




**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  
TUESDAY 26 September 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 September 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 26 July 2023 previously circulated; to confirm and sign the minutes as a correct record.
5. Clerk's Report.
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 July 2023 - Appendix A.
8. To approve payments for August 2023 - Appendix B.
9. To note receipts for July 2023 - Appendix C.
10. To note receipts for August 2023 - Appendix D.
11. To approve Bank Reconciliations:

COOP Current Account	-	31 August 2023 - Appendix E. (incl July)
NatWest 2 <sup>nd</sup> Reserve Account	-	31 July 2023 - Appendix F.
12. To receive the Manager's Report - Appendix G.
13. Date of Next Meeting – **Wednesday 30 October 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

18/09/2023

**Billingshurst Community Centre Current Year**

Page 1

15:14

**List of Purchase Ledger Payments for Month 4**

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HITCHIN</b> <b>Hitchin Plumbing Services</b>							
<i>Spare Part Water Heater</i>	03/07/2023	000307573	1	28.85	0.00	28.85	0.00
					<u>0.00</u>	<u>28.85</u>	
Above paid on 04/07/2023 by Cheque CARD							
<b>GRENKE</b> <b>Grenke Leasing Ltd</b>							
<i>Quarterly Invoice</i>	01/07/2023	270287/2023	1	204.01	0.00	204.01	0.00
					<u>0.00</u>	<u>204.01</u>	
Above paid on 06/07/2023 by Cheque BACS							
<b>HDC</b> <b>Horsham District Council</b>							
<i>Purchase Ledger DDR Payment</i>	03/07/2023	ON ACC 50	1	0.00	0.00	55.00	-55.00
					<u>0.00</u>	<u>55.00</u>	
Above paid on 03/07/2023 by Direct Debit DD							
<b>BEECHES</b> <b>Beeches Buffet</b>							
<i>Catering</i>	12/07/2023	10151	1	74.88	0.00	74.88	0.00
					<u>0.00</u>	<u>74.88</u>	
Above paid on 12/07/2023 by Cheque CARD							
<b>VISION</b> <b>Vision ICT Ltd</b>							
<i>Website</i>	01/07/2023	16786	1	258.00	0.00	258.00	0.00
					<u>0.00</u>	<u>258.00</u>	
Above paid on 12/07/2023 by Cheque BACS							
<b>HDC</b> <b>Horsham District Council</b>							
<i>Refuse Collection</i>	04/07/2023	21385688	1	86.75	0.00	86.75	0.00
					<u>0.00</u>	<u>86.75</u>	
Above paid on 18/07/2023 by Cheque DD							
<b>FOWLER</b> <b>Fowler Building Contractors Limited</b>							
<i>Building works as per cert 01</i>	30/05/2023	FB3015	1	30,000.00	0.00	30,000.00	0.00
					<u>0.00</u>	<u>30,000.00</u>	
Above paid on 05/07/2023 by Cheque BACS							

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 2

15:14

## List of Purchase Ledger Payments for Month 4

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SQUEEGEE</b> <b>Squeegee Clean</b>							
<i>Centre Cleaning</i>	04/07/2023	SC9102	1	560.00	0.00	560.00	0.00
					<u>0.00</u>	<u>560.00</u>	
Above paid on 05/07/2023 by Cheque BACS							
<b>ROBIN</b> <b>Robin Nugent Architects</b>							
<i>RIBA Workstage 5</i>	01/07/2023	23/2633	1	982.80	0.00	982.80	0.00
					<u>0.00</u>	<u>982.80</u>	
Above paid on 17/07/2023 by Cheque BACS							
<b>FOWLER</b> <b>Fowler Building Contractors Limited</b>							
<i>Certificate 2</i>	03/07/2023	FB3025	1	31,649.87	0.00	31,649.87	0.00
					<u>0.00</u>	<u>31,649.87</u>	
Above paid on 20/07/2023 by Cheque BACS							
<b>SEFE</b> <b>SEFE Energy</b>							
<i>Gas</i>	19/07/2023	02998351	1	20.48	0.00	20.48	0.00
					<u>0.00</u>	<u>20.48</u>	
Above paid on 31/07/2023 by Cheque BACS							
<b>Total Purchase Ledger Payments for Month 4</b>					<u>0.00</u>	<u>63,920.64</u>	

