

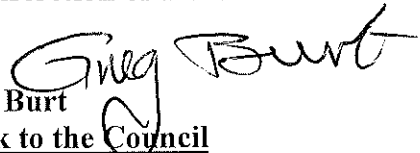


Registered Charity No. 227480

To All Councillors on the Centre Committee,

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

19 July 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 31 May 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 May 2023 - Appendix A.
8. To approve payments for June 2023 - Appendix B.
9. To note receipts for May 2023 - Appendix C.
10. To note receipts for June 2023 - Appendix D.
11. To approve Bank Reconciliations:

COOP Current Account	-	31 May 2023	- Appendix E.
NatWest 2 nd Reserve Account	-	30 June 2023	- Appendix F.
COOP Current Account	-	30 June 2023	- Appendix G.
12. To consider asking F&GP Committee to approve use of CIL funds for replacement meeting tables - Appendix H.
13. To receive the Manager's Report - Appendix I.

14. Any other matters for information only.

15. Date of Next Meeting – **Wednesday 27 September 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: 19/07/2023

Billingshurst Community Centre Current Year

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Time: 10:25

Co-Operative Bank

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	Horsham District Council	DD	55.00		Purchase Ledger DDR Payment
02/05/2023	Beeches Buffet	CARD	93.60		Catering
02/05/2023	SEFE Energy	DD	648.90		Gas Bill
03/05/2023	Amazon	CARD	22.54		VGA Cable/Butter
03/05/2023	Tesco	CARD	116.05		Groceries
03/05/2023	Lidl	CARD	117.51		Coronation/Election
03/05/2023	Co-Operative Bank	BACS	21.00		Unpiad items fee
03/05/2023	Sainsburys	CARD	26.05		Coronation Tea
04/05/2023	AMAZON	CARD	13.99		Lace Doilies
04/05/2023	Lid	CARD	22.67		Coronation Catering
04/05/2023	Lidl	CARD	99.86		Catering Coronation
09/05/2023	Beeches Buffet	CARD	218.00		Catering
09/05/2023	Lidl	CARD	9.00		Coronation
11/05/2023	HMRC	BACS	83.96		VAT Jan-March 2023
12/05/2023	Natwest Bank Accounts	Correct	83,248.62		Correct transfer
15/05/2023	Amazon	CARD	30.99		Dishwasher tablets
17/05/2023	Horsham District Council	DD	99.75		Refuse Collection
19/05/2023	Beeches Buffet	CARD	396.00		Catering
22/05/2023	Amazon	CARD	4.69		Jack Lead
22/05/2023	Lidl	CARD	16.47		Toilet Roll
23/05/2023	Granwax Products Ltd	CARD	60.12		Granwax
24/05/2023	Natwest Bank Accounts	Transfer	104.25		Posted to wrong account
25/05/2023	Digital Managed Print Services	DD	46.96		Printer Readings
25/05/2023	A272 Design	BACS	60.00		A5 leaflet printing
25/05/2023	Casual Staff	BACS	208.53		Salary
25/05/2023	Natwest Bank Accounts	Transfer	160.07		Posted to incorrect account
25/05/2023	Natwest Bank Accounts	Transfer	162.24		Posted to incorrect account
25/05/2023	Casual Staff	BACS	420.84		Salary
25/05/2023	Casual Staff	BACS	429.60		Salary
25/05/2023	Squeegee Clean	BACS	686.00		Centre Cleaning
25/05/2023	Billingshurst Parish Council	BACS	15,122.96		Payroll recharge April
25/05/2023	Sussex Land Services	BACS	252.00		Centre Contract
25/05/2023	Amazon	CARD	26.95		Airpot
26/05/2023	Amazon	CARD	30.97		VGA Cables
26/05/2023	Dave Rock	BACS	4.19		Postage back to hirer
31/05/2023	Beeches Buffet	CARD	68.64		Catering
31/05/2023	Amazon	CARD	16.15		Dustpan&brush/mousemats
31/05/2023	Correct Bank	CORERCT	-0.20		Diff on inv 10107 Beeches
Total Payments			103,204.92		

