



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 28 September 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**

**22 September 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 27 July 2022 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – not separate agenda items. **Ref queries raised at last meeting - Appendix A.**
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 April-August - **Appendix B.**
8. To approve Bank Reconciliations Current & Main Reserve Accounts to
  - a. 30 April 2022 - **Appendix C.**
  - b. 31 May 2022 - **Appendix D.**
  - c. 30 June 2022 - **Appendix E.**
  - d. 31 July 2022 - **Appendix F.**
  - e. 31 August 2022 - **Appendix G.**
9. To approve Bank Reconciliations 2<sup>nd</sup> Reserve Account to
  - a. 30 April 2022 - **Appendix H.**
  - b. 31 May 2022 - **Appendix I.**
  - c. 30 June 2022 - **Appendix J.**
  - d. 31 July 2022 - **Appendix K.**

10. To consider Tender Report on planned improvements - Appendix **L**.
11. To receive Centre Manager's Report - Appendix **M**.
12. Any other matters for information only.
13. Date of the Next Meeting – **Wednesday 26 October 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 Clerk**

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**Subject:** FW: BCCC Accounts

**From:** Mark Mulberry <mark@mulberryandco.co.uk>  
**Sent:** 08 August 2022 17:50  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Subject:** RE: BCCC Accounts

Dear Greg

This is the link to the regulations re audit <https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31/independent-examination-of-charity-accounts-trustees>

The current account balance on the day of the year end was not overdrawn, but there were unrepresented items that had not cleared – this caused the bank to be in overdraft – a way of solving this is not to have the sweep set so low – maybe change it from £100 to £500

The current account had £2,232 as at 31<sup>st</sup> March with unrepresented items totalling £2,510.83

Hope this helps

Kindest

Mark



**For Mulberry & Co**  
**Office 01483 423 054**

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**From:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Sent:** 28 July 2022 10:03  
**To:** Mark Mulberry <mark@mulberryandco.co.uk>  
**Subject:** BCCC Accounts

Hi Mark,

Following on from a meeting last night when Cllrs looked at the Centre Accounts.

A Cllr asked why the Centre accounts aren't audited? I explained that the turnover determined the level/type of Audit required. However, please can you send me the link to the regs which govern this.

Also, he asked about the overdraft. I explained that it was a timing issue of the bank account sweep versus cheques that were presented that day. He then asked, did the current account show a minus that day?