# APPENDIX B

18/09/2023

## Billingshurst Community Centre Current Year

Page 1

15:14

## List of Purchase Ledger Payments for Month 5

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FURNITURE</b> Furniture@work Ltd							
<i>Folding Tables x 12</i>	31/07/2023	606897	1	2,825.28	0.00	2,825.28	0.00
					<u>0.00</u>	<u>2,825.28</u>	
Above paid on 01/08/2023 by Cheque CARD							
<b>DIGITAL</b> Digital Managed Print Services Ltd							
<i>Konica Minolta</i>	20/07/2023	1133	1	79.60	0.00	79.60	0.00
					<u>0.00</u>	<u>79.60</u>	
Above paid on 02/08/2023 by Cheque BACS							
<b>SUSSEXLAND</b> Sussex Land Services							
<i>June Contract</i>	30/06/2023	134846	1	252.00	0.00	252.00	0.00
					<u>0.00</u>	<u>252.00</u>	
Above paid on 02/08/2023 by Cheque BACS1							
<b>HDC</b> Horsham District Council							
<i>Purchase Ledger Payment</i>	01/08/2023	ON ACC 51	1	0.00	0.00	55.00	-55.00
					<u>0.00</u>	<u>55.00</u>	
Above paid on 01/08/2023 by Cheque DD							
<b>HDC</b> Horsham District Council							
<i>Refuse Collection July</i>	03/08/2023	21416168	1	74.60	0.00	74.60	0.00
					<u>0.00</u>	<u>74.60</u>	
Above paid on 17/08/2023 by Cheque BACS							
<b>SQUEEGEE</b> Squeegee Clean							
<i>Centre Cleaning</i>	04/08/2023	SC9119	1	644.00	0.00	644.00	0.00
					<u>0.00</u>	<u>644.00</u>	
Above paid on 25/08/2023 by Cheque CARD							
<b>BPC</b> Billingshurst Parish Council							
<i>Salary Recharge July</i>	02/08/2023	BPC17	1	4,618.02	0.00	4,618.02	0.00
					<u>0.00</u>	<u>4,618.02</u>	
Above paid on 25/08/2023 by Cheque BACS							

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 2

15:14

## List of Purchase Ledger Payments for Month 5

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SUSSEXLAND</b> <b>Sussex Land Services</b>							
<i>Centre Contract</i>	31/07/2023	134864	1	252.00	0.00	252.00	0.00
					<u>0.00</u>	<u>252.00</u>	
Above paid on 25/08/2023 by Cheque BACS1							
<b>SQUEEGEE</b> <b>Squeegee Clean</b>							
<i>Purchase Ledger Payment</i>	25/08/2023	ON ACC 52	1	0.00	0.00	644.00	-644.00
					<u>0.00</u>	<u>644.00</u>	
Above paid on 25/08/2023 by Cheque BACS							
<b>RIALTAS</b> <b>Rialtas Business Solutions Ltd</b>							
<i>Year End 2023</i>	26/05/2023	30748	1	906.00	0.00	906.00	0.00
					<u>0.00</u>	<u>906.00</u>	
Above paid on 02/08/2023 by Cheque BACS							
<b>WIGHTMAN</b> <b>Wightman &amp; Parrish</b>							
<i>Cleaning Supplies</i>	26/07/2023	SIN462727	1	156.46	0.00	156.46	0.00
					<u>0.00</u>	<u>156.46</u>	
Above paid on 15/08/2023 by Cheque BACS							
<b>SEFE</b> <b>SEFE Energy</b>							
<i>Gas Bill</i>	15/08/2023	03045125	1	21.16	0.00	21.16	0.00
					<u>0.00</u>	<u>21.16</u>	
Above paid on 29/08/2023 by Cheque BACS							
<b>Total Purchase Ledger Payments for Month 5</b>					<u>0.00</u>	<u>10,528.12</u>	