APPENDIX B

Date: 19/07/2023

Billingshurst Community Centre Current Year

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Time: 10:25

Co-Operative Bank

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Horsham District Council	DD	55.00		Purchase Ledger DDR Payment
02/06/2023	SEFE Energy	DD	670.70		Gas Bill
07/06/2023	Petty Cash	Transfer	70.00		Petty Cash
08/06/2023	Natwest Bank Accounts	Transfer	25.49		Posted to wrong ac
08/06/2023	Natwest Bank Accounts	19.98	19.98		Posted to wrong ac
09/06/2023	Natwest Bank Accounts	Transfer	13.50		Posted to wrong ac
09/06/2023	Natwest Bank Accounts	Transfer	16.49		Posted to wrong ac
09/06/2023	Squeegee Clean	BACS	655.00		Cleaning/Window Clean
09/06/2023	Billingshurst Parish Council	BACS	4,618.02		Salary Recharge May 2023
12/06/2023	Furniture@work Ltd	CARD	261.60		Table
12/06/2023	Beeches Buffet	CARD	76.80		Catering
15/06/2023	Wightman & Parrish	DD	72.89		Cleaning Products
16/06/2023	Beeches Buffet	CARD1	61.44		Catering
19/06/2023	Horsham District Council	DD	74.60		Refuse
20/06/2023	Beeches Buffet	CARD	412.26		Catering
23/06/2023	Macmillan Cancer rResearch	BACS	16.50		Cake (Primary Heads)
23/06/2023	Baskets in Bloom	BACS	60.00		Hanging Baskets
23/06/2023	Casual Staff	BACS	187.25		Salary
23/06/2023	Casual Staff	BACS	190.62		Salary
23/06/2023	Casual Staff	BACS	195.64		Salary
23/06/2023	Casual Staff	BACS	376.35		Salary
23/06/2023	Casual Staff	BACS	522.54		Salary
23/06/2023	Cooper & Withycombe	BACS	342.00		Structural Site Visit
23/06/2023	1st Defense Fire and Rescue Se	BACS/1	247.18		Fire Extinguisher Service
23/06/2023	Kreston Reeves LLP	BACS	615.60		Payroll Services
23/06/2023	Robin Nugent Architects	BACS	1,310.40		RIBA Workstage 5
23/06/2023	Sussex Land Services	BACS	252.00		Centre Contract
23/06/2023	Robin Nugent Architects	BACS	2,023.20		RIBA workstage 5
26/06/2023	Natwest Bank Accounts	Transfer	47.56		Posted to wrong ac
26/06/2023	Natwest Bank Accounts	Transfer	57.42		Posted to wrong ac
26/06/2023	SEFE Energy	DD	117.06		Gas Bill
26/06/2023	NHS Sussex Partnership	BACS	186.98		Refund of Duplicate inv 10327
26/06/2023	Amazon	CARD	104.97		Parasols x 3
27/06/2023	Natwest Bank Accounts	Transfer	7.09		Posted to wrong ac
27/06/2023	Fowler Building Contractors Li	BACS	30,000.00		Building works as per cert 01
28/06/2023	Natwest Bank Accounts	Transfer	51.00		Posted to wrong ac
28/06/2023	Natwest Bank Accounts	Transfer	70.94		Posted to wrong ac
29/06/2023	Natwest Bank Accounts	Transfer	19.14		Posted to wrong ac
29/06/2023	Natwest Bank Accounts	Transfer	60.20		Posted to wrong ac
29/06/2023	Fowler Building Contractors Li	BACS	15,732.48		Building works as per cert 01
29/06/2023	Ballpoint Office Supplies Ltd	BACS	40.75		2024 Diary x 2
30/06/2023	Natwest Bank Accounts	Transfer	38.99		Posted to wrong ac
Total Payments			59,977.63		

APPENDIX C

19/07/2023

Billingshurst Community Centre Current Year

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List of Receipts Entered for Month 2

