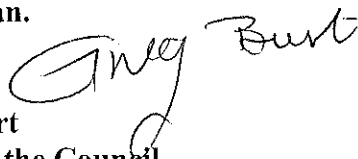




Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 31 January 2024 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

25 January 2024

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 12 December 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 December 2023 – Appendix A.
8. To note receipts for December 2023 – Appendix B.
9. To approve Bank Reconciliations:
 - a. COOP Current Account - 29 December 2023 - Appendix C.
 - b. Bonus Saver Account - 22 December 2023 - Appendix D.
10. To receive the Manager's Report - Appendix E.
11. Date of Next Meeting – **Wednesday 28 February 2024**

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

24/01/2024

Billingshurst Community Centre Current Year

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List of Purchase Ledger Payments for Month 9

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HDC Horsham District Council							
<i>Domestic Rates 23/24</i>	01/04/2023	35/0	1	220.00	0.00	55.00	165.00
					<u>0.00</u>	<u>55.00</u>	
Above paid on 01/12/2023 by Cheque DD							
WIGHTMAN Wightman & Parrish							
<i>Cleaning Products</i>	06/11/2023	SIN476432	1	100.73	0.00	100.73	0.00
<i>Cleaning</i>	24/11/2023	SIN479346	1	62.94	0.00	62.94	0.00
					<u>0.00</u>	<u>163.67</u>	
Above paid on 15/12/2023 by Cheque DD							
COOP The Co-Operative Bank Plc							
<i>FD Invoice</i>	01/12/2023	69681	1	53.20	0.00	53.20	0.00
					<u>0.00</u>	<u>53.20</u>	
Above paid on 15/12/2023 by Cheque DD							
HDC Horsham District Council							
<i>Refuse Collection</i>	05/12/2023	21569053	1	49.45	0.00	49.45	0.00
					<u>0.00</u>	<u>49.45</u>	
Above paid on 19/12/2023 by Cheque DD							
SIGN Sign Quick							
<i>Buy Local Stickers</i>	23/11/2023	7395	1	43.20	0.00	43.20	0.00
					<u>0.00</u>	<u>43.20</u>	
Above paid on 21/12/2023 by Cheque BACS							
RDWIRED RD Wired Electrical Services Limited							
<i>Outside Sockets</i>	04/12/2023	447	1	1,201.37	0.00	1,201.37	0.00
					<u>0.00</u>	<u>1,201.37</u>	
Above paid on 20/12/2023 by Cheque BACS							
OCD OCD Oven Cleaning							
<i>Oven Clean</i>	29/11/2023	2	1	75.00	0.00	75.00	0.00
					<u>0.00</u>	<u>75.00</u>	
Above paid on 20/12/2023 by Cheque BACS1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BPC Billingshurst Parish Council							
<i>Salary Recharge November</i>	29/11/2023	BPC36	1	4,618.02	0.00	4,618.02	0.00
					<u>0.00</u>	<u>4,618.02</u>	
							Above paid on 20/12/2023 by Cheque BACS
ROBIN Robin Nugent Architects							
<i>RIBA workstage 5</i>	29/11/2023	23/2666*	1	1,059.00	0.00	1,059.00	0.00
					<u>0.00</u>	<u>1,059.00</u>	
							Above paid on 20/12/2023 by Cheque BACS
ADT ADT Alarms							
<i>Reset fire alarm</i>	24/11/2023	53829620	1	498.00	0.00	498.00	0.00
					<u>0.00</u>	<u>498.00</u>	
							Above paid on 20/12/2023 by Cheque BACS
SQUEEGEE Squeegee Clean							
<i>Centre Cleaning</i>	03/12/2023	SC9288	1	700.00	0.00	700.00	0.00
					<u>0.00</u>	<u>700.00</u>	
							Above paid on 20/12/2023 by Cheque BACS1
SUSSEXMARK Sussex Marketing Strategies Limited							
<i>Santas grotto banner</i>	04/12/2023	1313	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>84.00</u>	
							Above paid on 20/12/2023 by Cheque BACS
ENGIE Engie Power Limited							
<i>Electricity</i>	07/12/2023	2-03758742	1	1,448.50	0.00	1,448.50	0.00
					<u>0.00</u>	<u>1,448.50</u>	
							Above paid on 21/12/2023 by Cheque BACS
SEFE SEFE Energy							
<i>Gas</i>	15/12/2023	3185437	1	575.81	0.00	575.81	0.00
					<u>0.00</u>	<u>575.81</u>	
							Above paid on 27/12/2023 by Cheque BACS 1
				Total Purchase Ledger Payments for Month 9	<u>0.00</u>	<u>10,624.22</u>	

