



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 27 July at Billingshurst Centre at 7.15pm.

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

21 July 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 25 May 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 receive the Unaudited Financial Statements to 31st March 2022 and **RECOMMEND** to the Parish Council as Sole Managing Trustee that they be approved - Appendix **A**.
8. To note the income & expenditure relating to the 2021 Christmas Fayre - Appendix **B**.
9. To receive Centre Manager's Report - Appendix **C**.
10. Any other matters for information only.
11. Date of the Next Meeting – **Wednesday 28 September 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.

BILLINGSHURST PARISH COUNCIL

CENTRE COMMITTEE

WEDNESDAY 27 JULY 2022

2021-22 ACCOUNTS

REPORT BY CLERK

FOR RECOMMENDATION

The Unaudited Financial Statements for the Centre for 21-2 have now been prepared and are attached. The final page gives the most useful detail.

The Centre Manager and I have discussed the accounts with the Independent Examiner and make the following points:

- a. The excess expenditure over income (or loss) is £80,013. However, accounting rules do not allow expected grants to be accounted for. This means that this does not include £35,284.23 invoiced on the 31 March, for residual CIL funds owed to the Centre by the Parish Council in respect of the garage project. Thus a more accurate loss is £44,729.
- b. The grants of £85,228 includes the first tranche of CIL funds owed to the Centre by the Parish Council in respect of the garage project: £47,711; a grant from the Council to the Centre of £11,966; COVID & Omicron-related grants totalling £19,000 and Furlough support totalling £6,550.09.
- c. The grants of £53,422 in the previous year included a grant from the Council to the Centre of £4,020; COVID & Omicron-related grants totalling £39,000 and Furlough support totalling £10,402.40.
- d. Page 9 indicates a small bank overdraft; this is an *accounting overdraft*, in so far as we have a *sweep* between the current account and main reserve account, and at 31st March, cheques had been presented but the sweep lagged.
- e. Expenditure in the last year included professional fees incurred in developing improvement projects: automatic front doors, refurbished toilets and new windows etc on the west wall of the Main Hall. This will be reimbursed in due course from S106 contributions or CIL.
- f. The Centre has been fortunate over the last two years to benefit from various government grants to help businesses through and to recover from, the Coronavirus pandemic, plus the furlough scheme. However, these grants are no longer available,

and like many businesses, are still to an extent struggling to fully recover. The Manager advises that bookings continue to increase although it will take some time to return to pre-COVID levels; many though are new customers.

- g. Expenditure is only authorised to keep the building open, safe, and in good order. Staff are now more conscious about leaving unnecessary lighting on, and steps have been taken in recent years to introduce motion sensor lighting controls or install low energy lighting, when the opportunity arises. We are currently looking at low energy lighting in the main corridor, as these lights are on most of the time. As with every other household and business, the forthcoming winter will provide a challenging situation, as most hirers expect the venue to be heated.
- h. More could be done by way of running in-house events, such as the Christmas Fayre, as these are profitable. However, they also take staff time to organise, of which there is limited capacity within the current establishment.
- i. Suggestions from Councillors as to how to either further increase income or reduce expenditure would of course be welcome.

Whilst the Centre still has healthy reserves, these continue to reduce, even though the Council has taken the conscious decision (as Sole Managing Trustee) to make a retrospective grant to help cover any loss in the previous year, up to a current maximum of £22,000.

Nonetheless, the Committee is invited to note this report and **RECOMMEND** to Council as Sole Managing Trustee, that the Unaudited Financial Statements of the Centre for the y/e 31 March 2022 be approved.

REGISTERED CHARITY NUMBER: 227480

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2022
for
Billingshurst Centre
Trading as
Billingshurst Community & Conference
Centre**

Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
9 Pound Lane
Godalming
Surrey
GU7 1BX

Contents of the Financial Statements
for the Year Ended 31 March 2022

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Report of the Trustees
for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To provide a property for the purpose of a Village Hall for the use and benefit of the inhabitants of Billingshurst. The facilities within the property provide for a range of sport, social, business and other activities that benefit, directly or indirectly, local people.