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BPC	Billingshurst Parish Council								
		31/05/2023	CREDITBPC	-3,928.36	0.00	-3,928.36	0.00	31/05/2023	1
		31/05/2023	BCC1	3,928.36	0.00	3,928.36	0.00	31/05/2023	1
			Receipt Total		0.00	0.00		Ref: Correct	
HEINRICH	Helen Heinrich								
		30/04/2023	CR16	-475.00	0.00	-475.00	0.00	30/04/2023	1
		30/04/2023	16	475.00	0.00	475.00	0.00	30/04/2023	1
			Receipt Total		0.00	0.00			
HELP CARE	Help & Care Head Office								
		13/03/2023	13076	37.90	0.00	37.90	0.00	02/05/2023	1
			Receipt Total		0.00	37.90		Ref: BACS	
SALUTEM	Salutem LD Bidco IV Ltd								
		29/03/2023	13119	102.32	0.00	102.32	0.00	02/05/2023	1
			Receipt Total		0.00	102.32		Ref: BACS	
VMA	VMA Dance								
		08/11/2022	12797	208.51	0.00	154.35	54.16	02/05/2023	1
			Receipt Total		0.00	154.35		Ref: BACS	
BCT	Billingshurst Community Transport								
		02/05/2023	Payment 98-1	0.00	0.00	162.34	-162.34	02/05/2023	1
			Receipt Total		0.00	162.34		Ref: BACS	
HEARING	Hidden Hearing Limited								
		04/04/2023	13129	422.40	0.00	422.40	0.00	05/05/2023	1
			Receipt Total		0.00	422.40		Ref: BACS	
WSSCOOTS	West Sussex Scouts								
		04/04/2023	13128	54.88	0.00	54.88	0.00	09/05/2023	1
			Receipt Total		0.00	54.88		Ref: BACS	
NHSRT	Sussex Community Foundation Trust								
		17/04/2023	13164	747.00	0.00	747.00	0.00	09/05/2023	1
			Receipt Total		0.00	747.00		Ref: BACS	

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SSLMC	Surrey & Sussex Local Medical	02/05/2023	101	309.58	0.00	309.58	0.00	10/05/2023	1
				Receipt Total	0.00	309.58			Ref: BACS
ADOPTION	Adoption South East	18/04/2023	13166	329.00	0.00	329.00	0.00	10/05/2023	1
				Receipt Total	0.00	329.00			Ref: BACS
IAM	Institute of Advanced Motorists	30/04/2023	20	557.23	0.00	557.23	0.00	10/05/2023	1
				Receipt Total	0.00	557.23			Ref: BACS
WI	Women's Institute	11/05/2023	32	41.88	0.00	41.88	0.00	11/05/2023	1
				Receipt Total	0.00	41.88			Ref: BACS
SWABY	Melita Swaby	10/05/2023	29	79.63	0.00	79.63	0.00	11/05/2023	1
				Receipt Total	0.00	79.63			Ref: BACS
WSCCAD	West Sussex County Council	19/04/2023	13172	241.12	0.00	241.12	0.00	11/05/2023	1
				Receipt Total	0.00	241.12			Ref: BACS
PILATES	Judi Ranger	30/04/2023	21	93.60	0.00	93.60	0.00	15/05/2023	1
				Receipt Total	0.00	93.60			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	30/04/2023	13	125.28	0.00	125.28	0.00	16/05/2023	1
				Receipt Total	0.00	125.28			Ref: Cheque
HISTORY	Billingshurst Local History Society	30/04/2023	17	67.04	0.00	67.04	0.00	16/05/2023	1
				Receipt Total	0.00	67.04			Ref: Cheque

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BPC	Billingshurst Parish Council								
		18/04/2023	13168	1,310.78	0.00	1,310.78	0.00	16/05/2023	1
		18/04/2023	13169	252.00	0.00	252.00	0.00	16/05/2023	1
		18/04/2023	13170	771.75	0.00	771.75	0.00	16/05/2023	1
				Receipt Total	0.00	2,334.53			Ref: Cheque
BPC	Billingshurst Parish Council								
		05/04/2023	13138	57.88	0.00	57.88	0.00	16/05/2023	1
		05/04/2023	13140	20.67	0.00	20.67	0.00	16/05/2023	1
		05/04/2023	13141	6.89	0.00	6.89	0.00	16/05/2023	1
		05/04/2023	13142	47.85	0.00	47.85	0.00	16/05/2023	1
		05/04/2023	13143	63.84	0.00	63.84	0.00	16/05/2023	1
		05/04/2023	13144	31.90	0.00	31.90	0.00	16/05/2023	1
		05/04/2023	13145	20.67	0.00	20.67	0.00	16/05/2023	1
		05/04/2023	13146	20.67	0.00	20.67	0.00	16/05/2023	1
		05/04/2023	13147	85.25	0.00	85.25	0.00	16/05/2023	1
				Receipt Total	0.00	355.62			Ref: Cheque
SMB	Short Mat Bowls								
		29/03/2023	13117	136.40	0.00	136.40	0.00	16/05/2023	1
				Receipt Total	0.00	136.40			Ref: Cheque
HISTORY	Billingshurst Local History Society								
		15/03/2023	13093	63.84	0.00	63.84	0.00	16/05/2023	1
				Receipt Total	0.00	63.84			Ref: Cheque
TENNIS	Billingshurst Table Tennis Club								
		01/04/2023	13056/1	119.36	0.00	119.36	0.00	16/05/2023	1
				Receipt Total	0.00	119.36			Ref: Cheque
BCP	Billingshurst Community Partnership								
		10/05/2023	27	28.94	0.00	28.94	0.00	18/05/2023	1
				Receipt Total	0.00	28.94			Ref: Cheque
SPENCER	Frances Spencer								
		17/05/2023	36	124.94	0.00	124.94	0.00	18/05/2023	1
				Receipt Total	0.00	124.94			Ref: Bacs

