



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 28 February 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

21 February 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 31 January 2024 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 January 2024 – Appendix A.
8. To note receipts for January 2024 – Appendix B.
9. To approve Bank Reconciliations:
 - a. COOP Current Account – 31 January 2024 - Appendix C.
 - b. Bonus Saver Account - 25 January 2024 - Appendix D.
10. To consider proposed increase in hall hire etc for 2024-25 - Appendix E.
11. To approve setting up a Working Party of Cllrs to consider alternative fuel options for any replacement boiler for the Centre.
12. To receive the Manager's Report - Appendix F.
13. Date of Next Meeting – **Wednesday 31 March 2024**

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

Council Office: Billingshurst Centre
Roman Way, Billingshurst, West Sussex RH14 9QW
Tel: 01403 782555 Email: council@billingshurst.gov.uk

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: 22/02/2024

Billingshurst Community Centre Current Year

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Time: 16:52

Co-Operative Bank

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Horsham District Council	DD	55.00		Domestic Rates 23/24
03/01/2024	Amazon	CARD	11.18		Centre Diary
04/01/2024	Grenke Leasing Ltd	DD	89.00		Photocopies
04/01/2024	Grenke Leasing Ltd	DD	204.01		Photocopier Lease
04/01/2024	Amazon	CARD	10.99		Blue roll
05/01/2024	Amazon	CARD	9.70		Vinyl Gloves
05/01/2024	Tradde Discount Shop Ltd	CARD	53.96		Granwax
09/01/2024	DPD	CARD	12.01		Postage for chair back & Seat
10/01/2024	Banner World Ltd	CARD	113.38		Base for banners
11/01/2024	Truffles	CARD	49.50		Catering
12/01/2024	Truffles	CARD	113.55		Catering
15/01/2024	Truffles	CARD	113.55		Catering
15/01/2024	Kirkhouse	CARD	4,200.00		Upholster seat and backs
15/01/2024	Correction	CORRECT	-113.55		Duplicate Entry
16/01/2024	The Co-Operative Bank Plc	BACS	53.40		FD online
17/01/2024	drax	DD	7.90		Electricity
17/01/2024	Horsham District Council	BACS	86.75		Refuse Collection
23/01/2024	Casual Staff	BACS	162.29		Salary
23/01/2024	Casual Staff	BACS	92.57		Salary
23/01/2024	Casual Staff	BACS	123.31		Salary
23/01/2024	Casual Staff	BACS	331.26		Salary
23/01/2024	Casual Staff	BACS	85.46		Salary
23/01/2024	Casual Staff	BACS	123.31		Wages
23/01/2024	Casual Staff	BACS	162.29		Wages
23/01/2024	BSW Building Services Ltd	BACS	216.00		Boiler Service
23/01/2024	Casual Staff	BACS	331.26		Wages
23/01/2024	Billingshurst Parish Council	BACS	6,060.40		Salary Recharge December 2023
23/01/2024	Macmillan Cancer rResearch	BACS1	18.00		Cake
23/01/2024	Sussex Land Services	BACS2	504.00		Garden Contract
23/01/2024	Tutor Care Limited	BACS	834.00		First Aid Training
23/01/2024	Correction	CORRECT	-123.31		Duplicate Entry
23/01/2024	Correction	CORRECT	-162.29		Duplicate Entry
23/01/2024	Correction	CORRECT	-331.26		Duplicate Entry
24/01/2024	Amazon	CARD	16.99		Place card holders
24/01/2024	Amazon	CARD	13.98		Bunting for murder mystery
24/01/2024	Amazon	CARD	34.00		Drinking Glasses
24/01/2024	Engie Power Limited	BACS1	1,380.66		Electricity
25/01/2024	SEFE Energy	BACS2	718.34		Gas Bill

