




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 April 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

20 April 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 29 March 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 March 2023 - Appendix A.
8. To note receipts for March 2023 - Appendix B.
9. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 March 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 31 May 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 17

Date: 20/04/2023

Billingshurst Community Centre Current Year

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Time: 14:17

Natwest Bank Accounts

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2023	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
03/03/2023	Rialtas Business Solutions Ltd	Correct	-2,500.00		Purchase Ledger Payment
03/03/2023	Beeches Buffet	CARD	80.64		Catering
03/03/2023	Amazon	CARD	8.39		Oven selector switch
03/03/2023	Rialtas Business Solutions Ltd	Correction	2,500.00		Purchase Ledger Payment
07/03/2023	Initial Washroom Hygiene	004040	2,176.53		Service Contract 2023-2024
07/03/2023	Rialtas Business Solutions Ltd	004042	2,500.00		Bookings software & Training
07/03/2023	Sussex Land Services	004043	246.00		Centre Contract January
07/03/2023	Sussex Land Services	004044	246.00		Centre Contract Dec 2022
07/03/2023	Billingshurst Parish Council	004046	6,019.61		I/Telephone Jan-Mar
07/03/2023	Robin Nugent Architects	004047	982.80		Prof Serv centre refurb
07/03/2023	Amazon	CARD	26.97		CO2 Alarm
10/03/2023	Amazon	CARD	48.29		Various
10/03/2023	Petty Cash	BACS	70.00		Petty Cash
13/03/2023	Sainsburys	CARD	5.75		Milk/Coffee
14/03/2023	Beeches Buffet	CARD1	295.20		Catering
14/03/2023	drax	BACS	454.05		Electricity Bill
14/03/2023	Amazon	CARD	2.29		Display stand
14/03/2023	Amazon	CARD	18.67		Tea Spoons
15/03/2023	Wightman & Parrish	DD	100.61		Hand towels
16/03/2023	Beeches Buffet	CARD	93.60		Catering
16/03/2023	Caterspaces	CARD	18.00		Oven Thermostat
16/03/2023	Booker	DD	580.58		Catering Supplies
20/03/2023	Horsham District Council	DD	30.95		Purchase Ledger Payment
20/03/2023	MJN Services	004049	150.00		Repair Acoustic Wall
22/03/2023	Screwfix	CARD	13.06		Light Bulbs
22/03/2023	HMRC	DD	41.60		PAYE
22/03/2023	ADT Alarms	004050	3,940.59		Repairs to fire alarm
22/03/2023	Cafe Du Van	004051	12.24		Sanswiches x 3
23/03/2023	AMAZON	BACS	29.49		Stationery
24/03/2023	Casual Staff	BACS	1,556.87		Salaries
24/03/2023	Netcom Solutions	004053	312.00		Rewire old telephone point
27/03/2023	Squeegee Clean	004054	95.00		Window Cleaning
28/03/2023	Screwfix	CARD	6.49		Toilet Cistern Handle
30/03/2023	SEFE Energy	BACS	666.79		Gas Supply
31/03/2023	Natwest	BACS	39.24		Bank Charges
31/03/2023	Beeches Buffet	CARD	93.60		Catering
Total Payments			21,075.90		