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PARTY	Party Bookings								
		12/01/2023	12942	324.20	0.00	324.20	0.00	18/05/2023	1
				Receipt Total	0.00	324.20			Ref: Bacs
PARTY	Party Bookings								
		01/04/2023	12943CR	-250.00	0.00	-250.00	0.00	18/05/2023	1
		12/01/2023	12943	250.00	0.00	250.00	0.00	18/05/2023	1
				Receipt Total	0.00	0.00			
LIFESTYLE	Lifestyle Fitness								
		15/05/2023	34	60.00	0.00	60.00	0.00	22/05/2023	1
				Receipt Total	0.00	60.00			Ref: BACS
NEST	Alexis Tugwell								
		07/12/2022	12861	137.80	0.00	137.80	0.00	22/05/2023	1
		10/01/2023	12922	68.90	0.00	68.90	0.00	22/05/2023	1
		08/02/2023	13004	103.35	0.00	103.35	0.00	22/05/2023	1
		28/02/2023	13058	137.80	0.00	137.80	0.00	22/05/2023	1
		10/05/2023	23	72.36	0.00	72.36	0.00	22/05/2023	1
				Receipt Total	0.00	520.21			Ref: BACS
BCP	Billingshurst Community Partnership								
		18/05/2023	37	33.50	0.00	33.50	0.00	23/05/2023	1
				Receipt Total	0.00	33.50			Ref: BACS
SAMA	Sama Karate								
		22/05/2023	51	270.00	0.00	270.00	0.00	23/05/2023	1
				Receipt Total	0.00	270.00			Ref: BACS
PURELY	Purely Sports Ltd								
		23/05/2023	67	40.00	0.00	20.00	20.00	24/05/2023	1
		31/03/2023	Payment 95-7	-18.96	0.00	-18.96	0.00	24/05/2023	1
		04/04/2023	13134	18.96	0.00	18.96	0.00	24/05/2023	1
				Receipt Total	0.00	20.00			Ref: CASH
SMB	Short Mat Bowls								
		30/04/2023	14	143.20	0.00	143.20	0.00	24/05/2023	1
				Receipt Total	0.00	143.20			Ref: CASH

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BADMINTON	Badminton (Thursday Club)	30/04/2023	15	71.60	0.00	71.60	0.00	24/05/2023	1
				Receipt Total	0.00	71.60			Ref: CASH
SINGING	Singing for Pleasure	27/04/2023	12	35.80	0.00	35.80	0.00	24/05/2023	1
				Receipt Total	0.00	35.80			Ref: CASH
BADMINTON	Badminton (Thursday Club)	29/03/2023	13118	85.25	0.00	85.25	0.00	24/05/2023	1
				Receipt Total	0.00	85.25			Ref: CASH
PURELY	Purely Sports Ltd	23/05/2023	67	20.00	0.00	20.00	0.00	24/05/2023	1
				Receipt Total	0.00	20.00			Ref: CASH
SINGING	Singing for Pleasure	22/03/2023	13106	34.10	0.00	34.10	0.00	24/05/2023	1
				Receipt Total	0.00	34.10			Ref: CASH
PURELY	Purely Sports Ltd	04/04/2023	13135	18.96	0.00	18.96	0.00	24/05/2023	1
				Receipt Total	0.00	18.96			Ref: CASH
PURELY	Purely Sports Ltd	04/04/2023	13136	18.96	0.00	18.96	0.00	24/05/2023	1
				Receipt Total	0.00	18.96			Ref: CASH
CASUAL	Casual Customers	17/04/2023	13165	85.03	0.00	85.03	0.00	24/05/2023	1
				Receipt Total	0.00	85.03			Ref: CASH
MACMILLAN	Macmillan	10/05/2023	22	71.60	0.00	71.60	0.00	24/05/2023	1
				Receipt Total	0.00	71.60			Ref: CASH