Thanks and kind regards,

Greg

G C Burt

# APPENDIX B

Date: 21/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 16:37

Natwest Bank Accounts

## List of Payments made between 01/04/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/04/2022	Grenke Leasing Ltd	BACS	204.01		Quarterley Lease 01/04-30/06
06/04/2022	Beeches Buffet	CARD	237.60		Catering
07/04/2022	AMAZON	AMAZON	5.98		Kilner Jars
07/04/2022	Amazon	AMAZON	8.40		Limescale Remover
08/04/2022	Amazon	AMAZON	6.99		Dusters
10/04/2022	Amazon	AMAZON	9.99		Tea Bags (Decaf)
10/04/2022	Amazon	AMAZON	14.00		Kilner Jars/mop heads
10/04/2022	Amazon	AMAZON	11.66		A4 PLastic Wallets
10/04/2022	Amazon	AMAZON	10.99		Water Spray Bottles
10/04/2022	Amazon	AMAZON	8.88		A4 Notebook
10/04/2022	Amazon	AMAZON	10.88		Dishcloths
11/04/2022	ADT Alarms	003879	1,277.36		Fire Alarm
11/04/2022	Churches Fire Security Ltd	003880	1,180.19		fire extinguisher maintenance
11/04/2022	ICA Electrical Contractors	003881	216.00		LED Fittings for foyer
11/04/2022	Rialtas Business Solutions Ltd	003882	412.20		Software Support
11/04/2022	Billingshurst Parish Council	003883	3,650.57		Payroll admin charge March 22
11/04/2022	Sussex Land Services	003884	474.00		Contract and garden works
12/04/2022	Petty Cash	PC	50.00		Petty Cash
19/04/2022	Robin Nugent Architects	003885	5,242.32		RIBA Workstage 4
19/04/2022	Wightman & Parrish	DD	73.18		Cleaning
19/04/2022	drax	DD	572.98		Electricity April 2022
20/04/2022	Dunelm	CARD	19.95		2 x foot stools
20/04/2022	ICA Electrical Contractors	003886	3,019.20		Fixed Wiring
20/04/2022	Squeegee Clean	003887	95.00		Centre Cleaning
20/04/2022	Beeches Buffet	CARD	74.40		Catering
21/04/2022	Horsham District Council	DD	30.45		Refuse Collection
25/04/2022	Casual Staff	BACS	1,454.88		Casual Staff Salaries April
28/04/2022	Beeches Buffet	CARD	312.00		Catering
29/04/2022	AMAZON	AMAZON	26.95		Paper Cups
29/04/2022	ICA Electrical Contractors	003889	594.00		Office Lights Dimmer
29/04/2022	Billingshurst Parish Council	003890	4,110.84		Payroll Recharge April 2022
29/04/2022	Natwest	NATWEST	44.77		Bank Charges
03/05/2022	Gazprom Energy	DD	655.99		Gas Bill
06/05/2022	Austens	CARD	17.00		Key Cutting
06/05/2022	Squeegee Clean	003891	574.00		Centre cleaning
06/05/2022	Kreston Reeves LLP	003892	274.80		Payroll Services
10/05/2022	Sarah Newell	CHEQUE	153.30		Expenses Reclaim
10/05/2022	Greg Burt	CHEQUE	9.75		Reimbursement plants
11/05/2022	Anne Marie Franks	CHEQUE	51.15		Reimbursement of inv 12348
12/05/2022	Booker	booker	342.41		P/Ledger Electronic Payment
17/05/2022	Infinity Print & Embroidery 20	003896	154.20		12 x Polo Tops
17/05/2022	ICA Electrical Contractors	003897	346.80		Final repair for EICR
17/05/2022	Sussex Land Services	003898	246.00		Centre Contract
18/05/2022	drax	DD	506.76		Electricity April 2022
18/05/2022	Horsham District Council	DD/1	30.95		Refuse Collection May
23/05/2022	Amazon	CARD	10.50		Fire exit signs
25/05/2022	Casual Staff	BACS	1,119.21		Casual Staff Wages May

Continued on Page 2

## List of Payments made between 01/04/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/05/2022	Amazon	CARD	15.68		Staff Calculators
31/05/2022	Gazprom Energy	DD	480.49		Gas Supply April 2022
31/05/2022	Natwest	DD	29.77		Bank Charges
31/05/2022	Sage Global Services	DD	39.60		Unknown transaction
07/06/2022	Squeegee Clean	003899	560.00		Centre Cleaning
09/06/2022	Beeches Buffet	DD	190.44		Catering
09/06/2022	Beeches Buffet	CARD	153.00		Catering
14/06/2022	Billingshurst Parish Council	003900	4,878.10		Payroll Recharge May 2022
14/06/2022	Sussex Land Services	003903	246.00		April Contract
14/06/2022	Baskets in Bloom	CHEQUE	50.00		Supply Centre baskets
15/06/2022	Wightman & Parrish	DD	97.45		Hand towels/toilet tissue
15/06/2022	Business Stream	BACS	141.31		Water Feb-May 22
16/06/2022	Beeches Buffet	DD	37.20		Purchase Ledger Payment
16/06/2022	Amazon	CARD	18.99		Cigarette Bin
17/06/2022	Greg Burt	CHEQUE	8.00		Reimburse for cups
20/06/2022	Beeches Buffet	CARD	171.36		Catering
20/06/2022	drax	DD	502.60		Electricity May
21/06/2022	Amazon	CARD	29.16		Cleaning supplies
21/06/2022	Horsham District Council	DD	30.95		Refuse Collection
22/06/2022	Casual PAYE	DD	6.60		PAYE
24/06/2022	Natwest	BACS	1,497.21		Casual staff wages June 2022
27/06/2022	Gazprom Energy	DD	66.23		Gas May 2022
28/06/2022	HDC	DD	1.24		Unknown payment
28/06/2022	Beeches Buffet	CARD	128.64		CATERING
28/06/2022	Petty Cash	PC	50.00		Petty Cash July
30/06/2022	Horsham District Council	DD	109.40		No Domestic Rates 2022/23
30/06/2022	Screwfix	CARD	4.89		Lightbulb Starters
30/06/2022	Natwest	BACS	41.43		Bank Charges
30/06/2022	Sage Global Services	DD	39.60		Unknow Transaction
30/06/2022	Billingshurst Parish Council	003905	4,287.19		Payroll recharge June 2022
01/07/2022	Horsham District Council	DD	117.80		No Domestic Rates 2022/23
05/07/2022	Grenke Leasing Ltd	BACS	204.01		Photocopier lease
05/07/2022	Squeegee Clean	003907	553.00		Centre Cleaning
05/07/2022	Mulberry & Co	003910	1,560.00		End of year examination
05/07/2022	Vision ICT Ltd	003908	258.00		Website Support
05/07/2022	Kreston Reeves LLP	003909	271.20		Payroll services
06/07/2022	Amazon	CARD	4.99		Door Stops
06/07/2022	Amazon	CARD	7.90		Jar Labels
07/07/2022	Amazon	CARD	8.38		Steel teaspoon pots
07/07/2022	Value Products	CARD	2.00		Fire door signage
07/07/2022	Amazon	CARD	2.95		Cleaning cupboard sign
07/07/2022	Amazon	CARD	16.37		Brown Sugar
07/07/2022	Amazon	CARD	24.39		Door signage, kilner jars
07/07/2022	Beeches Buffet	CARD	76.80		Catering
11/07/2022	Beeches Buffet	CARD1	162.24		Purchase Ledger Payment
15/07/2022	Wightman & Parrish	DD	68.98		Hand Towels
18/07/2022	Beeches Buffet	DD	104.52		Catering