APPENDIX B

20/04/2023

Billingshurst Community Centre Current Year

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Natwest Bank Accounts

Cash Received between 01/03/2023 and 31/03/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/03/2023	Amazon	BACS	Refund on oven part	6.99
31/03/2023	Catering	001790	Catering Sales	82.75
15/03/2023	Counter Sales	001788	Counter Sales	99.45
31/03/2023	Natwest	bacs	Interest	72.12
31/03/2023	Petty Cash	001790	Petty Cash to Bank	10.12
07/03/2023	Sales Recpts Page 2180		Sales Recpts Page 2180	139.70
01/03/2023	Sales Recpts Page 2189		Sales Recpts Page 2189	162.34
02/03/2023	Sales Recpts Page 2190		Sales Recpts Page 2190	39.88
02/03/2023	Sales Recpts Page 2191		Sales Recpts Page 2191	31.90
02/03/2023	Sales Recpts Page 2192		Sales Recpts Page 2192	92.97
02/03/2023	Sales Recpts Page 2193		Sales Recpts Page 2193	51.90
02/03/2023	Sales Recpts Page 2194		Sales Recpts Page 2194	27.56
02/03/2023	Sales Recpts Page 2195		Sales Recpts Page 2195	201.12
02/03/2023	Sales Recpts Page 2196		Sales Recpts Page 2196	123.94
03/03/2023	Sales Recpts Page 2197		Sales Recpts Page 2197	190.52
03/03/2023	Sales Recpts Page 2198		Sales Recpts Page 2198	27.56
03/03/2023	Sales Recpts Page 2199		Sales Recpts Page 2199	133.04
03/03/2023	Sales Recpts Page 2200		Sales Recpts Page 2200	281.60
06/03/2023	Sales Recpts Page 2201		Sales Recpts Page 2201	154.35
06/03/2023	Sales Recpts Page 2202		Sales Recpts Page 2202	55.83
06/03/2023	Sales Recpts Page 2203		Sales Recpts Page 2203	56.88
06/03/2023	Sales Recpts Page 2204		Sales Recpts Page 2204	105.70
06/03/2023	Sales Recpts Page 2205		Sales Recpts Page 2205	170.86
07/03/2023	Sales Recpts Page 2206		Sales Recpts Page 2206	66.36
07/03/2023	Sales Recpts Page 2207		Sales Recpts Page 2207	568.19
07/03/2023	Sales Recpts Page 2208		Sales Recpts Page 2208	25.00
07/03/2023	Sales Recpts Page 2209		Sales Recpts Page 2209	236.12
08/03/2023	Sales Recpts Page 2210		Sales Recpts Page 2210	88.48
08/03/2023	Sales Recpts Page 2211		Sales Recpts Page 2211	189.44
09/03/2023	Sales Recpts Page 2212		Sales Recpts Page 2212	102.32
10/03/2023	Sales Recpts Page 2213		Sales Recpts Page 2213	38.73
10/03/2023	Sales Recpts Page 2214		Sales Recpts Page 2214	18.96
13/03/2023	Sales Recpts Page 2215		Sales Recpts Page 2215	143.56
13/03/2023	Sales Recpts Page 2216		Sales Recpts Page 2216	154.35

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Natwest Bank Accounts

Cash Received between 01/03/2023 and 31/03/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/03/2023	Sales Recpts Page 2217		Sales Recpts Page 2217	426.60
15/03/2023	Sales Recpts Page 2218		Sales Recpts Page 2218	1,144.28
15/03/2023	Sales Recpts Page 2219		Sales Recpts Page 2219	88.89
15/03/2023	Sales Recpts Page 2220		Sales Recpts Page 2220	66.38
16/03/2023	Sales Recpts Page 2221		Sales Recpts Page 2221	34.45
16/03/2023	Sales Recpts Page 2222		Sales Recpts Page 2222	1,978.57
16/03/2023	Sales Recpts Page 2223		Sales Recpts Page 2223	34.45
17/03/2023	Sales Recpts Page 2224		Sales Recpts Page 2224	56.88
17/03/2023	Sales Recpts Page 2225		Sales Recpts Page 2225	66.36
17/03/2023	Sales Recpts Page 2226		Sales Recpts Page 2226	31.01
17/03/2023	Sales Recpts Page 2227		Sales Recpts Page 2227	62.65
17/03/2023	Sales Recpts Page 2228		Sales Recpts Page 2228	382.88
20/03/2023	Sales Recpts Page 2229		Sales Recpts Page 2229	110.83
20/03/2023	Sales Recpts Page 2230		Sales Recpts Page 2230	154.35
22/03/2023	Sales Recpts Page 2231		Sales Recpts Page 2231	51.15
22/03/2023	Sales Recpts Page 2232		Sales Recpts Page 2232	145.81
22/03/2023	Sales Recpts Page 2233		Sales Recpts Page 2233	75.84
22/03/2023	Sales Recpts Page 2234		Sales Recpts Page 2234	56.88
22/03/2023	Sales Recpts Page 2235		Sales Recpts Page 2235	51.15
22/03/2023	Sales Recpts Page 2236		Sales Recpts Page 2236	53.70
23/03/2023	Sales Recpts Page 2237		Sales Recpts Page 2237	5.00
23/03/2023	Sales Recpts Page 2238		Sales Recpts Page 2238	1,371.50
23/03/2023	Sales Recpts Page 2239		Sales Recpts Page 2239	529.00
24/03/2023	Sales Recpts Page 2240		Sales Recpts Page 2240	140.80
27/03/2023	Sales Recpts Page 2241		Sales Recpts Page 2241	154.35
28/03/2023	Sales Recpts Page 2242		Sales Recpts Page 2242	31.90
29/03/2023	Sales Recpts Page 2243		Sales Recpts Page 2243	151.68
29/03/2023	Sales Recpts Page 2244		Sales Recpts Page 2244	56.88
29/03/2023	Sales Recpts Page 2245		Sales Recpts Page 2245	137.09
29/03/2023	Sales Recpts Page 2246		Sales Recpts Page 2246	303.36
30/03/2023	Sales Recpts Page 2247		Sales Recpts Page 2247	4.00
31/03/2023	Sales Recpts Page 2248		Sales Recpts Page 2248	227.14
31/03/2023	Sales Recpts Page 2249		Sales Recpts Page 2249	175.45
31/03/2023	Sales Recpts Page 2250		Sales Recpts Page 2250	114.60