# APPENDIX C

18/09/2023

## Billingshurst Community Centre Current Year

Page 1

15:14

### List of Receipts Entered for Month 4

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
MACMILLAN	Macmillan	19/05/2023	48	93.60	0.00	93.60	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.60</b>			<b>Ref: Cash</b>
PURELY	Purely Sports Ltd	31/05/2023	97	40.00	0.00	20.00	20.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.00</b>			<b>Ref: CASH</b>
SINGING	Singing for Pleasure	25/05/2023	72	35.80	0.00	35.80	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>35.80</b>			<b>Ref: CASH</b>
BADMINTON	Badminton (Thursday Club)	31/05/2023	89	53.70	0.00	53.70	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>53.70</b>			<b>Ref: Cash</b>
BPC	Billingshurst Parish Council	23/05/2023	61	14.47	0.00	14.47	0.00	04/07/2023	1
		23/05/2023	60	28.94	0.00	28.94	0.00	04/07/2023	1
		23/05/2023	59	28.94	0.00	28.94	0.00	04/07/2023	1
		23/05/2023	58	25.12	0.00	25.12	0.00	04/07/2023	1
		23/05/2023	56	21.70	0.00	21.70	0.00	04/07/2023	1
		23/05/2023	57	113.09	0.00	113.09	0.00	04/07/2023	1
		31/05/2023	BCCC1	3,273.63	0.00	3,273.63	0.00	04/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>3,505.89</b>			<b>Ref: Cheque</b>
PURELY	Purely Sports Ltd	31/05/2023	97	20.00	0.00	20.00	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.00</b>			<b>Ref: Cash</b>
SINGING	Singing for Pleasure	20/06/2023	147	35.80	0.00	35.80	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>35.80</b>			<b>Ref: Cash</b>
MACMILLAN	Macmillan	14/06/2023	131	111.50	0.00	111.50	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>111.50</b>			<b>Ref: Cash</b>

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 2

15:14

## List of Receipts Entered for Month 4

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SUSSEX COI	Sussex Coin Company	19/06/2023	132	123.94	0.00	123.94	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>123.94</b>	<b>Ref: Cash</b>		
SMB	Short Mat Bowls	31/05/2023	84	179.00	0.00	179.00	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>179.00</b>	<b>Ref: Cash</b>		
QUINN	Jeremy Quinn MP	25/07/2023	215	28.94	0.00	28.94	0.00	31/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>28.94</b>	<b>Ref: BACS</b>		
HDC	Horsham District Council	10/05/2023	24	37.69	0.00	37.69	0.00	03/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>37.69</b>	<b>Ref: BACS</b>		
BCT	Billingshurst Community Transport	01/03/2023	Payment 94-1	-162.34	0.00	-162.34	0.00	03/07/2023	1
		30/06/2023	154	170.46	0.00	162.34	8.12	03/07/2023	1
		12/07/2023	188	170.46	0.00	162.34	8.12	03/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>162.34</b>	<b>Ref: BACS</b>		
SALUTEM	Salutem LD Bidco IV Ltd	23/05/2023	63	26.85	0.00	26.85	0.00	04/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>26.85</b>	<b>Ref: BACS</b>		
CHORAL	Billingshurst Choral Society	05/07/2023	159	245.75	0.00	245.75	0.00	05/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>245.75</b>	<b>Ref: BACS</b>		
WSCCNS	WSCC	13/06/2023	122	598.95	0.00	598.95	0.00	05/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>598.95</b>	<b>Ref: BACS</b>		
WSCCGORING	West Sussex CC Goring by Sea	14/06/2023	130	252.28	0.00	252.28	0.00	06/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>252.28</b>	<b>Ref: BACS</b>		

Continued over page



A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEINRICH	Helen Heinrich	05/07/2023	155	480.00	0.00	480.00	0.00	06/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>480.00</b>			<b>Ref: BACS</b>
FITFORG	Elizabeth Hunt / Suzanne Kimber	10/07/2023	161	92.40	0.00	92.40	0.00	10/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>92.40</b>			<b>Ref: BACS</b>
SCOUTS	Billingshurst Scouts & Guides	14/06/2023	125	126.58	0.00	126.58	0.00	10/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>126.58</b>			<b>Ref: BACS</b>
WEALD	The Weald School	14/06/2023	126	580.35	0.00	580.35	0.00	10/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>580.35</b>			<b>Ref: BACS</b>
NHS TRUST	Sussex Community NHS Trust	30/05/2023	76	299.71	0.00	299.71	0.00	10/07/2023	1
		13/06/2023	124	299.71	0.00	299.71	0.00	10/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>599.42</b>			<b>Ref: BACS</b>
LIFESTYLE	Lifestyle Fitness	10/07/2023	162	60.00	0.00	60.00	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>60.00</b>			<b>Ref: BACS</b>
MACMILLAN	Macmillan	14/07/2023	197	111.50	0.00	111.50	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>111.50</b>			<b>Ref: CASH</b>
PURELY	Purely Sports Ltd	30/06/2023	151	20.00	0.00	20.00	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.00</b>			<b>Ref: CASH</b>
BADMINTON	Badminton (Thursday Club)	06/07/2023	160	71.60	0.00	71.60	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>71.60</b>			<b>Ref: CASH</b>

