


**Registered Charity No. 227480**

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

**You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 26 October 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**

**21 October 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 28 September 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 September - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to
  - a. 30 September 2022 - Appendix B.
9. To approve Bank Reconciliations 2<sup>nd</sup> Reserve Account to
  - a. 30 September 2022 - Appendix C.
10. To receive Q2 budget report - Appendix D.
11. To review and ratify current Direct Debits and Standing Orders - Appendix E.
12. To receive Centre Manager's Report - Appendix F.
13. Any other matters for information only.

14. Date of Next Meeting – **Wednesday 14 December 2022**

**NOTE: NO MEETING IN NOVEMBER, unless absolutely necessary.**

**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.**

**Please note the corrections listed on the payments analysis are due to amendments. The figures shown are correct, but the adjustments were to move money from month 7 back into month 6, I didn't realise that whilst entering payments, I can't switch between the current month and next month so everything for September was showing on Octobers analysis. This is now not the case, and the accounts are correct.**

**Further information can be provided if needed.**

Date: 20/10/2022

## Billingshurst Community Centre Current Year

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## Cashbook 1

User: SARAH

## Natwest Bank Accounts

Payments made between 01/09/2022 and 30/09/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2022	Horsham District Council	DD	114.00	114.00			500		No Domestic Rates 2022/23
06/09/2022	Cooper & Withcombe	CHEQUE	1,020.00		170.00	4103	100	850.00	Centre Improvements
07/09/2022	Ballpoint Office Supplies Ltd	003921	29.99	29.99			500		White A4 Paper
07/09/2022	Squeegee Clean	003922	578.00	578.00			500		Window Clean
07/09/2022	Surrey Hills Solicitors	003923	360.00	360.00			500		Electric Charging Points Advic
07/09/2022	Billingshurst Parish Council	003924	4,287.19	4,287.19			500		August Payroll
07/09/2022	Sussex Land Services	003925	246.00	246.00			500		Garden Contract
07/09/2022	ICA Electrical Contractors	003926	468.00	468.00			500		PAT Testing
07/09/2022	Ballpoint Office Supplies Ltd	correct	29.99	29.99			500		Purchase Ledger
07/09/2022	Squeegee Clean	correct	-578.00	-578.00			500		Purchase Ledger
07/09/2022	Squeegee Clean	correct	578.00	578.00			500		Purchase Ledger
07/09/2022	Surrey Hills Solicitors	correct	-360.00	-360.00			500		Purchase Ledger
07/09/2022	Surrey Hills Solicitors	correct	360.00	360.00			500		Purchase Ledger
07/09/2022	Billingshurst Parish Council	correct	-4,287.19	-4,287.19			500		Purchase Ledger
07/09/2022	Billingshurst Parish Council	correct	4,287.19	4,287.19			500		Purchase Ledger
07/09/2022	Sussex Land Services	correct	-246.00	-246.00			500		Purchase Ledger
07/09/2022	Sussex Land Services	correct	246.00	246.00			500		Purchase Ledger
07/09/2022	ICA Electrical Contractors	correct	-468.00	-468.00			500		Purchase Ledger
07/09/2022	ICA Electrical Contractors	correct	468.00	468.00			500		Purchase Ledger
09/09/2022	Beeches Buffet	CARD	80.40	80.40			500		Purchase Ledger
12/09/2022	Amazon	CARD	9.67		1.61	4110	100	8.06	Frame for condolance table
12/09/2022	Amazon	CARD	2.00		0.33	4060	100	1.67	Pens for condolance table
12/09/2022	In Clover	CARD	54.00			4110	100	54.00	Flowers for condolance table
15/09/2022	Robin Nugent Architects	003927	1,656.00	1,656.00			500		Centre Update
15/09/2022	Robin Nugent Architects	correct	-1,656.00	-1,656.00			500		Purchase Ledger
15/09/2022	Robin Nugent Architects	correct	1,656.00	1,656.00			500		Purchase Ledger
16/09/2022	Vital Parts Ltd	CATD	15.25	15.25			500		Tube feet for chairs
20/09/2022	Horsham District Council	BACS	30.95	30.95			500		Refuse Collection August
20/09/2022	drax	DD	369.88	369.88			500		Electricity
22/09/2022	HMRC	BACS	51.80			4020	100	51.80	Paye
22/09/2022	Beeches Buffet	CARD	399.84	399.84			500		Catering
22/09/2022	Amazon	CARD	4.99			4090	100	4.99	Tennis Balls for cleaning
23/09/2022	Casual Staff	BACS	891.49			4020	100	891.49	Payroll
26/09/2022	Gazprom Energy	BACS	21.16	21.16			500		Gas
27/09/2022	Sport and Play Ltd	003928	5,587.20	5,587.20			500		Main Hall floor repairs
Subtotal Carried Forward:			16,307.80	14,273.85	171.94			1,862.01	