## List of Payments made between 01/04/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2022	drax	BACS	380.42		Electricity June 2022
19/07/2022	Horsham District Council	DD	30.95		Refuse Collection June
22/07/2022	HMRC	BACS	50.00		PAYE
26/07/2022	Sussex Land Services	003911	246.00		Centre Gardening June
26/07/2022	Robin Nugent Architects	003912	2,238.48		RIBA workstage 4 design
26/07/2022	Squeegee Clean	003913	95.00		Window Cleaning
26/07/2022	Casual Staff	BACS	1,473.12		Wages
26/07/2022	Gazprom Energy	BACS	20.48		Gas June 2022
26/07/2022	Beeches Buffet	card	62.40		Catering
26/07/2022	Tesco	CARD	29.71		Catering supplies
29/07/2022	Natwest	DD	38.74		Bank Charges
29/07/2022	Sage global	DD	39.60		Unknown payment
01/08/2022	Access Towers	CARD	912.00		Tower Training
01/08/2022	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
03/08/2022	Amazon	CARD	38.05		White Paper Cups
03/08/2022	Amazon	CARD	18.98		2023 Diary
08/08/2022	Customer QR Codes	CARD	5.11		Centre WIFI QR Code
10/08/2022	HMRC	DD	1,531.50		Online VAT Payment
11/08/2022	Beeches Buffet	CARD	46.08		Catering
15/08/2022	Wightman & Parrish	DD	97.85		Hand towels
16/08/2022	Horsham District Council	DD1	54.30		Refuse July 2022
17/08/2022	drax	BACS	435.85		Electricity July 2022
19/08/2022	Beeches Buffet	CARD	120.60		Catering
22/08/2022	Screwfix	CARD	13.98		Hard Hats
22/08/2022	Casual Staff	BACS	40.20		PAYE
25/08/2022	Gazprom Energy	DD	21.16		Gas
25/08/2022	Casual Staff	BACS	955.14		Salaries
31/08/2022	Natwest	BACS	30.66		Bank Charges
<b>Total Payments</b>			<b>54,449.86</b>		

# APPENDIX C

Date: 25/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 09:37

Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	161	100.00
Business Reserve Account	30/04/2022	161	52,396.80
			<u>52,496.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/04/2022 003885 Robin Nugent Architects		5,242.32	
20/04/2022 003886 ICA Electrical Contractors		3,019.20	
20/04/2022 003887 Squeegee Clean		95.00	
29/04/2022 AMAZON AMAZON		26.95	
29/04/2022 003889 ICA Electrical Contractors		594.00	
29/04/2022 003890 Billingshurst Parish Council		4,110.84	
			<u>13,088.31</u>
			39,408.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,408.49
		<b>Balance per Cash Book is :-</b>	<b>39,408.49</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX D

Date: 27/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:03

Bank Reconciliation Statement as at 31/05/2022  
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	31/05/2022	169	100.00
Business Reserve Account	31/05/2022	304	52,738.88
			<u>52,838.88</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
29/04/2022 003890 Billingshurst Parish Council		4,110.84	
11/05/2022 CHEQUE Anne Marie Franks		51.15	
			<u>4,161.99</u>
			48,676.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			48,676.89
		<b>Balance per Cash Book is :-</b>	<b>48,676.89</b>
		<b>Difference is :-</b>	<b>0.00</b>