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Horsham District Council	DD	55.00		Domestic Rates 23/24
02/12/2023	Amazon	CARD	83.94		Bunting for Xmas Fayre
03/12/2023	Amazon	CARD	25.98		Takeaway Cups
04/12/2023	Amazon	CARD	31.98		Fake snow blankets
04/12/2023	Amazon	CARD	11.99		Fairy Lights
05/12/2023	Sainsburys	CARD	2.40		Milk
05/12/2023	Amazon	CARD	8.99		Fake snow Grotto
05/12/2023	Amazon	CARD	14.95		Tablecloth santas grotto
05/12/2023	Amazon	CARD	23.86		Batteries
05/12/2023	Petty Cash	Transfer	70.00		Petty Cash
05/12/2023	Xmas Fayre	CARD	120.00		Prize Money
07/12/2023	Truffles	CARD	90.00		Catering
07/12/2023	Lidl	CARD	86.03		Christmas Fayre Cakes/wine
11/12/2023	Lidl	CARD	8.60		Milk
11/12/2023	Amazon	CARD	15.99		Fairy Lights
12/12/2023	Truffles Bakery	CARD	93.60		Catering
12/12/2023	Truffles Bakery	CARD	-39.60		Refund on Catering
13/12/2023	Amazon	CARD	-15.99		Refund on fairy lights
15/12/2023	Wightman & Parrish	DD	100.73		Cleaning Products
15/12/2023	Wightman & Parrish	DD	62.94		Cleaning
15/12/2023	The Co-Operative Bank Plc	DD	53.20		FD Invoice
19/12/2023	Horsham District Council	DD	49.45		Refuse Collection
20/12/2023	Sarah Meyer	BACS	13.00		Xmas grotto props
20/12/2023	Sarah Newell	BACS	60.92		Expenses Reclaim
20/12/2023	RD Wired Electrical Services L	BACS	1,201.37		Outside Sockets
20/12/2023	OCD Oven Cleaning	BACS1	75.00		Oven Clean
20/12/2023	Billingshurst Parish Council	BACS	4,618.02		Salary Recharge November
20/12/2023	Robin Nugent Architects	BACS	1,059.00		RIBA workstage 5
20/12/2023	Greg Burt	BACS	298.57		Xmas Fayre Supplies
20/12/2023	ADT Alarms	BACS	498.00		Reset fire alarm
20/12/2023	Squeegee Clean	BACS1	700.00		Centre Cleaning
20/12/2023	Jason Passingham	BACS	4.33		Shortfall from 23.11.2023
20/12/2023	Sussex Marketing Strategies Li	BACS	84.00		Santas grotto banner
20/12/2023	Casual Staff	BACS	93.72		Salary
20/12/2023	Casual Staff	BACS	199.53		Salary
20/12/2023	Casual Staff	BACS	286.54		Salary
20/12/2023	Corerct	CORRECT	0.01		Correct
20/12/2023	Casual Staff	BACS	422.21		Salary
20/12/2023	Casual Staff	BACS	639.71		Salary
21/12/2023	Sign Quick	BACS	43.20		Buy Local Stickers
21/12/2023	Engie Power Limited	BACS	1,448.50		Electricity
27/12/2023	SEFE Energy	BACS 1	575.81		Gas