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PURELY	Purely Sports Ltd	31/05/2023	97	60.00	0.00	20.00	40.00	24/05/2023	1
				Receipt Total	0.00	20.00			Ref: CASH
SANDERSONC	Christine Sanderson	24/05/2023	69	100.56	0.00	100.56	0.00	24/05/2023	1
				Receipt Total	0.00	100.56			Ref: BACS
GALLAGHER	Irish Dance	17/05/2023	35	60.00	0.00	60.00	0.00	26/05/2023	1
				Receipt Total	0.00	60.00			Ref: BACS
LLOYDS	Lloyds Banking Group	04/04/2023	4	344.11	0.00	344.11	0.00	30/05/2023	1
				Receipt Total	0.00	344.11			Ref: Cheque
CHORAL	Billingshurst Choral Society	23/05/2023	66	25.00	0.00	25.00	0.00	30/05/2023	1
				Receipt Total	0.00	25.00			Ref: BACS
SUMNERSPON	Sumners Pond Ltd	30/05/2023	77	70.68	0.00	70.68	0.00	30/05/2023	1
				Receipt Total	0.00	70.68			Ref: BACS
CHORAL	Billingshurst Choral Society	10/05/2023	25	118.44	0.00	118.44	0.00	30/05/2023	1
				Receipt Total	0.00	118.44			Ref: BACS
BCT	Billingshurst Community Transport	22/05/2023	49	28.94	0.00	28.94	0.00	31/05/2023	1
				Receipt Total	0.00	28.94			Ref: BACS
WHIZZ	Whizz Kidz	30/04/2023	18	259.62	0.00	259.62	0.00	31/05/2023	1
				Receipt Total	0.00	259.62			Ref: BAC

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19/07/2023

Billingshurst Community Centre Current Year

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List of Receipts Entered for Month 2

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WEIGHT	Weightwatchers UK Limited	10/05/2023	26	318.54	0.00	318.54	0.00	31/05/2023	1
				Receipt Total	0.00	318.54	Ref: BACS		
GLADSTONE	Lindsay Gladstone	24/05/2023	70	36.96	0.00	36.96	0.00	25/05/2023	1
				Receipt Total	0.00	36.96	Ref: BACS		
BFC	Billingshurst Family Church	24/05/2023	Payment 99-1	0.00	0.00	1,507.87	-1,507.87	24/05/2023	1
				Receipt Total	0.00	1,507.87	Ref: BACS		
BFC	Billingshurst Family Church	30/05/2023	Payment 100-1	0.00	0.00	33.03	-33.03	30/05/2023	1
				Receipt Total	0.00	33.03	Ref: BACS		
				Total Receipts Entered for Month 2	0.00	11,425.34			

APPENDIX D

19/07/2023

Billingshurst Community Centre Current Year

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List of Receipts Entered for Month 3

