

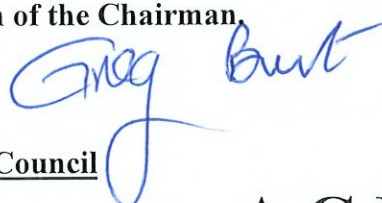


Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 29 March 2023 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 March 2023

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 21 February 2023 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 February 2023 - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 28 February 2023 - Appendix B.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 31 January 2023 - Appendix C.
10. To receive the Manager's Report - Appendix D.
11. Any other matters for information only.
12. Date of Next Meeting – **Wednesday 26 April 2023**

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.

APPENDIX A

Date: 23/03/2023

Billingshurst Community Centre Current Year

Page 1

Time: 15:37

Natwest Bank Accounts

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Horsham District Council	BACS	114.00		No Domestic Rates 2022/23
01/02/2023	Billingshurst Scouts and Guide	Corerct	-50.00		Purchase Ledger Payment
01/02/2023	Billingshurst Scouts and Guide	Correction	50.00		Purchase Ledger Payment
02/02/2023	AO	AO	520.00		Fridge/Freezer
06/02/2023	Billingshurst Scouts and Guide	004035	50.00		Advertisement in programme
06/02/2023	BSW Building Services Ltd	004036	1,186.18		Bolier service and repair
06/02/2023	Billingshurst Parish Council	004037	4,485.33		Payroll Recharge January 2023
06/02/2023	Squeegee Clean	Correct	-616.00		Purchase Ledger Payment
06/02/2023	Squeegee Clean	Correction	616.00		Purchase Ledger Payment
08/02/2023	Squeegee Clean	004038	616.00		General Cleaning
10/02/2023	HMRC	HMRC	3,523.09		VAT
10/02/2023	UK Point Of Sale Group Ltd	CARD	56.14		Leaflet Display
13/02/2023	Performing Rights Society	Correct	-1,355.80		Purchase Ledger Payment
13/02/2023	Performing Rights Society	Correcion	1,355.80		Purchase Ledger Payment
14/02/2023	Performing Rights Society	004039	1,355.80		Music Licence
15/02/2023	Wightman & Parrish	BACS	126.38		Cleaning Supplies
16/02/2023	Horsham District Council	DD	42.28		Refuse Collection
20/02/2023	drax	DD	558.33		Electricity
22/02/2023	HMRC	BACS	12.20		PAYE
22/02/2023	Amazon	CARD	10.71		Dishwasher Tablets
23/02/2023	Amazon	CARD	24.99		Liquid Hand Soap
24/02/2023	Casual Staff	BACS	1,411.25		Staff Wages
27/02/2023	SEFE Energy	DD	793.94		Gas Bill
28/02/2023	Natwest	BACS	52.07		Bank Charges
28/02/2023	Amazon	CARD	6.99		Over part

Total Payments 14,945.68

APPENDIX B

Date: 22/03/2023

Billingshurst Community Centre Current Year

Page 1

Time: 14:59

Bank Reconciliation Statement as at 22/03/2023 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	28/02/2023	272	100.00
Business Reserve Account	28/02/2023	343	81,262.92
			<u>81,362.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/01/2023 Correction Initial Washroom Hygiene		2,176.53	
			<u>2,176.53</u>
			79,186.39
<u>Receipts not Banked/Cleared (Plus)</u>			
14/02/2023 001787		223.02	
14/02/2023 001787		90.50	
20/02/2023 Correct		-226.12	
			<u>87.40</u>
			79,273.79
		Balance per Cash Book is :-	79,273.79
		Difference is :-	0.00

APPENDIX C

Date: 22/03/2023

Billingshurst Community Centre Current Year

Page 1

Time: 15:02

Bank Reconciliation Statement as at 22/03/2023
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	31/01/2023	54	60,383.47
			<u>60,383.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,383.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,383.47
		Balance per Cash Book is :-	60,383.47
		Difference is :-	0.00

APPENDIX D

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

29 MARCH 2023

The smoke detectors have now been fully installed in both the backstage and reception loft spaces, a reassurance all round that we now have all areas covered in cases of fire.

The process of moving away from Avalon for all our bookings is well underway having had our training with Rialtas earlier this month, we will be using the package exclusively from 1st April for all bookings as well as accounting.

The price increase has been met with a positive response from hirers. Catering charges will also rise alongside room rates from April 1st. A cup of tea/coffee and biscuits will be priced at 70p a cup instead of 50p and £1.20 instead of £1 for unlimited access, with the current rate of inflation, this small rise should see our costs are covered at the wholesalers.

Last summer we were contacted by a local resident concerned that we were over mowing our grass as it appeared brown and lifeless (something all our lawns experienced due to the dry summer) a suggestion had been made to leave a section for rewilding purposes, something I will investigate further. But a tidier option alongside rewilding would be to have 2 living wall panels on the patio to attract bees and butterflies, whilst taking away the bareness, I have attached a photo of what I am referencing. These can be made using pallet wood and sourcing plants from small garden centres so there's not too much of a cost factor involved, but I do think they could look very effective in that space.



The Warm Hub will come to an end on Friday 31st March, it's been far more successful than any of us believed it would be with a regular turnout every week. Having chatted to the Clerk, Councillor Day and the Neighbourhood Wardens, we all felt strongly that it should continue as a coffee morning as it's so clearly needed. All we are asking this time round is that refreshments are covered with a donation, which the attendees have been doing anyway. The wardens have mentioned that there is money in their budget for the nature of this booking and will look at covering the room hire if needs be.

We recently experienced some anti-social behaviour around the back of the centre when a local group of youths decided to play football, deliberately kicking the ball at our windows,

the warden's car, and CCTV camera, they also decided to try and access a neighbour's garden by scaling the fence. This all took place around 9pm when the building was being locked up for the night. Two complaints were made to reception the following morning, one having called the police but not met with much response. Having looked at CCTV with the Neighbourhood Wardens four of the youths have been identified and the wardens will speak to them when they see them. We have 2 spare channels for 2 additional cameras which I will ask Kestrel Alarms to quote for. Having a 360 view around the building will be key for us to keep on top of these incidents whilst having a bit of extra security in areas that are currently blind spots.

Lastly on a positive note, the Showcase took place last Saturday, which once again proved successful. The takings for catering sales amounted to £91.47, not bad considering the event ran for only 3 hours. I'm sure whilst writing this report, plans are afoot for next year's event!!

The Committee is invited to note this report.