Total Payments	13,275.48
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APPENDIX B

24/01/2024

Billingshurst Community Centre Current Year

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List of Receipts Entered for Month 9

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
LIFESTYLE	Lifestyle Fitness	27/11/2023	436	60.00	0.00	60.00	0.00	01/12/2023	1
				Receipt Total	0.00	60.00			Ref: BACS
BCT	Billingshurst Community Transport	04/12/2023	Payment 105-1	0.00	0.00	162.34	-162.34	04/12/2023	1
				Receipt Total	0.00	162.34			Ref: BACS
HEINRICH	Helen Heinrich	29/11/2023	457	545.00	0.00	545.00	0.00	04/12/2023	1
				Receipt Total	0.00	545.00			Ref: BACS
IAM	Institute of Advanced Motorists	10/11/2023	425	632.03	0.00	632.03	0.00	04/12/2023	1
				Receipt Total	0.00	632.03			Ref: BACS
FRIEND H	Hayley Friend	05/12/2023	467	186.36	0.00	186.36	0.00	05/12/2023	1
				Receipt Total	0.00	186.36			Ref: BACS
SWABY	Melita Swaby	06/12/2023	478	78.18	0.00	78.18	0.00	06/12/2023	1
				Receipt Total	0.00	78.18			Ref: BACS
MILANDD	David Miland	30/05/2023	74	162.34	0.00	162.34	0.00	06/12/2023	1
				Receipt Total	0.00	162.34			Ref: BACS
SAMA	Sama Karate	05/12/2023	461	200.00	0.00	200.00	0.00	06/12/2023	1
				Receipt Total	0.00	200.00			Ref: BACS
FITFORG	Elizabeth Hunt / Suzanne Kimber	05/12/2023	462	92.40	0.00	92.40	0.00	07/12/2023	1
				Receipt Total	0.00	92.40			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church								
		29/11/2023	450	916.96	0.00	916.96	0.00	07/12/2023	1
		29/11/2023	451	214.16	0.00	214.16	0.00	07/12/2023	1
		29/11/2023	452	250.60	0.00	250.60	0.00	07/12/2023	1
		29/11/2023	453	245.87	0.00	245.87	0.00	07/12/2023	1
		29/11/2023	454	205.70	0.00	205.70	0.00	07/12/2023	1
				Receipt Total	0.00	1,833.29			Ref: BACS
PILATES	Judi Ranger								
		05/12/2023	468	93.60	0.00	93.60	0.00	11/12/2023	1
				Receipt Total	0.00	93.60			Ref: BACS
SALUTEM	Salutem LD Bidco IV Ltd								
		31/10/2023	381	125.30	0.00	125.30	0.00	11/12/2023	1
				Receipt Total	0.00	125.30			Ref: BACS
HDC	Horsham District Council								
		28/11/2023	446	150.76	0.00	150.76	0.00	11/12/2023	1
				Receipt Total	0.00	150.76			Ref: BACS
NHS	NHS Community NHS Foundation Trust								
		25/10/2023	368	626.72	0.00	626.72	0.00	11/12/2023	1
				Receipt Total	0.00	626.72			Ref: BACS
NHSGR	Sussex Community NHS Foundation								
		17/10/2023	360	510.19	0.00	510.19	0.00	11/12/2023	1
				Receipt Total	0.00	510.19			Ref: BACS
NHSSC	NHS Sussex Community Foundation Trust								
		25/10/2023	369	834.36	0.00	834.36	0.00	11/12/2023	1
		25/10/2023	370	655.50	0.00	655.51	-0.01	11/12/2023	1
				Receipt Total	0.00	1,489.87			Ref: BACS
HEALTH	Healthwatch West Sussex								
		27/11/2023	438	46.23	0.00	46.23	0.00	12/12/2023	1
				Receipt Total	0.00	46.23			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSALC	WSALC Anna Beams	06/11/2023	411	1,057.78	0.00	1,057.78	0.00	12/12/2023	1
				Receipt Total	0.00	1,057.78			Ref: BACS