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Natwest Bank Accounts

Cash Received between 01/03/2023 and 31/03/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
14/03/2023	Sales Recpts Page 2251		Sales Recpts Page 2251	1,199.28
31/03/2023	Sales Recpts Page 2252		Sales Recpts Page 2252	556.38
31/03/2023	Showcase	001790	Catering Sales Showcase	82.13
10/03/2023	Sum Up	BACS	Catering	0.98
20/03/2023	Sum Up	BACS	Catering	9.34
27/03/2023	Sum Up	BACS	Catering	2.95
03/03/2023	Sumup	BACS	Catering	1.47
Total Receipts				<u>14,278.98</u>

APPENDIX C

Date: 18/04/2023

Billingshurst Community Centre Current Year

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Time: 14:50

Bank Reconciliation Statement as at 18/04/2023
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	31/03/2023	286	100.00
Business Reserve Account	31/03/2023	347	85,146.72
			<u>85,246.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/02/2023 Correct	Horsham District Council	-30.95	
07/03/2023 004046	Billingshurst Parish Council	6,019.61	
22/03/2023 004050	ADT Alarms	3,940.59	
24/03/2023 004053	Netcom Solutions	312.00	
27/03/2023 004054	Squeegee Clean	95.00	
			<u>10,336.25</u>
			74,910.47
<u>Receipts not Banked/Cleared (Plus)</u>			
20/02/2023 Correct		-226.12	
			<u>-226.12</u>
			74,684.35
Balance per Cash Book is :-			74,684.35
Difference is :-			0.00

APPENDIX D

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

26 April 2023

The renovation works to our toilets have now begun; it is expected that the process could take up to a month to complete. For now, we have opened the backstage facilities and the disabled toilet is still in temporary use for the time being. Hirers are happy with the set up but curious to see the finished results, as are we!!

Our coffee morning launched on Friday 14th April and received the largest turn out so far. Payment for refreshments isn't posing any issues and the Wardens are continuing to bring in various organisations relevant to the group which is keeping everyone engaged and entertained. If it continues to grow, we will see the room hire being covered by the sales in tea/coffee and biscuits.

Kestrel Alarms will be coming out to see me next week regarding 2 new security cameras in areas of the car park which are currently blind to us following our late-night visit from a group of youths. Although unlikely to deter, they could prove helpful if any damage is done to the Warden's car or garage.

Our banking switch is now almost complete, and I have stopped using the Natwest cheque book and card to pay our suppliers. I am keen to begin paying by BACS as soon as I can as cheque deposits aren't always that straightforward in our current digital driven world of banking; many of our suppliers will also breathe a sigh of relief when we finally make this transition.

Lastly, the tickets for the Coronation Tea Party on the 5th May are selling well if you haven't had the chance yet and would like to join us there are still some available from reception at £7.50 each. It would be great to see you and your families joining in with our community celebrations!! Meanwhile the Centre has been decorated outside with bunting and more will follow inside.

The Committee is invited to note this report.