## Natwest Bank Accounts

Payments made between 01/09/2022 and 30/09/2022

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
27/09/2022	K T Fabrications Ltd	003929	36.00	36.00			500		Repair to chair
27/09/2022	Sussex Land Services	003930	246.00	246.00			500		Centre Contract
27/09/2022	Lamps Direct	CARD	73.94		12.32	4110	100	61.62	Projector Lamp for Main Hall
27/09/2022	Sport and Play Ltd	correct	-5,587.20	-5,587.20			500		Purchase Ledger
27/09/2022	Sport and Play Ltd	correct	5,587.20	5,587.20			500		Purchase Ledger
27/09/2022	K T Fabrications Ltd	correct	-36.00	-36.00			500		Purchase Ledger
27/09/2022	K T Fabrications Ltd	correct	36.00	36.00			500		Purchase Ledger
27/09/2022	Sussex Land Services	correct	-246.00	-246.00			500		Purchase Ledger
27/09/2022	Sussex Land Services	correct	246.00	246.00			500		Purchase Ledger
30/09/2022	Natwest	BACS	44.23			4115	100	44.23	Bank Charges
<b>Total Payments:</b>			<b>16,707.97</b>	<b>14,555.85</b>	<b>184.26</b>			<b>1,967.86</b>	

Date: 20/10/2022

Billingshurst Community Centre Current Year

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**Bank Reconciliation Statement as at 20/10/2022  
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	30/09/2022	210	100.00
Business Reserve Account	30/09/2022	321	85,411.61
			<u>85,511.61</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
09/08/2022 003917	Billingshurst Parish Council	4,287.19	
09/08/2022 003917	BPC	925.00	
09/08/2022 003917	BPC	850.00	
19/08/2022 CARD	Screwfix	13.98	
19/08/2022 Correct	Digital Managed Print Services	98.91	
19/08/2022 correct	Sign Quick	381.60	
07/09/2022 correct	Billingshurst Parish Council	4,287.19	
07/09/2022 correct	ICA Electrical Contractors	468.00	
27/09/2022 correct	Sport and Play Ltd	5,587.20	
27/09/2022 correct	K T Fabrications Ltd	36.00	
27/09/2022 correct	Sussex Land Services	246.00	
			<u>17,181.07</u>
			68,330.54
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
20/09/2022 BACS		56.88	
27/09/2022 001772		51.15	
27/09/2022 001772		107.25	
27/09/2022 001772		34.10	
27/09/2022 001772		51.15	
27/09/2022 001772		122.90	
27/09/2022 001772		15.00	
			<u>438.43</u>
			68,768.97
	<b>Balance per Cash Book is :-</b>		<b>68,768.97</b>
	<b>Difference is :-</b>		<b>0.00</b>