WI 2	Women's Institute	02/11/2023	Payment 102-1	-41.88	0.00	-41.88	0.00	13/12/2023	1
		28/11/2023	440	41.88	0.00	41.88	0.00	13/12/2023	1
		12/12/2023	488	41.88	0.00	41.88	0.00	13/12/2023	1
				Receipt Total	0.00	41.88			Ref: BACS
TAICHI	Tai Chi	27/11/2023	435	80.00	0.00	80.00	0.00	13/12/2023	1
				Receipt Total	0.00	80.00			Ref: BACS
CARERS	Carers Support West Sussex	05/12/2023	465	388.80	0.00	388.80	0.00	13/12/2023	1
				Receipt Total	0.00	388.80			Ref: BACS
STEYNING	Steyning Police	07/11/2023	417	272.70	0.00	272.70	0.00	14/12/2023	1
				Receipt Total	0.00	272.70			Ref: BACS
BPC	Billingshurst Parish Council	24/11/2023	BCCC3	34,075.59	0.00	34,075.59	0.00	04/12/2023	1
		11/10/2023	356	14.47	0.00	14.47	0.00	04/12/2023	1
		31/10/2023	385	252.00	0.00	252.00	0.00	04/12/2023	1
		31/10/2023	386	12.56	0.00	12.56	0.00	04/12/2023	1
		31/10/2023	387	21.70	0.00	21.70	0.00	04/12/2023	1
		31/10/2023	388	28.94	0.00	28.94	0.00	04/12/2023	1
		31/10/2023	389	33.50	0.00	33.50	0.00	04/12/2023	1
		31/10/2023	390	21.70	0.00	21.70	0.00	04/12/2023	1
		31/10/2023	391	7.24	0.00	7.24	0.00	04/12/2023	1
				Receipt Total	0.00	34,467.70			Ref: BACS
WI	Women's Institute	13/12/2023	495	83.80	0.00	83.80	0.00	15/12/2023	1
				Receipt Total	0.00	83.80			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WEA	Workers Educational Association	29/11/2023	459	209.40	0.00	209.40	0.00	15/12/2023	1
				Receipt Total	0.00	209.40			Ref: BACS
DENTAL	The Dental Surgery	06/12/2023	481	239.98	0.00	239.98	0.00	15/12/2023	1
				Receipt Total	0.00	239.98			Ref: BACS
NAHT	National Association of Head Teachers	06/12/2023	480	247.18	0.00	247.18	0.00	15/12/2023	1
				Receipt Total	0.00	247.18			Ref: BACS
WEIGHT	Weightwatchers UK Limited	29/11/2023	449	326.78	0.00	326.78	0.00	15/12/2023	1
				Receipt Total	0.00	326.78			Ref: BACS
PROBUS	Probus	13/12/2023	494	33.50	0.00	33.50	0.00	18/12/2023	1
				Receipt Total	0.00	33.50			Ref: BACS
STITCHED	Stitched up Textiles	11/12/2023	485	36.18	0.00	36.18	0.00	18/12/2023	1
				Receipt Total	0.00	36.18			Ref: BACS
HDC	Horsham District Council	12/12/2023	487	75.38	0.00	75.38	0.00	18/12/2023	1
				Receipt Total	0.00	75.38			Ref: BACS
COLE	Elizabeth Cole	06/12/2023	483	83.16	0.00	83.16	0.00	18/12/2023	1
				Receipt Total	0.00	83.16			Ref: BACS
WHIZZ	Whizz Kidz	14/11/2023	427	335.16	0.00	335.16	0.00	18/12/2023	1
				Receipt Total	0.00	335.16			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NHS TRUST	Sussex Community NHS Trust	17/10/2023	359	281.48	0.00	281.48	0.00	18/12/2023	1
				Receipt Total	0.00	281.48			Ref: BACS
NHSGH	NHS Sussex Community Foundation Trust	12/07/2023	193	429.45	0.00	429.46	-0.01	18/12/2023	1
				Receipt Total	0.00	429.46			Ref: BACS
NHSGR	Sussex Community NHS Foundation	07/11/2023	420	345.45	0.00	345.45	0.00	18/12/2023	1
				Receipt Total	0.00	345.45			Ref: BACS
BCP	Billingshurst Community Partnership	05/12/2023	464	28.94	0.00	28.94	0.00	19/12/2023	1
				Receipt Total	0.00	28.94			Ref: BACS