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
FITFORG	Elizabeth Hunt / Suzanne Kimber	23/05/2023	64	55.44	0.00	55.44	0.00	01/06/2023	1
				Receipt Total	0.00	55.44			Ref: BACS
PROBUS	Probus	11/05/2023	31	57.50	0.00	57.50	0.00	01/06/2023	1
				Receipt Total	0.00	57.50			Ref: BACS
BCT	Billingshurst Community Transport	03/04/2023	Payment 96-1	-162.34	0.00	-162.34	0.00	01/06/2023	1
		05/04/2023	13162	162.34	0.00	162.34	0.00	01/06/2023	1
		02/05/2023	Payment 98-1	-162.34	0.00	-162.34	0.00	01/06/2023	1
		22/05/2023	50	170.46	0.00	162.34	8.12	01/06/2023	1
		19/06/2023	133	170.46	0.00	162.34	8.12	01/06/2023	1
				Receipt Total	0.00	162.34			Ref: BACS
LIFESTYLE	Lifestyle Fitness	31/05/2023	90	60.00	0.00	60.00	0.00	05/06/2023	1
				Receipt Total	0.00	60.00			Ref: BACS
WI 2	Women's Institute	26/05/2023	73	41.88	0.00	41.88	0.00	06/06/2023	1
		06/04/2023	Payment 97-1	-41.88	0.00	-41.88	0.00	06/06/2023	1
		05/04/2023	6	41.88	0.00	41.88	0.00	06/06/2023	1
				Receipt Total	0.00	41.88			Ref: BACS
WILSON	Sandra Wilson School of Dance	29/03/2023	13122	290.44	0.00	290.44	0.00	06/06/2023	1
				Receipt Total	0.00	290.44			Ref: BACS
HEINRICH	Helen Heinrich	06/06/2023	13173	455.00	0.00	455.00	0.00	06/06/2023	1
				Receipt Total	0.00	455.00			Ref: BACS
HEALTH	Healthwatch West Sussex	19/04/2023	8	40.70	0.00	40.70	0.00	07/06/2023	1
				Receipt Total	0.00	40.70			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
ANDREWSA	Annabelle Andrews	30/05/2023	78	53.70	0.00	53.70	0.00	07/06/2023	1
				Receipt Total	0.00	53.70		Ref: BACS	
GALLAGHER	Irish Dance	30/05/2023	79	180.00	0.00	180.00	0.00	07/06/2023	1
				Receipt Total	0.00	180.00		Ref: BACS	
SAMA	Sama Karate	07/06/2023	118	180.00	0.00	180.00	0.00	07/06/2023	1
				Receipt Total	0.00	180.00		Ref: BACS	
REACHING	Reaching Families	31/05/2023	87	33.50	0.00	33.50	0.00	08/06/2023	1
				Receipt Total	0.00	33.50		Ref: BACS	
BCP	Billingshurst Community Partnership	07/06/2023	119	62.44	0.00	62.44	0.00	08/06/2023	1
				Receipt Total	0.00	62.44		Ref: BACS	
FITFORG	Elizabeth Hunt / Suzanne Kimber	07/06/2023	116	73.92	0.00	73.92	0.00	08/06/2023	1
				Receipt Total	0.00	73.92		Ref: BACS	
PROBUS	Probus	07/06/2023	114	57.50	0.00	57.50	0.00	09/06/2023	1
				Receipt Total	0.00	57.50		Ref: BACS	
SWABY	Melita Swaby	07/06/2023	113	99.55	0.00	99.55	0.00	09/06/2023	1
				Receipt Total	0.00	99.55		Ref: BACS	
HEARING	Hidden Hearing Limited	10/05/2023	28	295.68	0.00	295.68	0.00	09/06/2023	1
				Receipt Total	0.00	295.68		Ref: BACS	