Date: 20/10/2022

Billingshurst Community Centre Current Year

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**Bank Reconciliation Statement as at 20/10/2022  
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	31/08/2022	49	60,236.30
			<u>60,236.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,236.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,236.30
		<b>Balance per Cash Book is :-</b>	<b>60,236.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Billingshurst CCG</b>									
1000 Lettings - Commercial	0	14,154	0	14,026	0	0	0	0	0
1005 Lettings - Local Commercial	0	28,902	0	14,155	0	0	0	0	0
1009 BPC room bookings	0	1,515	0	0	0	0	0	0	0
1010 Lettings - Local Non Comm.	0	23,252	0	8,919	0	0	0	0	0
1011 Kitchen	0	202	0	133	0	0	0	0	0
1012 Cancellation Fee	0	1,930	0	1,336	0	0	0	0	0
1013 Refund	0	0	0	185	0	0	0	0	0
1014 Licences	0	183	0	202	0	0	0	0	0
1015 Tenants-BPC/BCT/Police/H.Watch	0	9,340	0	4,496	0	0	0	0	0
1016 Wardens Facilities	0	0	0	1,040	0	0	0	0	0
1017 Storage	0	752	0	400	0	0	0	0	0
1018 Weddings	0	-220	0	0	0	0	0	0	0
1019 Damage Waiver Bond	0	0	0	208	0	0	0	0	0
1020 Technology	0	0	0	117	0	0	0	0	0
1021 Photocopies(Inc)	0	209	0	13	0	0	0	0	0
1024 Counter Sales	0	215	0	0	0	0	0	0	0
1025 Catering (Inc)	0	2,659	0	3,165	0	0	0	0	0
1027 Utilities (Inc)	0	1,750	0	1,225	0	0	0	0	0
1031 Staff Costs	0	0	0	290	0	0	0	0	0
1034 Event income	0	1,746	0	985	0	0	0	0	0
1035 Miscellaneous Income	0	65	0	100	0	0	0	0	0
1036 Interest	0	14	0	69	0	0	0	0	0
1040 Grant (BPC)	0	11,966	0	0	0	0	0	0	0

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**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

	<u>Last Year</u>		<u>Total</u>	<u>Current Year</u>			<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>		<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
1041 COVID-19 Grant	0	19,000	0	0	0	0	0	0	0
1046 Furlough	0	6,550	0	0	0	0	0	0	0
1047 Garage Project (Inc)	0	47,712	0	35,284	0	0	0	0	0
1048 Garage Rent	0	117	0	1,200	0	0	0	0	0
<b>Total Income</b>	0	172,014	0	87,546	0	0	0	0	0
4056 Electric Charge Point	0	0	0	300	0	0	0	0	0
<b>Direct Expenditure</b>	0	0	0	300	0	0	0	0	0
4000 Catering (Exp)	0	2,538	0	2,361	0	0	0	0	0
4010 Marketing & Publicity	0	0	0	318	0	0	0	0	0
4013 Event costs	0	744	0	0	0	0	0	0	0
4015 Pay - Permanent Staff	0	44,263	0	30,368	0	0	0	0	0
4020 Pay - Casual Staff	0	11,654	0	7,540	0	0	0	0	0
4025 Staff Training	0	0	0	760	0	0	0	0	0
4030 Rates	0	575	0	1,126	0	0	0	0	0
4035 Water Rates	0	395	0	304	0	0	0	0	0
4040 Refuse Collection	0	357	0	209	0	0	0	0	0
4045 Insurance	0	4,497	0	810	0	0	0	0	0
4050 Electricity	0	4,927	0	2,307	0	0	0	0	0
4055 Gas	0	3,393	0	1,070	0	0	0	0	0
4060 Stationery & Photocopying	0	733	0	325	0	0	0	0	0
4063 Office Equipment	0	30	0	0	0	0	0	0	0
4065 Postage	0	89	0	0	0	0	0	0	0
4070 Telephone	0	442	0	0	0	0	0	0	0

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**Billingshurst Community Centre Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

