



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 31 May 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

24 May 2023

AGENDA

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 26 April 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 April 2023 - Appendix A.
8. To note receipts for April 2023 - Appendix B.
9. To approve Bank Reconciliations:

NatWest Current Account to	11 April 2023	- Appendix C.
NatWest Main Reserve Account to	28 April 2023	- Appendix C.
COOP Current Account to	11- 8 April 2023	- Appendix D.
10. To receive the Manager's Report - Appendix E.
11. Any other matters for information only.
12. Date of Next Meeting – **Wednesday 28 June 2023**

MEMBERS: PB, KP, SW, SD, CG, PD, EB

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: 24/05/2023

Billingshurst Community Centre Current Year

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Time: 15:19

Natwest Bank Accounts

List of Payments made between 01/04/2023 and 11/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2023	Duplicate Payment	CREDIT	-18.67		Duplicate Payment
01/04/2023	Billingshurst Parish Council	004046	-6,019.61		Purchase Ledger Payment
03/04/2023	Horsham District Council	DD	53.39		Purchase Ledger DDR Payment
04/04/2023	Ebay	CARD	4.99		Coronation Boxes
04/04/2023	Co-Operative Bank	Correct	540.36		Posted to incorerct bank a/c
05/04/2023	Grenke Leasing Ltd	DD	204.01		Photocopier Rent
06/04/2023	Co-Operative Bank	Correct	311.12		Posted to incorrect a/c
11/04/2023	Natwest	DD	18.94		Bank Charges to close
11/04/2023	Natwest	DD	57.54		Bank Charges
11/04/2023	Co-Operative Bank	Transfer	266.35		Natwest closed account balance
11/04/2023	Co-Operative Bank	Correct	75.84		Posted to incorrect a/c
Total Payments			-4,505.74		

APPENDIX B

24/05/2023

Billingshurst Community Centre Current Year

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Co-Operative Bank

Cash Received between 01/04/2023 and 30/04/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/04/2023	Natwest Bank Accounts	Correct	Posted to incorerct bank a/c	540.36
06/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect a/c	311.12
11/04/2023	Natwest Bank Accounts	Transfer	Natwest closed account balance	266.35
11/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect a/c	75.84
12/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect a/c	833.32
12/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect bank a/c	228.12
17/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect bank a/c	143.56
17/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect bank a/c	154.35
18/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect bank a/c	41.88
28/04/2023	Natwest Bank Accounts	Correct	Posted to incorrect bank a/c	19.15
19/04/2023	Sales Recpts Page 2273		Sales Recpts Page 2273	88.89
19/04/2023	Sales Recpts Page 2274		Sales Recpts Page 2274	1,430.50
19/04/2023	Sales Recpts Page 2275		Sales Recpts Page 2275	2,048.10
20/04/2023	Sales Recpts Page 2276		Sales Recpts Page 2276	118.04
21/04/2023	Sales Recpts Page 2277		Sales Recpts Page 2277	341.28
24/04/2023	Sales Recpts Page 2278		Sales Recpts Page 2278	94.80
24/04/2023	Sales Recpts Page 2279		Sales Recpts Page 2279	154.35
24/04/2023	Sales Recpts Page 2280		Sales Recpts Page 2280	366.64
25/04/2023	Sales Recpts Page 2281		Sales Recpts Page 2281	102.55
27/04/2023	Sales Recpts Page 2282		Sales Recpts Page 2282	25.00
27/04/2023	Sales Recpts Page 2283		Sales Recpts Page 2283	119.25
27/04/2023	Sales Recpts Page 2284		Sales Recpts Page 2284	189.44
27/04/2023	Sales Recpts Page 2285		Sales Recpts Page 2285	265.44
27/04/2023	Sales Recpts Page 2286		Sales Recpts Page 2286	272.70
24/04/2023	Sales Recpts Page 2287		Sales Recpts Page 2287	20.00
28/04/2023	Sales Recpts Page 2288		Sales Recpts Page 2288	197.12
28/04/2023	Sales Recpts Page 2290		Sales Recpts Page 2290	239.25
17/04/2023	Sum Up	BACS	Coronation Tea Party	7.37
24/04/2023	Sum Up	BACS	Coronation Tea	15.00
28/04/2023	Sum Up	BACS	Photocopies	33.59
28/04/2023	Sum Up	BACS	Catering	2.01
28/04/2023	Sum Up	BACS	Coronation Tea Party	81.11
14/04/2023	Sumup	BACS	Confectionary	2.11
25/04/2023	Sumup	BACS	Coronation Tea	29.49