WSCC MB	West Sussex County Council Meg Brownings	27/11/2023	434	1,562.02	0.00	1,562.02	0.00	19/12/2023	1
				Receipt Total	0.00	1,562.02			Ref: BACS
CARERS	Carers Support West Sussex	13/12/2023	493	50.26	0.00	50.26	0.00	20/12/2023	1
				Receipt Total	0.00	50.26			Ref: BACS
HEALTH	Healthwatch West Sussex	13/12/2023	489	67.05	0.00	67.05	0.00	20/12/2023	1
				Receipt Total	0.00	67.05			Ref: BACS
SSLMC	Surrey & Sussex Local Medical	13/12/2023	496	302.14	0.00	302.14	0.00	20/12/2023	1
				Receipt Total	0.00	302.14			Ref: BACS
CHORAL	Billingshurst Choral Society	12/12/2023	486	69.75	0.00	69.75	0.00	21/12/2023	1
				Receipt Total	0.00	69.75			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CHORAL	Billingshurst Choral Society	27/11/2023	437	114.50	0.00	114.50	0.00	21/12/2023	1
				Receipt Total	0.00	114.50			Ref: BACS
HEARING	Hidden Hearing Limited	28/11/2023	447	295.68	0.00	295.68	0.00	22/12/2023	1
				Receipt Total	0.00	295.68			Ref: BACS
HISTORY	Billingshurst Local History Society	06/11/2023	407	67.04	0.00	67.04	0.00	04/12/2023	1
				Receipt Total	0.00	67.04			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	05/12/2023	471	125.28	0.00	125.28	0.00	18/12/2023	1
				Receipt Total	0.00	125.28			Ref: BACS
BPC	Billingshurst Parish Council	28/11/2023	441	252.00	0.00	252.00	0.00	18/12/2023	1
		28/11/2023	442	60.28	0.00	60.28	0.00	18/12/2023	1
		28/11/2023	443	21.70	0.00	21.70	0.00	18/12/2023	1
		28/11/2023	444	16.75	0.00	16.75	0.00	18/12/2023	1
		28/11/2023	445	37.12	0.00	37.12	0.00	18/12/2023	1
				Receipt Total	0.00	387.85			Ref: BACS
MACMILLAN	Macmillan	11/10/2023	352	89.50	0.00	89.50	0.00	21/12/2023	1
				Receipt Total	0.00	89.50			Ref: BACS
SINGING	Singing for Pleasure	25/10/2023	372	35.80	0.00	35.80	0.00	21/12/2023	1
				Receipt Total	0.00	35.80			Ref: BACS
BADMINTON	Badminton (Thursday Club)	31/10/2023	382	53.70	0.00	53.70	0.00	21/12/2023	1
				Receipt Total	0.00	53.70			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SMB	Short Mat Bowls	31/10/2023	394	179.00	0.00	179.00	0.00	21/12/2023	1
				Receipt Total	0.00	179.00			Ref: BACS
STEEL S	Stacey Steel	30/10/2023	376	71.60	0.00	71.60	0.00	21/12/2023	1
				Receipt Total	0.00	71.60			Ref: BACS
SUSSEX COI	Sussex Coin Company	13/11/2023	426	123.94	0.00	123.94	0.00	27/12/2023	1
				Receipt Total	0.00	123.94			Ref: CASH
BADMINTON	Badminton (Thursday Club)	30/11/2023	460	71.60	0.00	71.60	0.00	27/12/2023	1
				Receipt Total	0.00	71.60			Ref: CASH
WSCC JP	WSCC	06/12/2023	476	537.45	0.00	537.45	0.00	28/12/2023	1
				Receipt Total	0.00	537.45			Ref: BACS
WSCCCF	West Sussex County Council	06/12/2023	473	398.25	0.00	398.25	0.00	28/12/2023	1
				Receipt Total	0.00	398.25			Ref: BACS
WSSCOUTS	West Sussex Scouts	06/12/2023	474	130.41	0.00	130.41	0.00	29/12/2023	1
				Receipt Total	0.00	130.41			Ref: BACS
HISTORY	Billingshurst Local History Society	21/11/2023	432	67.04	0.00	67.04	0.00	28/12/2023	1
				Receipt Total	0.00	67.04			Ref: Cheque
				Total Receipts Entered for Month 9	0.00	50,859.18			