	<u>Last Year</u>		Total	<u>Current Year</u>			<u>Next Year</u>		
	Budget	Actual		Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4075 IT/Computer Consumables	0	1,059	0	729	0	0	0	0	0
4080 Maintenance & Improvements	0	12,269	0	12,455	0	0	0	0	0
4085 Ad Hoc Repairs	0	252	0	30	0	0	0	0	0
4090 Cleaning	0	4,642	0	3,357	0	0	0	0	0
4095 Grounds Maintenance	0	2,207	0	1,625	0	0	0	0	0
4102 Garage Project	0	82,847	0	0	0	0	0	0	0
4103 Centre toilets, doors and hall	0	1,004	0	10,239	0	0	0	0	0
4105 Professional Fees	0	9,761	0	-945	0	0	0	0	0
4106 Licences	0	1,137	0	0	0	0	0	0	0
4107 Accountancy and Audit Fees	0	560	0	1,000	0	0	0	0	0
4110 Sundry Expenses	0	1,566	0	754	0	0	0	0	0
4115 Bank Charges	0	35	0	230	0	0	0	0	0
4117 Customer Refund	0	0	0	43	0	0	0	0	0
4125 Service Agreement	0	2,000	0	0	0	0	0	0	0
4200 Depreciation Yearly Charge	0	17,934	0	-17,934	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>211,910</b>	<b>0</b>	<b>59,079</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(39,896)</b>	<b>0</b>	<b>28,168</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget Income</b>	<b>0</b>	<b>172,014</b>	<b>0</b>	<b>87,546</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>0</b>	<b>211,910</b>	<b>0</b>	<b>59,379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(39,896)</b>	<b>0</b>	<b>28,168</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Billingshurst Community &amp; Conference Centre</b>			
<b>Standing Orders, Direct Debits &amp; Regular Payments</b>			
<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Regularity</b>
HDC	NDR	£217.00	Monthly
HDC	Trade/Recycling	£30 approx.	Monthly
GAZPROM	Gas	£400 approx.	1/4ly
DRAX	Electricity	£500 approx.	monthly
Bookers Ltd	Catering Wholesalers	£200 approx.	As & When
Kreston Reeves	Payroll	£271.2 approx.	Monthly
HMRC	VAT owe/d	Various	1/4 ly
BUSINESS STREAM	Water/sewage	Varies	1/4ly
Grenke Leasing	Copier lease	£204.01	1/4ly
Konica Minolta	Copier charges	Varies	1/4ly

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**

**CENTRE COMMITTEE**

**OCTOBER 2022**

**MANAGER'S REPORT FOR INFORMATION**

The fire panel which sits in reception decided to stop working after 31 years following a routine fire alarm check, I couldn't reset the system without it showing a fault on a zone which wasn't even in use. The engineer advised that due to age and the parts being obsolete a new panel would be needed, a cost that we certainly could have done without after the expense of the Hall floor, but with no choice, a continuous (and somewhat) annoying beep sounding for 10 days and the security of the centre's occupants being priority we pressed ahead, and we now have a fully working modern panel which should hopefully last us another 30+ years.

The radiators that had stopped working properly earlier this year (for various reasons) have now been fixed, it seems that most of them just required a new thermostat. Thankfully having a milder Autumn has meant we haven't had to switch the heating on properly, sometimes the hall gets a bit colder than the rest of the building which requires a short blast of warm air to take the chill out of the air, hopefully we can continue this way until the beginning of November.

The lights on reception have now been replaced for LEDs with a dimmable switch, the original fittings that were installed before have been moved into the entrance of the men's and women's W/C with a sensor switch so they only come on when someone walks in then go straight off. I will investigate other areas that will benefit from more energy efficient switches.

I have been exploring the idea of investing in an industrial floor cleaner/polisher as a way of maintaining the Main Hall floor, having chatted to our cleaner, who unfortunately doesn't own one, he recommended a brand which starts at around £1300.00 new, the cheapest I've come across so far. I would be looking for one that can do the job and store easily. Alternatively, should anyone hear of a second hand one going, please let me know as I'm only looking into it at this time.

The Committee is invited to note this report.