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Billingshurst Community Centre Current Year

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Co-Operative Bank

Cash Received between 01/04/2023 and 30/04/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/04/2023	SumUp	CARD	Catering	4.91
25/04/2023	SumUp	BACS	Coronation Tea	14.75
			Total Receipts	<u>8,877.74</u>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
GALE	Craig Gale	22/03/2023	3	62.65	0.00	62.65	0.00	03/04/2023	1
				Receipt Total	0.00	62.65			Ref: BACS
VMA	VMA Dance	09/08/2022	12602	67.51	0.00	67.51	0.00	03/04/2023	1
		03/10/2022	12686	274.92	0.00	86.84	188.08	03/04/2023	1
				Receipt Total	0.00	154.35			Ref: BACS
BCT	Billingshurst Community Transport	03/04/2023	Payment 96-1	0.00	0.00	162.34	-162.34	03/04/2023	1
				Receipt Total	0.00	162.34			Ref: BACS
SALUTEM	Salutem LD Bidco IV Ltd	28/02/2023	13060	76.74	0.00	76.74	0.00	03/04/2023	1
				Receipt Total	0.00	76.74			Ref: BACS
ADOPTION	Adoption South East	22/02/2023	13029	1,029.00	0.00	1,029.00	0.00	03/04/2023	1
				Receipt Total	0.00	1,029.00			Ref: BACS
FITFORG	Elizabeth Hunt / Suzanne Kimber	04/04/2023	13127	88.00	0.00	88.00	0.00	04/04/2023	1
				Receipt Total	0.00	88.00			Ref: BACS
SWABY	Melita Swaby	04/04/2023	13130	75.84	0.00	75.84	0.00	04/04/2023	1
				Receipt Total	0.00	75.84			Ref: BACS
STITCHED	Stitched up Textiles	05/04/2023	13148	36.18	0.00	36.18	0.00	06/04/2023	1
				Receipt Total	0.00	36.18			Ref: BACS
WI 2	Women's Institute	06/04/2023	Payment 97-1	0.00	0.00	41.88	-41.88	06/04/2023	1
				Receipt Total	0.00	41.88			Ref: BACS

