortable in yesterday's situation. Glad I wasn't the only one!
- you need candles and a lighter if you are going to be in Billingshurst for any length of time. A landline is also worth having as it works on a different electricity network.
- There's only a development manager here 20 hours a week so it's over to our Careline out of those hours. I had a relative visiting a resident last evening before power was restored wanting to get out! I was able to help but there was only one way I could do it which was very much escape from colditz operation and then securing the premises after. All doors are electric! Including carport gate. Only an able body person can do it and knowing also. If I had still been unwell I could not have done it. Only one other person knew how. Let's hope it doesn't happen too often. There's still elderly people on the top floor that can't leave until the lift is reset. The power is there but I'm still waiting for engineers and reset front entrance. It's not good enough really.
- We are told we need to go all electric right? It's now 2022, we can put men on the moon, fight Pandemics, have the internet and many other things including electric cars. And none of it works without.....Electricity! So, we cannot have electricity on overhead cables, where the weather can bring countries and continents to their knees. We bury tv cables, and that creates big money. The Electricity companies must help the Government bury these vitality important cables it's not a cheap thing to do but it's essential for modern life to continue. Without it we are stuffed.
- that's the same now if you have fibre. When mine was installed I was told I could no longer use an old plug in.
- I'm at Pegasus court and yes we definitely have problems that you wouldn't believe. I'm one of the younger residents and luckily just recovering from an illness so I can help thankfully but this everything all electric is not good enough on these occasions. I don't want to say anything more publicly but hopefully this storm will bring attention to various things that need addressing.
- Thank you for expressing so well what many of us must have been thinking. Fortunately we had kept an ancient analogue phone so could reassure our family that we were ok.
- I am by no means a vulnerable person yet but living on my own in a rural property. Without power or contact yesterday was the first time I felt vulnerable. Luckily I have neighbours who checked on me but definitely food for thought.
- Definitely agree with you! What will happen in 2025 when analogue phones no longer work?
- But...the connection will be via the internet from 2025. No power, no signal.
- You've raised some important safety issues here, particularly for our town's elderly residents. Vulnerable people yesterday would have found that their care alarms, falls detectors etc. Would all have failed and they would have had no means of getting help. The only way anyone could have known that they needed it would have been via an in-person welfare check from a friend, neighbourhood or care professional.

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

25 MAY 2022

MANAGER'S REPORT FOR APRIL & MAY 2022

FOR INFORMATION

Squeegee Cleaning services have now been appointed to carrying out our daily cleans; we have agreed a 3-month trial to make sure both parties are happy, after some initial teething problems they are doing a good job. I want to pass on my thanks to our Litter Warden Colin Ellis for all his hard work in ensuring the Centre received a daily clean even on his days off prior to their appointment.

We have welcomed 2 new members of staff the team, Gemma Pearce, for the part-time customer services role, working on a Thursday and Friday morning, and William Terry for the casual evening and weekend staff position. Both have settled into their roles well and are so far proving popular with hirers and staff alike. Since writing my report for this month Harriet Breeze has also re-joined us covering evening and weekends. The Centre team is now back up to pre-covid numbers to help cope with our increasing bookings.

Lloyd's Bank has signed a new agreement and have been issued an invoice for the next 6 months; they will be using the carpark once every two weeks as they have been since they resumed the service. They have also confirmed (since my previous report) that they are no longer seeking a refund for days not used in the car park.

ICA have installed new LED light fittings in the back office and the desk area of reception; the original fitting above where Lesley sits was broken so rather than go for a new bulb fitting, I thought it would be a more economical to begin the process of replacing the existing lights with LED. This will be a gradual process so that it doesn't impact the Centre financially in one hit, but LED is the way forwards and in the long run will hopefully reduce our energy bills.

I have had some issues this month with the intruder alarm triggering for no apparent reason, I attended each call out to check the building, mainly around midnight or thereafter with no signs of an attempted break in or windows being blown open. I contacted ADT who sent an engineer out after the 4th time of it happening to be told our sensors in the hall had gone into a 'hypersensitive' mode and that they were faulty. We now have 2 new ones and thankfully I haven't received any further call outs.

This week I have contacted Julian Westbrook at sport and play to ask for a revised quote to sand, resurface and install new badminton court lines whilst also repairing the broken floor tiles in the Main Hall As mentioned in my January 2022 report, this room is our most popular, but currently the one looking the most tired. I will be looking to have the works

carried out when we quieten down for the summer holidays as I have been informed there will be a very overpowering smell from the chemicals for a couple of weeks after. Regular bookings who can, will be moved to the Council Chambers and those that can't be given plenty of notice of the intended works. There is never going to be a right time for this to happen, but it will make a big difference to the overall appearance and function of the room. I hope the Committee will agree.

I have this week submitted our year end paperwork to Mark Mulberry to begin the year end process. Once our accounts are back, we will do the close down with Rialtus so financial reports from April 2022 will not be available until this process has been carried out as I am unable to *post* anything on to the system.

The Committee is invited to note this report.