# APPENDIX E

Date: 28/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:44

Bank Reconciliation Statement as at 30/06/2022  
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	30/06/2022	178	100.00
Business Reserve Account	30/06/2022	308	92,962.55
			<u>93,062.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/04/2022 003890 Billingshurst Parish Council		4,110.84	
11/05/2022 CHEQUE Anne Marie Franks		51.15	
14/06/2022 003900 Billingshurst Parish Council		4,878.10	
			<u>9,040.09</u>
			84,022.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,022.46
		<b>Balance per Cash Book is :-</b>	<b>84,022.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX F

Date: 10/08/2022

Billingshurst Community Centre Current Year

Page 1

Time: 12:45

Bank Reconciliation Statement as at 10/08/2022  
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	29/07/2022	186	100.00
Business Reserve Account	29/07/2022	312	78,178.08
			<u>78,278.08</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
26/07/2022 003911 Sussex Land Services		246.00	
26/07/2022 003912 Robin Nugent Architects		2,238.48	
26/07/2022 003913 Squeegee Clean		95.00	
			<u>2,579.48</u>
			75,698.60
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			75,698.60
		<b>Balance per Cash Book is :-</b>	<b>75,698.60</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX G

Date: 21/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 10:46

Bank Reconciliation Statement as at 21/09/2022  
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	31/08/2022	198	100.00
Business Reserve Account	31/08/2022	316	84,006.16
			<u>84,106.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,106.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,106.16
		<b>Balance per Cash Book is :-</b>	<b>84,106.16</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX H

Date: 26/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:09

Bank Reconciliation Statement as at 31/05/2022  
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	29/04/2022	44	60,215.83
			<u>60,215.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,215.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,215.83
		<b>Balance per Cash Book is :-</b>	<b>60,215.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX I

Date: 26/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:10

Bank Reconciliation Statement as at 31/05/2022  
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	31/05/2022	46	60,221.11
			<u>60,221.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,221.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,221.11
		Balance per Cash Book is :-	60,221.11
		Difference is :-	0.00

# APPENDIX J

Date: 22/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:38

Bank Reconciliation Statement as at 22/09/2022  
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	30/06/2022	47	60,226.06
			<u>60,226.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,226.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,226.06
		Balance per Cash Book is :-	60,226.06
		Difference is :-	0.00

# APPENDIX H

Date: 22/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:39

Bank Reconciliation Statement as at 22/09/2022  
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	29/07/2022	48	60,230.85
			<u>60,230.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,230.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,230.85
		Balance per Cash Book is :-	60,230.85
		Difference is :-	0.00

BILLINGSHURST PARISH COUNCIL

CENTRE COMMITTEE

WEDNESDAY 28 SEPTEMBER 2022

**CENTRE IMPROVEMENTS**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

The Committee has previously agreed that priority improvements for the Centre are the refurbishment of the main toilets and new automatic front doors. To this was added the replacement of windows on the west side of the main hall, as many of them don't close securely, and by enclosing the undercover not-used terrace, it would also reduce ASB and increase the capacity of the hall.

Planning permissions are now all in place and architects invited tenders; summary report attached.

In essence, three tenders were received; as there will be savings if all works are done at the same time the total costs are as follows:

Lucking Brothers South Ltd	£183,185
Fowlers Building Contractors Ltd	£176,980
Taylor Morrisson Ltd.	£153,540

For reasons set out on page 6 of the report, the architect suggests the appointment of Fowlers Building Contractors Ltd.

There is currently £145,148 in S106 funds held by HDC available for the improvement of community facilities in the parish.

The Parish Council currently has £19,379.37 of unallocated CIL funds, and the Property Committee, delayed from 14 Sept now due to be held on 6 Oct, was due to consider in-house CIL bids totalling £9,182.

This would mean that should those bids be accepted, £10,197.37 remains.

However, a further tranche of CIL funds is expected at the end of September.

Thus, applying available S106 and CIL funds would leave a shortfall of £21,635, to which professional fees to date and to come would need to be added.