List of Receipts Entered for Month 1

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SAMA	Sama Karate	04/04/2023	13124	284.40	0.00	284.40	0.00	06/04/2023	1
				Receipt Total	0.00	284.40			Ref: BACS
VMA	VMA Dance	03/10/2022	12686	188.08	0.00	154.35	33.73	11/04/2023	1
				Receipt Total	0.00	154.35			Ref: BACS
PILATES	Judi Ranger	29/03/2023	13116	88.48	0.00	88.48	0.00	11/04/2023	1
				Receipt Total	0.00	88.48			Ref: BACS
HEINRICH	Helen Heinrich	04/04/2023	13133	540.36	0.00	540.36	0.00	04/04/2023	1
				Receipt Total	0.00	540.36			Ref: BACS
CAPITA	Capita Business Services	15/03/2023	13092	311.12	0.00	311.12	0.00	06/04/2023	1
				Receipt Total	0.00	311.12			Ref: BACS
LIFESTYLE	Lifestyle Fitness	04/04/2023	13125	75.84	0.00	75.84	0.00	11/04/2023	1
				Receipt Total	0.00	75.84			Ref: BACS
WSSC JP	WSSC	21/03/2023	13103	592.20	0.00	592.20	0.00	12/04/2023	1
		21/03/2023	13104	241.12	0.00	241.12	0.00	12/04/2023	1
				Receipt Total	0.00	833.32			Ref: BACS
WSSCMB	West Sussex County Council	20/03/2023	13101	228.12	0.00	228.12	0.00	12/04/2023	1
				Receipt Total	0.00	228.12			Ref: BACS
HWS	Horsham Wellbeing Service	29/03/2023	13121	143.56	0.00	143.56	0.00	17/04/2023	1
				Receipt Total	0.00	143.56			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
VMA	VMA Dance								
		03/10/2022	12686	33.73	0.00	33.73	0.00	17/04/2023	1
		10/10/2022	12718	274.92	0.00	120.62	154.30	17/04/2023	1
				Receipt Total	0.00	154.35			Ref: BACS
WI	Women's Institute								
		18/04/2023	7	41.88	0.00	41.88	0.00	18/04/2023	1
				Receipt Total	0.00	41.88			Ref: BACS
MESSYCHURC	Messy Church								
		05/04/2023	13157	88.89	0.00	88.89	0.00	19/04/2023	1
				Receipt Total	0.00	88.89			Ref: BACS
BFC	Billingshurst Family Church								
		05/04/2023	13149	865.24	0.00	865.24	0.00	19/04/2023	1
		05/04/2023	13150	85.52	0.00	85.52	0.00	19/04/2023	1
		05/04/2023	13151	26.56	0.00	26.56	0.00	19/04/2023	1
		05/04/2023	13152	31.90	0.00	31.90	0.00	19/04/2023	1
		05/04/2023	13153	28.40	0.00	28.40	0.00	19/04/2023	1
		05/04/2023	13154	127.60	0.00	127.60	0.00	19/04/2023	1
		05/04/2023	13155	26.56	0.00	26.56	0.00	19/04/2023	1
		05/04/2023	13156	238.72	0.00	238.72	0.00	19/04/2023	1
				Receipt Total	0.00	1,430.50			Ref: BACS
BFC	Billingshurst Family Church								
		18/04/2023	13167	2,048.10	0.00	2,048.10	0.00	19/04/2023	1
				Receipt Total	0.00	2,048.10			Ref: BACS
WSSC	West Sussex County Council								
		29/03/2023	13120	118.04	0.00	118.04	0.00	20/04/2023	1
				Receipt Total	0.00	118.04			Ref: BACS
WEIGHT	Weightwatchers UK Limited								
		04/04/2023	13131	189.60	0.00	189.60	0.00	21/04/2023	1
		04/04/2023	13132	151.68	0.00	151.68	0.00	21/04/2023	1
				Receipt Total	0.00	341.28			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
TAICHI	Tai Chi	04/04/2023	13126	94.80	0.00	94.80	0.00	24/04/2023	1
				Receipt Total	0.00	94.80			Ref: BACS
VMA	VMA Dance	10/10/2022	12718	154.30	0.00	154.30	0.00	24/04/2023	1
		08/11/2022	12797	208.56	0.00	0.05	208.51	24/04/2023	1
				Receipt Total	0.00	154.35			Ref: BACS
NHS MH	Mental Health Commissioning West Sussex	27/03/2023	13107	386.64	0.00	366.64	20.00	24/04/2023	1
				Receipt Total	0.00	366.64			Ref: BACS
MACMILLAN	Macmillan	21/04/2023	10	102.55	0.00	102.55	0.00	25/04/2023	1
				Receipt Total	0.00	102.55			Ref: BACS
WILSON	Sandra Wilson School of Dance	31/01/2023	12976	25.00	0.00	25.00	0.00	27/04/2023	1
				Receipt Total	0.00	25.00			Ref: BACS
WILSON	Sandra Wilson School of Dance	31/01/2023	12975	119.35	0.00	119.25	0.10	27/04/2023	1
				Receipt Total	0.00	119.25			Ref: BACS
CAPITA	Capita Business Services	05/04/2023	13159	189.44	0.00	189.44	0.00	27/04/2023	1
				Receipt Total	0.00	189.44			Ref: BACS
WILSON	Sandra Wilson School of Dance	31/01/2023	12974	265.44	0.00	265.44	0.00	27/04/2023	1
				Receipt Total	0.00	265.44			Ref: BACS
STEYNING	Steyning Police	18/04/2023	13171	272.70	0.00	272.70	0.00	27/04/2023	1
				Receipt Total	0.00	272.70			Ref: BACS