18/09/2023

## Billingshurst Community Centre Current Year

Page 4

15:14

## List of Receipts Entered for Month 4

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SMB	Short Mat Bowls	05/07/2023	158	143.20	0.00	143.20	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>143.20</b>	<b>Ref: CASH</b>		
PURELY	Purely Sports Ltd	30/06/2023	152	20.00	0.00	20.00	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.00</b>	<b>Ref: CASH</b>		
TENNIS	Billingshurst Table Tennis Club	05/07/2023	156	125.28	0.00	125.28	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>125.28</b>	<b>Ref: CHEQUE</b>		
FRA	Jean Francis	12/07/2023	192	86.82	0.00	86.82	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>86.82</b>	<b>Ref: CHEQUE</b>		
BPC	Billingshurst Parish Council	19/06/2023	134	43.41	0.00	43.41	0.00	20/07/2023	1
		19/06/2023	135	50.28	0.00	50.28	0.00	20/07/2023	1
		19/06/2023	136	25.12	0.00	25.12	0.00	20/07/2023	1
		19/06/2023	137	25.15	0.00	25.15	0.00	20/07/2023	1
		19/06/2023	138	14.47	0.00	14.47	0.00	20/07/2023	1
		19/06/2023	139	28.94	0.00	28.94	0.00	20/07/2023	1
		19/06/2023	140	33.52	0.00	33.52	0.00	20/07/2023	1
		19/06/2023	141	252.00	0.00	252.00	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>472.89</b>	<b>Ref: CHEQUE</b>		
WILSONR	Rachel Wilson	18/07/2023	200	44.28	0.00	44.28	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>44.28</b>	<b>Ref: BACS</b>		
HEALTH	Healthwatch West Sussex	18/07/2023	202	56.25	0.00	56.25	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>56.25</b>	<b>Ref: BACS</b>		
WEA	Workers Educational Association	27/03/2023	13109	159.52	0.00	159.52	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>159.52</b>	<b>Ref: BACS</b>		

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
GALLAGHER	Irish Dance	19/07/2023	211	180.00	0.00	180.00	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>180.00</b>	<b>Ref: BACS</b>		
SAMA	Sama Karate	18/07/2023	208	300.00	0.00	300.00	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>300.00</b>	<b>Ref: BACS</b>		
WSSC	West Sussex County Council	07/12/2022	12857	592.20	0.00	592.20	0.00	21/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>592.20</b>	<b>Ref: BACS</b>		
WI	Women's Institute	12/07/2023	196	41.88	0.00	41.88	0.00	25/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.88</b>	<b>Ref: BACS</b>		
COMPOSURE	Composure Accounting & Taxation Limited	11/07/2023	179	350.25	0.00	350.25	0.00	26/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>350.25</b>	<b>Ref: BACS</b>		
ANDERSON	Anderson Acoustics	12/07/2023	189	79.13	0.00	79.13	0.00	27/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>79.13</b>	<b>Ref: BACS</b>		
WSALC	WSALC Anna Beams	12/07/2023	190	330.91	0.00	330.91	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>330.91</b>	<b>Ref: BACS</b>		
WEALD	The Weald School	18/07/2023	206	179.05	0.00	179.05	0.00	29/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>179.05</b>	<b>Ref: BACS</b>		
WEIGHT	Weightwatchers UK Limited	10/07/2023	165	318.54	0.00	318.54	0.00	28/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>318.54</b>	<b>Ref: BAVS</b>		

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 6

15:14

## List of Receipts Entered for Month 4

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCC	West Sussex County Council	04/10/2022	12701	251.12	0.00	251.12	0.00	31/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>251.12</b>			<b>Ref: BACS</b>
WHIZZ	Whizz Kidz	01/02/2023	12987	127.60	0.00	127.60	0.00	31/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>127.60</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	17/04/2023	13163	79.75	0.00	79.75	0.00	31/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>79.75</b>			<b>Ref: BACS</b>
HWS	Horsham Wellbeing Service	21/12/2022	12901	47.40	0.00	47.40	0.00	31/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>47.40</b>			<b>Ref: BACS</b>
				<b>Total Receipts Entered for Month 4</b>	<b>0.00</b>	<b>11,659.95</b>			