The Committee is invited to:



- a. Request HDC release S106 funds available for community buildings to this project;
- b. RECOMMEND to the F&GP Committee the application of £10,197.37 of CIL funds;
- c. RECOMMEND to the F&GP Committee the application of future CIL funds to cover the residual cost of this project;
- d. Appoint Fowlers Building Contractors Ltd to undertake the works as quoted in the sum of £176,980.

(Note. The Centre can easily use its reserves to pay invoices, which the Council can reimburse retrospectively at any time from its CIL Fund, even if the CIL fund is topped up at some point in the future.)

BILLINGSHURST CENTRE  
ROMAN WAY  
BILLINGSHURST  
RH14 9QW

**INFILL EXTENSION TO THE WEST ELEVATION, REFURBISHMENT OF THE  
TOILET FACILITIES AND INSTALLATION OF AUTOMATED ACCESSIBLY  
DOORS TO THE FRONT ELEVATION**

**TENDER REPORT**

**1. Tenders invited**

Four contractors were invited to submit a bona fide tender for the Works described in the Specifications of Works dated August 2021 and February 2022 and the drawings listed therein.

Tenders were invited from:

- Fowlers Building Contractors Ltd, Cowfold
- Lucking Brothers South Ltd, Petworth
- Taylor Morrison Ltd, London
- Valley Builders Ltd, of East Grinstead

**2. Tenders received**

Valley Builders Ltd withdrew from the tender process on the 11<sup>th</sup> July 2022 stating they are fully committed until mid August for pricing.

Tenders were received from Fowlers Building Contractors Ltd and Taylor Morrison Ltd by the date for receiving tenders, 8<sup>th</sup> August 2022.

Lucking Brothers South Ltd submitted their tenders after the deadline, on the 16<sup>th</sup> August 2022, as they were delayed with sub-contractors providing their prices.

The Tenders received for the facilities and doors were:

	£	time of start	time on site
- Fowlers	122,568.15	6 weeks	10 weeks
- Lucking Brothers	110,800.00	16 weeks	8 weeks
- Taylor Morrison Ltd	89,140.00	2 weeks	12 weeks

The Tenders received for the infill extensions were:

	£	time of start	time on site
- Fowlers	54,412.25	6 weeks	8 weeks
- Lucking Brothers	72,385.00	16 weeks	14 weeks
- Taylor Morrison Ltd	64,400.00	2 weeks	12 weeks

The sums are exclusive of VAT and Local Authority and Consultants' fees.

**3. Tender documents**

The Tender Documents consisted of:

1. The Specification of Works dated August 2021
2. Our drawing nos. 21803/110, 111, 210, 211, 220
3. Fixtures and Finishes Schedule dated August 2021
4. The Specification of Works dated February 2022
5. Our drawing nos. 21811/100, 110, 112, 120, 121, 210, 211, 212, 220, 221, 300A, 301A, 302
6. Fixtures and Finishes Schedule dated February 2022
7. The Structural Engineer's documents and drawing nos. 22-2341 Structural Specification, 22-2342 Structural Calculations and 22-2342-SK001

**4. Qualification and un-authorized amendments**

Lucking Brothers South Ltd informed us on the tender return date of the delay in receiving sub-contractors estimates, therefore the qualifying tenders were received and left unopened. Upon receipt all tenders were open concurrently.

Fowlers Building Contractors Ltd and Taylor Morrison Ltd submitted their Form of Tender duly completed with their tender price and a priced copy of the Specification of Works in support of their Tender and in accordance with the tender procedures set out in the Specification.

Lucking Brother South Ltd, were unable to provide the priced copy of the Specifications by the date and time specified, although they did provide the Form of Tender by the 16<sup>th</sup> August 2022 and submitted a priced copy of the Specifications on the 24<sup>th</sup> August 2022.

**5. Examination of the tenders**

The Tendering procedure was conducted in accordance with the Code of Procedure for Selective Tendering and contractors were to be given the opportunity of correcting genuine errors in pricing or arithmetic or withdrawing the offer.

The Tender received from Fowlers Building Contractors Ltd was found to contain an arithmetic error. The Tenderer was notified and asked if they would like to correct their figure in accordance with the Code of Procedure. They reviewed their prices and reissued their returns.

The Tender received from Lucking Brothers South Ltd was found to contain an arithmetic error. The Tenderer was notified and asked if they would like to correct their figure in accordance with the Code of Procedure. They reviewed their prices and they confirmed their error.