10:13

Co-Operative Bank

Cash Received between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/12/2023	Arundawn	CASH	Xmas Fayre Stall	6.00
21/12/2023	Blue India	BACS	Xmas Fayre Stall	35.00
07/12/2023	Bright & Blissful	BACS	Xmas Fayre Stall	25.00
21/12/2023	Counter Sales	BACS	Catering	120.40
27/12/2023	Counter Sales	CASH	Catering	153.67
01/12/2023	Sales Recpts Page 2632		Sales Recpts Page 2632	60.00
01/12/2023	Sales Recpts Page 2633		Sales Recpts Page 2633	162.34
04/12/2023	Sales Recpts Page 2634		Sales Recpts Page 2634	545.00
04/12/2023	Sales Recpts Page 2635		Sales Recpts Page 2635	632.03
05/12/2023	Sales Recpts Page 2636		Sales Recpts Page 2636	186.36
06/12/2023	Sales Recpts Page 2637		Sales Recpts Page 2637	78.18
06/12/2023	Sales Recpts Page 2638		Sales Recpts Page 2638	162.34
06/12/2023	Sales Recpts Page 2639		Sales Recpts Page 2639	200.00
07/12/2023	Sales Recpts Page 2640		Sales Recpts Page 2640	92.40
07/12/2023	Sales Recpts Page 2641		Sales Recpts Page 2641	1,833.29
11/12/2023	Sales Recpts Page 2642		Sales Recpts Page 2642	93.60
11/12/2023	Sales Recpts Page 2643		Sales Recpts Page 2643	125.30
11/12/2023	Sales Recpts Page 2644		Sales Recpts Page 2644	150.76
11/12/2023	Sales Recpts Page 2645		Sales Recpts Page 2645	626.72
11/12/2023	Sales Recpts Page 2646		Sales Recpts Page 2646	510.19
11/12/2023	Sales Recpts Page 2647		Sales Recpts Page 2647	1,489.87
12/12/2023	Sales Recpts Page 2648		Sales Recpts Page 2648	46.23
12/12/2023	Sales Recpts Page 2649		Sales Recpts Page 2649	1,057.78
13/12/2023	Sales Recpts Page 2650		Sales Recpts Page 2650	41.88
13/12/2023	Sales Recpts Page 2651		Sales Recpts Page 2651	80.00
13/12/2023	Sales Recpts Page 2652		Sales Recpts Page 2652	388.80
14/12/2023	Sales Recpts Page 2653		Sales Recpts Page 2653	272.70
04/12/2023	Sales Recpts Page 2654		Sales Recpts Page 2654	34,467.70
15/12/2023	Sales Recpts Page 2655		Sales Recpts Page 2655	83.80
15/12/2023	Sales Recpts Page 2656		Sales Recpts Page 2656	209.40
15/12/2023	Sales Recpts Page 2657		Sales Recpts Page 2657	239.98
15/12/2023	Sales Recpts Page 2658		Sales Recpts Page 2658	247.18
15/12/2023	Sales Recpts Page 2659		Sales Recpts Page 2659	326.78
18/12/2023	Sales Recpts Page 2660		Sales Recpts Page 2660	33.50