# APPENDIX D

18/09/2023

## Billingshurst Community Centre Current Year

Page 1

15:13

## List of Receipts Entered for Month 5

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCCSW	WSCC Sonia Wren	19/06/2023	142	325.18	0.00	325.18	0.00	11/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>325.18</b>			<b>Ref: BACS</b>
SWABY	Melita Swaby	11/07/2023	167	79.64	0.00	79.64	0.00	12/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>79.64</b>			<b>Ref: BACS</b>
GALLAGHER	Irish Dance	11/07/2023	180	120.00	0.00	120.00	0.00	12/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>120.00</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	11/07/2023	168	678.67	0.00	678.67	0.00	12/07/2023	1
		11/07/2023	169	30.00	0.00	30.00	0.00	12/07/2023	1
		11/07/2023	170	250.60	0.00	250.60	0.00	12/07/2023	1
		11/07/2023	171	104.72	0.00	104.72	0.00	12/07/2023	1
		11/07/2023	172	73.34	0.00	73.34	0.00	12/07/2023	1
		11/07/2023	174	2,048.10	0.00	2,048.10	0.00	12/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>3,185.43</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church	11/07/2023	173	93.33	0.00	93.33	0.00	12/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.33</b>			<b>Ref: BACS</b>
WSCC JP	WSCC	21/06/2023	149	253.18	0.00	253.18	0.00	13/07/2023	1
		21/06/2023	150	614.25	0.00	614.25	0.00	13/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>867.43</b>			<b>Ref: BACS</b>
WHIZZ	Whizz Kidz	19/06/2023	143	234.50	0.00	234.50	0.00	14/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>234.50</b>			<b>Ref: BACS</b>
SALUTEM	Salutem LD Bidco IV Ltd	13/06/2023	123	53.70	0.00	53.70	0.00	17/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>53.70</b>			<b>Ref: BACS</b>

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 2

15:13

## List of Receipts Entered for Month 5

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SAMA	Sama Karate	28/02/2023	13045	56.88	0.00	56.88	0.00	17/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>56.88</b>			<b>Ref: BACS</b>
TAICHI	Tai Chi	11/07/2023	175	80.00	0.00	80.00	0.00	17/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>80.00</b>			<b>Ref: BACS</b>
JIG	Jigsaw Conferences - Cat Berry	23/05/2023	62	664.65	0.00	664.65	0.00	17/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>664.65</b>			<b>Ref: BACS</b>
STITCHED	Stitched up Textiles	18/07/2023	203	36.18	0.00	36.18	0.00	18/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.18</b>			<b>Ref: BACS</b>
PILATES	Judi Ranger	05/07/2023	157	93.60	0.00	93.60	0.00	18/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.60</b>			<b>Ref: BACS</b>
SCOUTS	Billingshurst Scouts & Guides	18/07/2023	205	100.56	0.00	100.56	0.00	18/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>100.56</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	11/07/2023	178	120.56	0.00	120.56	0.00	18/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>120.56</b>			<b>Ref: BACS</b>
PROBUS	Probus	15/03/2023	13097	51.90	0.00	51.90	0.00	19/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>51.90</b>			<b>Ref: BACS</b>
PROBUS	Probus	12/07/2023	195	57.50	0.00	57.50	0.00	19/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>57.50</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PROBUS	Probus	26/04/2023	11	59.11	0.00	59.11	0.00	19/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>59.11</b>	<b>Ref: BACS</b>		
REACHING	Reaching Families	19/07/2023	212	33.50	0.00	33.50	0.00	20/07/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>33.50</b>	<b>Ref: BACS</b>		
BCT	Billingshurst Community Transport	14/08/2023	246	170.46	0.00	162.34	8.12	01/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>162.34</b>	<b>Ref: BACS</b>		
CARERSSUP	Carers Support Worthing	11/07/2023	177	166.38	0.00	166.38	0.00	01/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>166.38</b>	<b>Ref: BACS</b>		
SOUND	Jez Smith Soundbath	25/07/2023	216	70.00	0.00	70.00	0.00	03/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>70.00</b>	<b>Ref: BACS</b>		
WSCC	West Sussex County Council	12/07/2023	191	211.18	0.00	211.18	0.00	03/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>211.18</b>	<b>Ref: BACS</b>		
DANDELION	Dandelion Farewells	22/02/2023	13031	143.60	0.00	143.60	0.00	04/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>143.60</b>	<b>Ref: BACS</b>		
BCT	Billingshurst Community Transport	12/07/2023	187	36.18	0.00	36.18	0.00	07/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.18</b>	<b>Ref: BACS</b>		
SWABY	Melita Swaby	08/08/2023	227	59.73	0.00	59.73	0.00	09/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>59.73</b>	<b>Ref: BACS</b>		