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
DANDELION	Dandelion Farewells	15/05/2023	33	82.00	0.00	82.00	0.00	12/06/2023	1
				Receipt Total	0.00	82.00			Ref: BACS
HEINRICH	Helen Heinrich	12/06/2023	121	480.00	0.00	480.00	0.00	13/06/2023	1
				Receipt Total	0.00	480.00			Ref: BACS
TAICHI	Tai Chi	22/05/2023	52	40.00	0.00	40.00	0.00	14/06/2023	1
				Receipt Total	0.00	40.00			Ref: BACS
TAICHI	Tai Chi	06/06/2023	99	80.00	0.00	80.00	0.00	14/06/2023	1
				Receipt Total	0.00	80.00			Ref: BACS
COV	Covers Timber & Builders Merchants	31/05/2023	93	61.44	0.00	61.44	0.00	15/06/2023	1
				Receipt Total	0.00	61.44			Ref: BACS
WSMIND	West Sussex Mind	31/05/2023	91	249.58	0.00	249.58	0.00	15/06/2023	1
				Receipt Total	0.00	249.58			Ref: BACS
AUSTENS	Dean Phillips	24/05/2023	71	137.58	0.00	137.58	0.00	16/06/2023	1
				Receipt Total	0.00	137.58			Ref: BACS
WEIGHT	Weightwatchers UK Limited	31/05/2023	85	398.20	0.00	398.20	0.00	19/06/2023	1
				Receipt Total	0.00	398.20			Ref: BACS
WI	Women's Institute	07/06/2023	115	41.88	0.00	41.88	0.00	19/06/2023	1
				Receipt Total	0.00	41.88			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PILATES	Judi Ranger	31/05/2023	83	117.00	0.00	117.00	0.00	19/06/2023	1
				Receipt Total	0.00	117.00	Ref: BACS		
HDC	Horsham District Council	07/06/2023	117	345.45	0.00	345.45	0.00	19/06/2023	1
				Receipt Total	0.00	345.45	Ref: BACS		
BFC	Billingshurst Family Church	07/06/2023	102	65.80	0.00	65.80	0.00	19/06/2023	1
		07/06/2023	103	678.67	0.00	678.67	0.00	19/06/2023	1
		07/06/2023	104	27.90	0.00	27.90	0.00	19/06/2023	1
		07/06/2023	105	13.95	0.00	13.95	0.00	19/06/2023	1
		07/06/2023	106	52.36	0.00	52.36	0.00	19/06/2023	1
		07/06/2023	107	20.92	0.00	20.92	0.00	19/06/2023	1
		07/06/2023	108	139.35	0.00	139.35	0.00	19/06/2023	1
		07/06/2023	109	27.90	0.00	27.90	0.00	19/06/2023	1
		07/06/2023	110	62.65	0.00	62.65	0.00	19/06/2023	1
		07/06/2023	112	30.00	0.00	30.00	0.00	19/06/2023	1
				Receipt Total	0.00	1,119.50	Ref: BACS		
MESSYCHURC	Messy Church	07/06/2023	111	93.33	0.00	93.33	0.00	19/06/2023	1
				Receipt Total	0.00	93.33	Ref: BACS		
REACHING	Reaching Families	19/06/2023	145	33.50	0.00	33.50	0.00	20/06/2023	1
				Receipt Total	0.00	33.50	Ref: BACS		
CARERS	Carers Support West Sussex	06/06/2023	98	55.05	0.00	55.05	0.00	20/06/2023	1
				Receipt Total	0.00	55.05	Ref: BACS		
WSCC JH	West Sussex County Council	31/05/2023	95	250.78	0.00	250.78	0.00	22/06/2023	1
				Receipt Total	0.00	250.78	Ref: BACS		

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SSLMC	Surrey & Sussex Local Medical	20/06/2023	146	303.58	0.00	303.58	0.00	26/06/2023	1
				Receipt Total	0.00	303.58	Ref: BACS		
STITCHED	Stitched up Textiles	10/05/2023	30	36.18	0.00	36.18	0.00	26/06/2023	1
				Receipt Total	0.00	36.18	Ref: BACS		
NHS TRUST	Sussex Community NHS Trust	30/05/2023	75	365.88	0.00	365.87	0.01	26/06/2023	1
				Receipt Total	0.00	365.87	Ref: 365.87		
BPC	Billingshurst Parish Council	01/04/2023	13056CR	-119.36	0.00	-119.36	0.00	30/06/2023	1
		28/02/2023	13056	119.36	0.00	119.36	0.00	30/06/2023	1
				Receipt Total	0.00	0.00			
STITCHED	Stitched up Textiles	05/05/2023	CR5	-36.18	0.00	-36.18	0.00	30/06/2023	1
		05/04/2023	5	36.18	0.00	36.18	0.00	30/06/2023	1
				Receipt Total	0.00	0.00			
TENNIS	Billingshurst Table Tennis Club	31/05/2023	82	156.60	0.00	156.60	0.00	30/06/2023	1
				Receipt Total	0.00	156.60	Ref: Cheque		
CHORAL	Billingshurst Choral Society	31/05/2023	80	204.00	0.00	204.00	0.00	26/06/2023	1
				Receipt Total	0.00	204.00	Ref: BACS		
WHIZZ	Whizz Kidz	31/05/2023	86	192.62	0.00	192.62	0.00	30/06/2023	1
				Receipt Total	0.00	192.62	Ref: BACS		
HEARING	Hidden Hearing Limited	31/05/2023	88	295.68	0.00	295.68	0.00	30/06/2023	1
				Receipt Total	0.00	295.68	Ref: BACS		

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19/07/2023

Billingshurst Community Centre Current Year

Page 6

10:29

List of Receipts Entered for Month 3

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEALTH	Healthwatch West Sussex								
		31/05/2023	92	148.56	0.00	148.56	0.00	30/06/2023	1
		14/06/2023	128	140.79	0.00	140.79	0.00	30/06/2023	1
		21/06/2023	148	57.88	0.00	57.88	0.00	30/06/2023	1
				Receipt Total	0.00	347.23			Ref: BACS
STITCHED	Stitched up Textiles								
		19/06/2023	144	36.18	0.00	36.18	0.00	30/06/2023	1
				Receipt Total	0.00	36.18			Ref: Cheque
				Total Receipts Entered for Month 3	0.00	7,722.82			