A couple of the costs listed in the Tender received from Taylor Morrison Ltd raised some concern. For item 9.1 (Cubicles) Taylor Morrison Ltd. confirmed they costed for MFC doors and cubicles by Next Day Cubicles as per the specification. Fowlers confirmed they costed for SGL cubicles baseline range by Bushboard Washrooms, this is a superior product to the MFC which explains the difference in costs provided. For item 13.2 (Hand dryers) the figure of £1,709 provided by Taylor Morrison Ltd. appeared very low for 5no. Dyson hand dryers specified in the fixtures and fittings schedule. They were notified and asked if they would like to correct their figure in accordance with the Code of Procedure. They reviewed their prices and confirmed this was an error and provided the updated figure shown in the spreadsheet below.



The Tenders were examined and all items were either found to be priced or indicated as noted. Where no such note was included in the priced copy of the Specification of Works the Tenderers confirmed that they were noted and the item was included.

The following qualifications were included:

**Fowlers Building Contractors Ltd.**

1. Provisional sum of £950.00 for item 12.1 Heating Services
2. Both tenders priced to run concurrently

**Taylor Morrison Ltd.**

1. Noted item 13.3 MV installation did not include DDA toilet.
2. Noted item 14.3 decoration only includes for walls

**Specification Cost Breakdown**

Spec August 2021		Refurbishment of toilet facilities and installation of automated accessibility doors to front entrance			
No.	Item	Fowlers	Taylor and Morrison	Lucking Brothers South	
	Preliminaries		£ 7,709.00		
1.0	General		noted		
2.0	Limitations				
2.1	Site Area	£ 150.00	noted	£ 500.00	
2.2	Behaviour		noted		
2.3	Security		noted		
3.0	Temp Works				
3.1	Temporary facilities	inc. item 4.4	noted	£ 750.00	
3.2	Facilities	£ 2,800.00	noted	£ 750.00	
3.3	Access	£ 50.00	noted	£ 500.00	
3.4	Parking		noted		
3.5	Power and water		noted	£ 450.00	
3.7	Access platform - general	£ 50.00	incl'		
3.8	Protection	£ 100.00	incl'	£ 750.00	
3.9	Working Area		noted	£ 750.00	
3.10	Rubbish	£ 350.00	noted	£ 1,800.00	
4.0	Demolition, Prep and Excavation				
4.2	Hazard - asbestos	£ 650.00	see infill ex'n	£ 500.00	
4.3	Preparatory works	£ 150.00	incl'	£ 1,500.00	
4.4	Site Area		£ 488.00		
4.5	Dismantle	£ 2,400.00	£ 1,465.00	£ 2,500.00	
5.0	The Works				
5.1	Scope of the works	£ 200.00	noted		
6.0	Floor				
6.1	Existing floor	£ 860.00	£ 719.00	£ 850.00	
6.2	Proposed floor	£ 2,600.00	£ 2,728.00	£ 5,100.00	
7.0	Walls				
7.1	Existing walls	£ 480.00	£ 342.00	item 4.5	
7.2	Proposed walls	£ 2,700.00	£ 4,859.00	£ 8,500.00	
8.0	Ceilings				
8.1	Ceiling	£ 900.00	£ 571.00	inc.	
9.0	Joinery				
9.1	Cubicles	£ 31,241.00	£ 10,548.00	£ 5,000.00	
9.2	Basin unit	inc.	£ 5,127.00	£ 5,000.00	
10.0	Services Installation				
10.1	scope of works		noted	£ 15,000.00	
10.2	Plumbing installation	£ 17,110.00	£ 7,501.00		
11.0	Fittings				
11.1	sanitary fitting		£ 7,618.00	£ 6,200.00	
11.2	general fitting		£ 4,859.00	£ 5,900.00	
12.0	Heating Services				
12.1	heating services	PS £ 950.00	£ 488.00	£ 2,000.00	
13.0	Wired Services				
13.1	Electrical services	inc.	£ 1,953.00	£ 2,500.00	

13.2	Hand dryer	£	9,588.00	£	5,850.00	£	5,500.00	
13.3	MV installation	£	1,400.00	no DDA	£	879.00	£	1,500.00
13.4	Test	£	100.00		£	977.00	£	300.00
14.0	Works to main foyer entrance doors							
14.1	Strip out	£	650.00		£	293.00	£	1,000.00
14.2	doors	£	22,352.00		£	13,697.00	£	17,000.00
14.3	decoration	£	850.00	walls only	£	2,969.00	£	1,500.00
15.0	Completion	£	400.00			incl'	£	700.00
16.0	Prov/Contin							
16.1	Additional works to services	£	2,500.00		£	2,500.00	£	2,500.00
16.2	Walls and floors additional repairs	£	1,500.00		£	1,500.00	£	1,500.00
16.4	Contingency	£	3,500.00		£	3,500.00	£	3,500.00
	MCOH&P	£	15,987.15				£	9,000.00
Total		£	122,568.15		£	89,140.00	£	110,800.00