Public benefit

The trustee confirms that it has referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The Trustee has made the Billingshurst Centre available for hire by inhabitants of the parish for community groups, clubs, societies and individual hire.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity has continued to meet its aims and objectives by letting its facilities to the local community.

FINANCIAL REVIEW

Financial position

The nature, scope and type of activities of the charity have not changed year on year and income and expenditure remains consistent with prior years and in line with expectation.

Reserves policy

The charity has a policy to hold six months worth of income as a general reserve and in the event it becomes necessary to earmark further reserves for future capital spending.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Billingshurst Community & Conference Centre was established in 1906 and is registered with the Charities Commission for England & Wales under number 227480. The centre changed, with approval from the Charities Commission, its title from Billingshurst Village Hall to the Billingshurst Centre.

The charity is governed by the conveyance dated 1959.

Decision making

The management of the centre is undertaken by Billingshurst Parish Council as sole managing trustee. The day to day management of the centre is delegated to the clerk to the council under the direction of the trustee's committee who meet monthly and report to the council as trustee.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

227480

Billingshurst Centre
Trading as Billingshurst Community & Conference
Centre

Report of the Trustees
for the Year Ended 31 March 2022

Principal address

Billingshurst Centre
Roman Way
Billingshurst
West Sussex
RH14 9QW

Trustees

Billingshurst Parish Council is the Sole Managing Trustee and as such the Parish Council as a corporate body and Trustee is responsible for the running and management of the Billingshurst Centre, with the parish councillors acting as representatives of the Council.

Independent Examiner

Mark Mulberry
Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
9 Pound Lane
Godalming
Surrey
GU7 1BX

Approved by order of the board of trustees on 4 July 2022 and signed on its behalf by:

BPC - Chair - Trustee

**Independent Examiner's Report to the Trustees of
Billingshurst Centre**

Independent examiner's report to the trustees of Billingshurst Centre

I report to the charity trustees on my examination of the accounts of Billingshurst Centre (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Mulberry
Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
9 Pound Lane
Godalming
Surrey
GU7 1BX

4 July 2022

**Statement of Financial Activities
for the Year Ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		85,228	-	85,228	53,422
Charitable activities					
Charitable Activities		86,772	-	86,772	40,061
Investment income	2	14	-	14	55
Total		172,014	-	172,014	93,538
EXPENDITURE ON					
Charitable activities	3				
Charitable Activities		252,027	-	252,027	105,504
NET INCOME/(EXPENDITURE)		(80,013)	-	(80,013)	(11,966)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,497,485	3,268	1,500,753	1,512,719
TOTAL FUNDS CARRIED FORWARD		1,417,472	3,268	1,420,740	1,500,753

The notes form part of these financial statements

Billingshurst Centre
Trading as Billingshurst Community & Conference
Centre

Balance Sheet
31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	7	1,335,511	-	1,335,511	1,353,445
CURRENT ASSETS					
Debtors	8	13,432	-	13,432	19,627
Cash at bank and in hand		110,283	3,268	113,551	145,386
		<u>123,715</u>	<u>3,268</u>	<u>126,983</u>	<u>165,013</u>
CREDITORS					
Amounts falling due within one year	9	(41,754)	-	(41,754)	(17,705)
		<u>81,961</u>	<u>3,268</u>	<u>85,229</u>	<u>147,308</u>
NET CURRENT ASSETS					
		<u>81,961</u>	<u>3,268</u>	<u>85,229</u>	<u>147,308</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,417,472</u>	<u>3,268</u>	<u>1,420,740</u>	<u>1,500,753</u>
NET ASSETS		<u>1,417,472</u>	<u>3,268</u>	<u>1,420,740</u>	<u>1,500,753</u>
FUNDS	11				
Unrestricted funds				1,417,472	1,497,485
Restricted funds				3,268	3,268
TOTAL FUNDS				<u>1,420,740</u>	<u>1,500,753</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4 July 2022 and were signed on its behalf by:

BPC - Vice Chair - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include items at fair value. The financial statements are presented in sterling which is the functional currency of the charity rounded to the nearest whole pound.