APPENDIX E

Date: 05/07/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:24

Bank Reconciliation Statement as at 05/07/2023
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	31/05/2023	7	76,408.74
			<u>76,408.74</u>
<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	
18/04/2023 200002 Billingshurst Parish Council		122.40	
			<u>459.09</u>
			75,949.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,949.65
		Balance per Cash Book is :-	75,949.65
		Difference is :-	0.00

APPENDIX F

Date: 04/07/2023

Billingshurst Community Centre Current Year

Page 1

Time: 16:06

Bank Reconciliation Statement as at 04/07/2023
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	31/05/2023	58	60,582.48
			<u>60,582.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,582.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,582.48
		Balance per Cash Book is :-	60,582.48
		Difference is :-	0.00

APPENDIX G

Date: 13/07/2023

Billingshurst Community Centre Current Year

Page 1

Time: 11:08

Bank Reconciliation Statement as at 13/07/2023
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	30/06/2023	11	87,180.28
			<u>87,180.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 Correct	Natwest Bank Accounts	312.00	
29/06/2023 Transfer	Natwest Bank Accounts	19.14	
30/06/2023 Transfer	Natwest Bank Accounts	38.99	
			<u>370.13</u>
			86,810.15
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2023 Transfer		11.54	
			<u>11.54</u>
			86,821.69
Balance per Cash Book is :-			86,821.69
Difference is :-			0.00

APPENDIX H

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

WEDNESDAY 26 JULY 2023

NEW CONFERENCE TABLES

FOR DECISION

REPORT BY CLERK

Approximately 5 years ago, all the wooden topped tables in the meeting rooms at the Centre were replaced with lightweight folding tables on wheels. These replaced very heavy tables that could not be folded or wheeled. These were funded using S106 funds released by HDC.

Sadly, whilst attractive and easy to use, they have not proved robust, with wheels falling off along with the locking mechanism underneath. Many do not even align with other tables when put alongside. Some attempts have been made to repair them but they have not lasted and some have now had to be taken out of service.

The Centre Manager believes that they are now detracting from our high quality meeting and conference offering. She has researched more robust attractive replacements, and one was purchased as a sample, which appears to meet our requirements. (This will be able to view at the meeting.)

A quote has been obtained for a further twelve tables, at a cost of £2,354.40, which includes a bulk discount of 10%. The remaining still serviceable tables can be replaced in a second phase.

The Committee is invited to support the replacement of these tables and ask the F&GP Committee to allocate CIL funds accordingly.

APPENDIX I

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

26 July 2023

Our main toilets are now (finally!!) open to hirers, there are a couple of snagging issues to be addressed but overall, they look (& smell) so much better. The disabled toilet has now begun its overhaul and is anticipated to take no longer than 2 weeks to complete.

The extension adjacent to the Main Hall is also coming along well and the transformation both internal & external is already clear to see, the windows are all in and the floor has been screeded. Decoration and window mechanisms are due to be completed this week, which leaves just the flooring to be laid which I believe will happen imminently.

The automatic main doors are due to be fitted on the 16th/17th August, possibly coinciding with the fitting of the new fire doors in the Council Chambers, hopefully by September, all the works will be complete!! During the summer months when we are quieter, I will arrange decoration of the external woodwork to improve what is currently unsightly chipped and faded paint.

Last month I decided to replant the Centre pots and purchase parasols so that hirers can enjoy our outside space without the risk of sunburn!! Before the weather decided to turn, we were able to enjoy one of our Friday coffee mornings outside which went down well, and the attendees loved it!!



Lesley, Gemma, and I have now completed a Level 2 food and hygiene course; this certification will enable the 3 of us to prepare food onsite which will hopefully reduce our dependency on external caterers and profit the Centre.

Year end will be completed on Monday 24th July with Rialtas; there had been a hold up due to our accountants' figures from last year not matching the data we had on our system. Once this is complete, I will forward the necessary paperwork onto Mark Mulberry, who prepares our accounts.

The Committee is invited to note this report.