List of Receipts Entered for Month 1

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NHS MH	Mental Health Commissioning West Sussex	27/03/2023	13107	20.00	0.00	20.00	0.00	24/04/2023	1
				Receipt Total	0.00	20.00			Ref: BACS
CHORAL	Billingshurst Choral Society	04/04/2023	13123/1	197.12	0.00	197.12	0.00	28/04/2023	1
				Receipt Total	0.00	197.12			Ref: BACS
WILSON	Sandra Wilson School of Dance	04/04/2023	CR1323	-197.12	0.00	-197.12	0.00	04/04/2023	1
		04/04/2023	CR13123	197.12	0.00	197.12	0.00	04/04/2023	1
				Receipt Total	0.00	0.00			
WILSON	Sandra Wilson School of Dance	04/04/2023	CRE13123	-197.12	0.00	-197.12	0.00	04/04/2023	1
		04/04/2023	13123	197.12	0.00	197.12	0.00	04/04/2023	1
				Receipt Total	0.00	0.00			
WHIZZ	Whizz Kidz	27/03/2023	13110	239.25	0.00	239.25	0.00	28/04/2023	1
				Receipt Total	0.00	239.25			Ref: BACS
				Total Receipts Entered for Month 1	0.00	10,656.11			

APPENDIX C

Date: 24/05/2023

Billingshurst Community Centre Current Year

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Time: 15:06

Bank Reconciliation Statement as at 24/05/2023
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	11/04/2023	290	0.00
Business Reserve Account	28/04/2023	1	83,239.04
			<hr/> 83,239.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			83,239.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			83,239.04
		Balance per Cash Book is :-	83,239.04
		Difference is :-	0.00

APPENDIX D

Date: 23/05/2023

Billingshurst Community Centre Current Year

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Time: 16:31

Bank Reconciliation Statement as at 23/05/2023
for Cashbook 4 - Co-Operative Bank

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	28/04/2023	4	4,507.20
			4,507.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 Correct Natwest Bank Accounts		312.00	
18/04/2023 Correct Natwest Bank Accounts		24.69	
25/04/2023 Correct Natwest Bank Accounts		1,487.16	
			1,823.85
			2,683.35
<u>Receipts not Banked/Cleared (Plus)</u>			
28/04/2023 Correct		19.15	
			19.15
			2,702.50
		Balance per Cash Book is :-	2,702.50
		Difference is :-	0.00

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

31 MAY 2023

MANAGER'S REPORT

FOR INFORMATION

Firstly, I'm happy to report that the bank switch is now finalised, and our first set of BACS payments have now been authorised!! It's been a lengthy and stressful process; a path I don't think we will venture down again anytime soon!! Thanks to the Clerk for all his efforts and patience!!

We have been advised that by virtue of s36 of the Charities Act 1992, the Council no longer must seek the Charity Commission's consent to dispose of charitable land, so we can proceed with the lease to the third party who is installing Electric Vehicle Charging (EVC) points. The only requirement is that the Council must ensure they receive the best terms reasonably obtainable when they sell or lease charity land, complying with s117 – 123 of the Charities Act 2011. Work should start soon.

Our toilet renovation has come to a bit of a standstill sadly, the Clerk discovered the sinks provided were not fitted as we had originally asked and now a new composite worktop may need to be fitted in place of the existing one as our current one is not waterproof. We could be looking (worst case scenario) at another month depending on delivery and availability to fit!! Hopefully this won't be the case as our project manager is pushing to have it sorted asap.

Our Coronation Tea Party earlier this month saw all 100 tickets sold and the day itself, despite being a bit stressful at first, was deemed a great success by all involved. We've had lots of positive feedback and thank you cards from attendees expressing their appreciation and many asking if we plan on holding more in the future!! The profit made from the day is £721.87 which made it all worthwhile.

The Committee is invited to note this report.