Spec February 2022		Infill extension to the west elevation				Lucking Brothers South	
No.	Item	Fowlers	Taylor and Morrison				
	Preliminaries		£	5,842.00			
1.0	General			noted			
2.0	Limitations						
2.1	Site Area	£	500.00	noted			
2.2	Behaviour			noted			
2.3	Security			noted			
3.0	Temp Works						
3.1	Temporary facilities	£	600.00	noted			
3.2	Facilities	£	2,400.00	noted	£	800.00	
3.3	Access			noted			
3.7	Access platform - general			incl'			
3.8	Protection			incl'			
3.9	Working Area			noted			
3.10	Rubbish	£	600.00	noted			
4.0	Demolition and Prep						
4.1	Risk to health and safety				£	500.00	
4.2	Hazard - asbestos	£	650.00	£	977.00		
4.3	Preparatory works	£	800.00	incl'	£	850.00	
4.4	site area	£	400.00	£	244.00		
4.4	survey			incl'			
4.5	Dismantle	£	725.00	£	391.00	£	750.00
4.6	Dismantle	£	650.00	£	1,465.00	£	2,500.00
4.7	Excavation	£	1,500.00	incl'	£	1,800.00	
4.8	Drainage	£	100.00	incl'	£	500.00	
5.0	Foundation						
5.1	Foundations	£	1,200.00	£	2,197.00	£	2,500.00
5.2	Ramp substructure	£	625.00	£	3,809.00	£	850.00
6.0	Drainage						
6.1	Existing drainage	£	100.00	incl'	£	200.00	
6.2	New surface water drainage	£	495.00	£	439.00	£	350.00
7.0	Walls						
7.1	external wall extension	£	2,100.00	£	1,318.00	£	1,750.00

7.2	Backfill	£	1,020.00	£	488.00	£	350.00
7.3	Horizontal dpc	£	180.00	£	98.00	£	285.00
7.4	Ramp retaining wall	£	825.00	£	1,904.00	£	1,800.00
8.0	Ground Floor						
8.1	G/F	£	3,300.00	£	1,465.00	£	2,300.00
9.0	Walls above DPC						
9.1	External walls	£	3,500.00	£	9,220.00	£	5,650.00
9.2	internal walls	£	225.00	£	2,285.00	£	600.00
10.0	Finishes						
10.1	Floor finishes	£	2,400.00	£	3,223.00	£	1,500.00
10.2	Wall finishes	£	350.00	£	1,055.00	£	900.00
10.3	ceiling finishes			£	879.00		N/A
				note re. box in steels and p/board		£	1,800.00
11.0	Doors and windows						
11.2	doors	£	6,680.00	£	13,858.00	£	23,000.00
11.3	windows	£	4,400.00		incl'		included in 12.2
12.0	Joinery						
12.1	skirting	£	100.00	£	293.00	£	350.00
12.3	window boards			£	308.00		N/A
13.0	Wired Services						
13.1	Electrical services	£	1,200.00		noted	£	2,000.00
13.2	Lighting	£	120.00	£	1,270.00		inc. in 13.1
13.4	Test	£	65.00	£	488.00		inc. in 13.1
14.0	Decoration						
14.1	Generally	£	300.00		noted	£	1,500.00
14.2	internally		inc.	£	820.00		inc. in 14.1
14.3	Externally	£	225.00	£	391.00		inc. in 14.1
14.4	metalwork		inc.		incl'		inc. in 14.1
14.5	colour schedule		inc.		noted		inc. in 14.1
15.0	External works						
15.1	generally			£	488.00	£	500.00
15.2	Ramp	£	2,080.00	£	2,685.00	£	3,250.00
16.0	Completion	£	400.00		incl'	£	750.00
17.0	Prov/Contin						
17.1	Additional external works	£	2,000.00	£	2,000.00	£	2,000.00
17.2	Walls and floor	£	1,500.00	£	1,500.00	£	1,500.00
17.4	Contingency	£	3,000.00	£	3,000.00	£	3,000.00
	MCOH&P	£	7,097.25			£	6,000.00
<b>Total</b>		£	54,412.25	£	64,400.00	£	72,385.00

## 6. Tender Assessment

Three tenderers included the periods to the commencement of the Works and the construction of the Works. Periods submitted differed between the three tenders received ranging from the lowest from Fowlers Building Contractors Ltd of ten weeks on site and the highest from Lucking Brother Ltd of 14 weeks on site.