Changes in accounting policies

There have been no changes to accounting policies in the year under review. Unless otherwise stated all accounting policies listed below have been applied consistently.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from hall lettings is recognised when it is receivable, where income is received in relation to future periods it is included in the accounts as deferred income.

Grants are accounted for under the performance model. Grant income is recognised as follows:

- A grant that does not impose specified future performance-related conditions on the recipient is recognised in income when the grant proceeds are received or receivable.
- A grant that imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met; and
- Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- | | |
|-----------------------|-------------------|
| Freehold property | - 2% on cost |
| Fixtures and fittings | - 5 years on cost |

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Interest receivable - trading	14	55

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Charitable Activities	
	252,027

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

	31.3.22	31.3.21
	£	£
Wages and salaries	50,766	43,220
Social security costs	2,210	2,219
Other pension costs	7,893	8,471
	60,869	53,910

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
Direct Charitable	3	3

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	53,422	-	53,422
Charitable activities			
Charitable Activities	40,061	-	40,061
Investment income	55	-	55
Total	<u>93,538</u>	<u>-</u>	<u>93,538</u>
EXPENDITURE ON			
Charitable activities			
Charitable Activities	105,504	-	105,504
NET INCOME/(EXPENDITURE)	<u>(11,966)</u>	<u>-</u>	<u>(11,966)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	1,509,451	3,268	1,512,719
TOTAL FUNDS CARRIED FORWARD	<u>1,497,485</u>	<u>3,268</u>	<u>1,500,753</u>

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 April 2021 and 31 March 2022	<u>1,609,058</u>	<u>93,431</u>	<u>1,702,489</u>
DEPRECIATION			
At 1 April 2021	257,456	91,588	349,044
Charge for year	16,091	1,843	17,934
At 31 March 2022	<u>273,547</u>	<u>93,431</u>	<u>366,978</u>
NET BOOK VALUE			
At 31 March 2022	<u>1,335,511</u>	<u>-</u>	<u>1,335,511</u>
At 31 March 2021	<u>1,351,602</u>	<u>1,843</u>	<u>1,353,445</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	11,040	16,355
VAT	1,582	466
Accruals	-	1,996
Prepayments	810	810
	<u>13,432</u>	<u>19,627</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Bank loans and overdrafts (see note 10)	279	10,349
Trade creditors	4,231	5,396
Other creditors	37,244	1,960
	<u>41,754</u>	<u>17,705</u>

10. LOANS

An analysis of the maturity of loans is given below:

	31.3.22	31.3.21
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	<u>279</u>	<u>10,349</u>

The accounts show an overdrawn position on the current account; however, it should be noted this is a sweep account which has a daily closing balance of £100. The charity has combined positive bank balances.

11. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	1,497,485	(80,013)	1,417,472
Restricted funds			
Restricted Funds	3,268	-	3,268
TOTAL FUNDS	<u>1,500,753</u>	<u>(80,013)</u>	<u>1,420,740</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	172,014	(252,027)	(80,013)
TOTAL FUNDS	<u>172,014</u>	<u>(252,027)</u>	<u>(80,013)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	1,509,451	(11,966)	1,497,485
Restricted funds			
Restricted Funds	3,268	-	3,268
TOTAL FUNDS	<u>1,512,719</u>	<u>(11,966)</u>	<u>1,500,753</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	93,538	(105,504)	(11,966)
TOTAL FUNDS	<u>93,538</u>	<u>(105,504)</u>	<u>(11,966)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	1,509,451	(91,979)	1,417,472
Restricted funds			
Restricted Funds	3,268	-	3,268
TOTAL FUNDS	<u>1,512,719</u>	<u>(91,979)</u>	<u>1,420,740</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	265,552	(357,531)	(91,979)
TOTAL FUNDS	<u>265,552</u>	<u>(357,531)</u>	<u>(91,979)</u>

12. RELATED PARTY DISCLOSURES

The charity has provided an office to Billingshurst Parish Council (The sole managing trustee) rent free.