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 4

15:13

## List of Receipts Entered for Month 5

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSSCOUTS	West Sussex Scouts	18/07/2023	207	120.88	0.00	120.88	0.00	09/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>120.88</b>	<b>Ref: BACS</b>		
ADOPTION H	Adoption South East Horsham	14/06/2023	127	367.05	0.00	367.05	0.00	09/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>367.05</b>	<b>Ref: BACS</b>		
SALUTEM	Salutem LD Bidco IV Ltd	10/07/2023	164	80.55	0.00	80.55	0.00	11/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>80.55</b>	<b>Ref: BACS</b>		
HEARING	Hidden Hearing Limited	10/07/2023	166	147.84	0.00	147.84	0.00	11/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>147.84</b>	<b>Ref: BACS</b>		
WEIGHT	Weightwatchers UK Limited	26/07/2023	223	318.54	0.00	318.54	0.00	11/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>318.54</b>	<b>Ref: BACSq</b>		
STITCHED	Stitched up Textiles	14/08/2023	248	36.18	0.00	36.18	0.00	14/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.18</b>	<b>Ref: BACS</b>		
FITFORG	Elizabeth Hunt / Suzanne Kimber	08/08/2023	229	73.92	0.00	73.92	0.00	14/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>73.92</b>	<b>Ref: BACS</b>		
PILATES	Judi Ranger	25/07/2023	218	93.60	0.00	93.60	0.00	14/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.60</b>	<b>Ref: BACS</b>		
SAMA	Sama Karate	08/08/2023	228	240.00	0.00	240.00	0.00	14/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>240.00</b>	<b>Ref: BACS</b>		

Continued over page



A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCCWP	WSCC Waste Prevention	18/07/2023	201	428.14	0.00	428.14	0.00	14/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>428.14</b>			<b>Ref: BACS</b>
LIFESTYLE	Lifestyle Fitness	09/08/2023	237	60.00	0.00	60.00	0.00	15/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>60.00</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	11/07/2023	176	337.64	0.00	337.64	0.00	15/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>337.64</b>			<b>Ref: BACS</b>
WSCC CE	West Sussex County Council Claire Elms	25/07/2023	213	491.05	0.00	491.05	0.00	16/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>491.05</b>			<b>Ref: BACS</b>
SSLMC	Surrey & Sussex Local Medical	15/08/2023	251	289.18	0.00	289.18	0.00	18/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>289.18</b>			<b>Ref: BACS</b>
PROBUS	Probus	17/08/2023	255	57.50	0.00	57.50	0.00	21/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>57.50</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	08/08/2023	230	1,096.25	0.00	1,096.25	0.00	21/08/2023	1
		08/08/2023	231	30.00	0.00	30.00	0.00	21/08/2023	1
		08/08/2023	232	27.90	0.00	27.90	0.00	21/08/2023	1
		08/08/2023	233	187.95	0.00	187.95	0.00	21/08/2023	1
		08/08/2023	234	52.36	0.00	52.36	0.00	21/08/2023	1
		08/08/2023	236	27.90	0.00	27.90	0.00	21/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,422.36</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church	08/08/2023	235	93.33	0.00	93.33	0.00	21/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.33</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
STEYNING	Steyning Police	15/08/2023	250	272.70	0.00	272.70	0.00	24/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>272.70</b>			<b>Ref: BACS</b>
FARELY	Victoria Farley	22/08/2023	257	1,256.49	0.00	1,256.49	0.00	24/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,256.49</b>			<b>Ref: BACS</b>
AYRES	Christina Ayres	21/08/2023	256	53.70	0.00	53.70	0.00	25/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>53.70</b>			<b>Ref: BACS</b>
CASEY	Richard Casey	18/05/2023	38	284.92	0.00	284.92	0.00	25/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>284.92</b>			<b>Ref: BACS</b>
HEARING	Hidden Hearing Limited	26/07/2023	225	295.68	0.00	295.68	0.00	25/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>295.68</b>			<b>Ref: BACS</b>
SALUTEM	Salutem LD Bidco IV Ltd	25/07/2023	214	320.91	0.00	320.91	0.00	25/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>320.91</b>			<b>Ref: BACS</b>
GHSPIRITS	G & H Spirits	30/08/2023	277	35.00	0.00	35.00	0.00	29/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>35.00</b>			<b>Ref: BACS</b>
HWS	Horsham Wellbeing Service	16/08/2023	253	41.88	0.00	41.88	0.00	29/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.88</b>			<b>Ref: BACS</b>
ADOPTION H	Adoption South East Horsham	06/06/2023	100	1,113.15	0.00	1,113.15	0.00	29/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,113.15</b>			<b>Ref: BACS</b>