The Tender Sums provided by all three Contractors were mostly of comparable figures unless otherwise raised in section 5 above.



**7. Contractor's appointment and programme**

Taylor Morrison Ltd have submitted the lowest price combined Tender. We would have concerns that their combined tender sums are more than 10% lower than Fowlers Building Contractors Ltd and more than 15% lower than Lucking Brothers Ltd. The work of Taylor Morrison Ltd was recommended to us. If minded to appoint them for the Works, we would recommend you review relevant past work of the contractor to ensure you are contented with the level of finish provided. We found Taylor Morrison Ltd responded to queries promptly.

Fowlers Building Contractors Ltd has complied fully with the Tender procedures. They have submitted the lowest tender for the infill extension to the west, but their tender submitted for the facilities and works to the front doors was the highest. Their tenders were submitted on the basis of the Works being undertaken concurrently. They have submitted realistic periods to commencement of the Works and for construction. They have considerable experience from similar projects and therefore their Tender should be considered for acceptance for the construction of the Works.

Horsham District Council have granted Planning Consent for the Works, all Conditions must be adhered to.

A Building Regulations application for the Works has been submitted to Horsham District Council Building Control. Once they have reviewed the application items to may be raised, these must be addressed and adhered to.

The CDM Regulations 2015 will apply, a Principal Designer has been appointed and the tenderer will act as the Principal Contractor in order to comply with the Regulation.

**Chelsey Carter**

Ba(Hons) CertArch

**Robin Nugent Architects**

Castle Barn, Castle Lodge, Sedgwick, Horsham, West Sussex RH13 6QJ

T: 01403-734858

E: robin@robinnugentarchitects.co.uk

CC/gen/21809

31 August 2022

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**

**CENTRE COMMITTEE**

**28 SEPTEMBER 2022**

**MANAGER'S REPORT**

**FOR INFORMATION**

The sad news of our late Queen's passing is undoubtedly where I should start my report, it's been a surreal time and listening to conversations in and around the Centre everyone seems to have felt it as a personal loss. We didn't hesitate when it came to putting together a book of condolence and although not full of messages, those that came in to sign it were grateful that it was



here and complimented how lovely the set up

looked, especially the lily's which have filled the Centre with a lovely scent. The book will be sent to the County Archives at Chichester.



On a lighter note, I am pleased to report that the Main Hall floor works were carried out earlier this month and I couldn't be more pleased with

the finished result. I have attached a photo taken before users gained access, and since their return our hirers have all complemented not only the overall appearance but also the feel of it, a lot bouncier. Hopefully a lot easier on the joints!! Julian from Sport and Play has recommended a 2-3 yearly maintenance which would require a re-seal which will cost approx. £1.5k; any longer than that we could be looking at a costly re-sand as we've just had.

At the beginning of August, we had a fire door inspection carried out; unfortunately most of the doors failed the checks because of fire strips, hinges, and locks. I have been advised to prioritise the strips before our next check is carried out next year.

PAT testing was completed by ICA at the end of August.

Three members of staff carried out the scaffold tower training on the 24th of August, this had been another factor that Natasha from HSE had picked up on and recommended the training was sorted sooner rather than later. Now we have the qualified staff, some long overdue maintenance can be carried out on the lights and projector in the Main Hall.

During the colder months earlier this year it was noted that we had 4 radiators that seemed to be permanently running at a scolding hot temperature. An engineer was called out and it was recommended that the repairs were carried out when the heating had been switched off as the



system would need draining. These repairs are now due to be carried out at the end of this month, in time for autumn. I am hoping for this year, to keep the Centre warm for users and costs down, we can keep the heating on constantly, but at a low temperature.

Lastly our Christmas Fayre is now in the planning stages and is due to take place on Saturday 3<sup>rd</sup> December. Sarah Meyer is taking bookings already and interest is growing daily. So far it looks set to be bigger and better than last years!!

The Committee is invited to note this report.