Billingshurst Centre	
2021 Xmas Fayre	
INCOME	
Pitch & stall rents	815
Catering	546.5
Raffle	268.1
Donation from Lions towards Santa costs	100
Funfair pitch hire	16.67
	1,746.27
EXPENDITURE	
Xmas decs	173.29
Catering supplies	491.63
Sweets for Santa	41.16
Misc	37.62
	743.7
Profit (Gross)	1,002.57

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

27 JULY 2022

MANAGER'S REPORT

FOR INFORMATION

We have now completed year end with Mark Mulberry and Rialtus (Separate report attached.) I'm currently in the process of bringing the accounts up to date and all reports will be available by the end of August.

I am still waiting on confirmation for the hall floor works to start from Julian Westbrook at Sport and Play. After much investigation on Julian's part, it turned out that there is now only 1 company in the whole of the UK that is equipped to deal with Granwood flooring, trying to tie them down to a start date is proving tricky but I'm hopeful the work will be carried out this side of Christmas.

I have organised for an inspection of all the fire doors, following on from a recent H&S visit. Being wooden, over time they have swelled, and gaps are appearing in the council chambers and main hall doors. My concern at this time wouldn't necessarily be people exiting the building due to an emergency but that of the Centre's security. The inspection is due to be carried out on the 2nd August.

On the same note, I am working through the H&S Officer's list of requirements, recommendations, and paperwork that we as a Centre should have to operate safely and legally. I acquired a quote for our water to be properly surveyed after the H&S Officer pointed out that a yearly legionella test was not sufficient, and that a thorough investigation was needed. I will be looking to have that carried out in the Autumn

ICA Electrical are due to carry out PAT testing on the 23rd of August, I will also be asking for a quote to replace the light fittings in the corridor between the toilets and transport office for LED's. Although an initial expense, I'm mindful that with energy bills on the increase this option will hopefully prove more cost effective in the long run.

Bookings remain on the up which is positive, we will quieten down in August which has always been the case even pre-covid. I have attached reports from 2021 and so far for 2022, showing we have exceeded last year already, and new enquiries continue to come through, hopefully this will reflect in next year's year end figures.

The Committee is invited to note this report.

From 01/01/2021 to 31/12/2021

Billingshurst Centre	Number of Bookings	Time Booked	Value
Car Park - Lloyds Mobile Unit	153	407.75 Hours	3732.96
Committee Room 1	0	0.00 Hours	0.00
Committee Room 2	59	345.75 Hours	5518.40
Council Chamber 1	15	77.50 Hours	1389.17
Council Chamber 2	3	13.00 Hours	269.10
Council Chambers 1 and 2	102	357.50 Hours	13199.57
Half Complex	0	0.00 Hours	0.00
Hire of Tables/Chairs	0	0.00 Hours	0.00
Kitchen	10	47.75 Hours	423.95
Main Hall	573	1344.25 Hours	23626.17
Stage Facilities	0	0.00 Hours	0.00
Stanley Room	166	385.25 Hours	6811.65

From 01/01/2022 to 31/12/2022

Billingshurst Centre	Number of Bookings	Time Booked	Value
Car Park - Lloyds Mobile Unit	62	153.50 Hours	1527.25
Committee Room 1	0	0.00 Hours	0.00
Committee Room 2	64	309.25 Hours	5060.87
Council Chamber 1	31	143.00 Hours	2492.23
Council Chamber 2	0	0.00 Hours	0.00
Council Chambers 1 and 2	159	572.50 Hours	24268.20
Half Complex	0	0.00 Hours	0.00
Hire of Tables/Chairs	0	0.00 Hours	0.00
Kitchen	5	32.75 Hours	296.32
Main Hall	777	1698.75 Hours	30583.07
Stage Facilities	0	0.00 Hours	0.00
Stanley Room	262	636.50 Hours	11506.09