Continued over page

18/09/2023

## Billingshurst Community Centre Current Year

Page 7

15:13

## List of Receipts Entered for Month 5

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NHS	NHS Community NHS Foundation Trust	25/10/2022	12735	444.52	0.00	444.52	0.00	30/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>444.52</b>	<b>Ref: BACS</b>		
WHIZZ	Whizz Kidz	26/07/2023	224	134.00	0.00	134.00	0.00	31/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>134.00</b>	<b>Ref: BACS</b>		
HEINRICH	Helen Heinrich	08/08/2023	226	480.00	0.00	480.00	0.00	31/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>480.00</b>	<b>Ref: BACS</b>		
SMITHH	Hannah Smith	29/08/2023	260	62.65	0.00	61.65	1.00	30/08/2023	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>61.65</b>	<b>Ref: BACS</b>		
				<b>Total Receipts Entered for Month 5</b>	<b>0.00</b>	<b>16,615.42</b>			

# APPENDIX E,

Date: 15/09/2023

Billingshurst Community Centre Current Year

Page 1

Time: 14:15

Bank Reconciliation Statement as at 15/09/2023  
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	31/08/2023	18	73,440.54
			<u>73,440.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/08/2023 CARD Sainsburys		5.70	
31/08/2023 CARD Truffles		47.60	
			<u>53.30</u>
			73,387.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			73,387.24
		Balance per Cash Book is :-	73,387.24
		Difference is :-	0.00

# APPENDIX F

Date: 06/09/2023

Billingshurst Community Centre Current Year

Page 1

Time: 10:35

Bank Reconciliation Statement as at 06/09/2023  
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	31/07/2023	60	60,707.94
			<u>60,707.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,707.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,707.94
		<b>Balance per Cash Book is :-</b>	<b>60,707.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

## APPENDIX

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

#### CENTRE COMMITTEE

26 SEPTEMBER 2023

#### MANAGER'S REPORT

#### FOR INFORMATION

Our refurbishment projects are now almost complete with a few snagging issues to address with Robin Nugent architects. The solution for the taps has almost been reached and hopefully these can be in place as quickly as possible. The overall feedback is positive with a couple of constructive criticisms: the gents' urinals being too high and the women's cubicles being hard to manoeuvre in. Solutions can be made to the women's with moving the toilet paper dispenser to the other side. I have asked Fowlers to come up with an aesthetically pleasing solution for the gents' toilet.

I am considering alternative provision for Centre and community notices, now that we have lost our boards in the porch thanks to new automatic doors.

The new trestle style tables are now in use in the Council Chambers; they are a lot more practical in the fact that they store away easily and sit flush next to each other. The Clerk has put forward an idea of purchasing trestle A-frames from IKEA and using it on our old tabletops, this will give us more tables for the Xmas Fayre and hirers in general without costing the Centre more money. I would like to thank the Committee and Council for agreeing to finance the new tables.

Our Xmas Fayre will take place on the 9 December and plans are already afoot. Sarah Meyer has secured bookings from a number of stall holders selling a variation of Christmassy goods. As much as we can't believe we are already mentioning the C word, it will soon be upon us!!

Last week Rhys Muggeridge notified me that he had been offered a more full-time role at Butlins, but would like to stay on the books. I am happy to agree but this means his availability has become very slim and more responsibility has been put onto his colleagues some of whom already juggle second jobs and are not always available for shifts. I have put an advert out on social media to recruit a new casual staff member - so far nobody has applied so if you are aware of anyone looking, please spread the word.

The Committee is invited to note this report.