Continued on Page 2

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Co-Operative Bank

Cash Received between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/12/2023	Xmas Fayre	CASH	Rhodes Stall	20.00
27/12/2023	Xmas Fayre	CASH	Andrea Charlwood Stall	45.00
27/12/2023	Xmas Fayre	CASH	Scouts stall	15.00
27/12/2023	Xmas Fayre	CASH	Grotto,Kitchen,Raffle	1,045.79
Total Receipts				52,511.85

APPENDIX C

Date: 19/01/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:30

Bank Reconciliation Statement as at 29/12/2023
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	29/12/2023		92,130.45
			92,130.45
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			92,130.45
<u>Unpresented Receipts (Plus)</u>			
30/11/2023 1.42		1.42	
			1.42
			92,131.87
		Balance per Cash Book is :-	92,131.87
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date: 19/01/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:33

Bank Reconciliation Statement as at 22/12/2023
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	22/12/2023		61,000.19
			<u>61,000.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,000.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,000.19
		Balance per Cash Book is :-	61,000.19
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

31 JANUARY 2024

MANAGER'S REPORT

FOR INFORMATION

Unfortunately, 2024 begun with a boiler issue! We recently had a service carried out which flagged up low pressure in the pumps causing the boiler to reach temperature then cut out, without the pressure it couldn't restart. I have been told now that parts are obsolete as the boiler is possibly original to the building; in turn we spent a few days after the visit without heating which inevitably (and sadly) led to some of our bookings having to cancel as the Main Hall was just too cold to use. BSW (the heating company) revisited and we were shown how to restart the boiler, as much as it seems ok for now, we have learnt it can be temperamental and it may be a matter of time before it stops working altogether. So far, I have received a quote for a completely new system including pipework. I am awaiting a further one from BSW. As I write this the heating is working ok and I have time to obtain further quotes, but this is probably a matter that should be addressed this year and treated as a priority.

You will be pleased to know that the worst 97 of our green chairs are currently in the throes of a makeover, having looked rather worn lately. I contacted the company who originally supplied the chairs in 2015 and they advised that they were able to re fill and cover them which has saved us quite a bit of money and enables to us to upcycle what we already have. The new fabric will be red to match our curtains, which will look more aesthetically pleasing. I plan on going through this process again for the remainder of our chairs in due course.

The snagging from the Centre works carried out last year was completed in December, the final job still to be finalised is our taps which Chelsey at Robin Nugent is still trying to secure at a cheaper price. The current one we have installed in the women's WC seems to work much better at keeping the water in the sink rather than on the floor!!

Our overdue first aid training is due to take place on Friday 1st March which will bring us all, including council office staff up to date for the next 3 years.

I have begun the process of updating our website which we've had in place since 2015, the whole look of it has become a bit dated in comparison to other community centres' websites and I felt that it wasn't showing our full potential as a venue. I have met remotely with Vision ICT who have started putting something together and I am currently on the search for a photographer who can take some professional photos. I am hoping the website will be up and running before the spring.

Next month we will have a 2-day Murder Mystery evening at the Centre; it's something we have been working closely on with the Billingshurst Dramatic Society and promises to be a great evening of food, drink and 'who dunnits'. if any of you are interested in joining us the tickets are £15 each with a bowl of chilli included. We are running a pay as you go bar which should hopefully maximise our profit.

The Committee is invited to note this report.