Total Payments 15,661.59

APPENDIX B

22/02/2024

Billingshurst Community Centre Current Year

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Co-Operative Bank

Cash Received between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/01/2024	Murder Mystery	CARD	Murder Mystery	14.75
30/01/2024	Murder Mystery	CARD	Murder Mystery	117.97
31/01/2024	Murder Mystery	BACS	Murder Mystery	15.00
31/01/2024	Murder Mystery	CARD	Murder Mystery	29.49
31/01/2024	Murder Mystery	BACS	Murder Mystery	30.00
30/01/2024	S Plowman	BACS	Murder Mystery	30.00
03/01/2024	Sales Recpts Page 2690		Sales Recpts Page 2690	125.20
23/01/2024	Sales Recpts Page 2691		Sales Recpts Page 2691	20.00
23/01/2024	Sales Recpts Page 2692		Sales Recpts Page 2692	111.50
23/01/2024	Sales Recpts Page 2693		Sales Recpts Page 2693	35.80
23/01/2024	Sales Recpts Page 2694		Sales Recpts Page 2694	20.00
23/01/2024	Sales Recpts Page 2695		Sales Recpts Page 2695	20.00
23/01/2024	Sales Recpts Page 2696		Sales Recpts Page 2696	20.00
02/01/2024	Sales Recpts Page 2697		Sales Recpts Page 2697	171.11
02/01/2024	Sales Recpts Page 2699		Sales Recpts Page 2699	420.62
03/01/2024	Sales Recpts Page 2700		Sales Recpts Page 2700	80.00
03/01/2024	Sales Recpts Page 2701		Sales Recpts Page 2701	18.48
03/01/2024	Sales Recpts Page 2702		Sales Recpts Page 2702	203.71
04/01/2024	Sales Recpts Page 2703		Sales Recpts Page 2703	55.44
04/01/2024	Sales Recpts Page 2704		Sales Recpts Page 2704	184.87
04/01/2024	Sales Recpts Page 2705		Sales Recpts Page 2705	265.54
08/01/2024	Sales Recpts Page 2706		Sales Recpts Page 2706	19.90
08/01/2024	Sales Recpts Page 2707		Sales Recpts Page 2707	60.00
08/01/2024	Sales Recpts Page 2708		Sales Recpts Page 2708	70.20
08/01/2024	Sales Recpts Page 2709		Sales Recpts Page 2709	360.00
11/01/2024	Sales Recpts Page 2710		Sales Recpts Page 2710	60.00
11/01/2024	Sales Recpts Page 2711		Sales Recpts Page 2711	161.10
12/01/2024	Sales Recpts Page 2712		Sales Recpts Page 2712	295.68
15/01/2024	Sales Recpts Page 2713		Sales Recpts Page 2713	36.18
15/01/2024	Sales Recpts Page 2714		Sales Recpts Page 2714	305.00
15/01/2024	Sales Recpts Page 2715		Sales Recpts Page 2715	800.11
16/01/2024	Sales Recpts Page 2716		Sales Recpts Page 2716	26.85
16/01/2024	Sales Recpts Page 2717		Sales Recpts Page 2717	33.50
16/01/2024	Sales Recpts Page 2718		Sales Recpts Page 2718	41.88

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Co-Operative Bank

Cash Received between 01/01/2024 and 31/01/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/01/2024	Sales Recpts Page 2719		Sales Recpts Page 2719	45.50
16/01/2024	Sales Recpts Page 2720		Sales Recpts Page 2720	134.00
17/01/2024	Sales Recpts Page 2721		Sales Recpts Page 2721	100.50
17/01/2024	Sales Recpts Page 2722		Sales Recpts Page 2722	3,633.39
19/01/2024	Sales Recpts Page 2723		Sales Recpts Page 2723	219.01
19/01/2024	Sales Recpts Page 2724		Sales Recpts Page 2724	365.85
22/01/2024	Sales Recpts Page 2725		Sales Recpts Page 2725	383.85
02/01/2024	Sales Recpts Page 2726		Sales Recpts Page 2726	162.34
25/01/2024	Sales Recpts Page 2727		Sales Recpts Page 2727	39.52
25/01/2024	Sales Recpts Page 2728		Sales Recpts Page 2728	69.91
29/01/2024	Sales Recpts Page 2729		Sales Recpts Page 2729	93.42
29/01/2024	Sales Recpts Page 2730		Sales Recpts Page 2730	139.54
30/01/2024	Sales Recpts Page 2731		Sales Recpts Page 2731	160.00
30/01/2024	Sales Recpts Page 2732		Sales Recpts Page 2732	180.00
30/01/2024	Sales Recpts Page 2733		Sales Recpts Page 2733	272.70
31/01/2024	Sales Recpts Page 2734		Sales Recpts Page 2734	79.55
31/01/2024	Sales Recpts Page 2735		Sales Recpts Page 2735	93.60
31/01/2024	Sales Recpts Page 2736		Sales Recpts Page 2736	532.70
23/01/2024	Stephen Plowman	BACS	Murder Mystery	30.00
04/01/2024	Sum Up	Sum up Fee	Transaction Fee	-2.12
23/01/2024	Sum Up	CARD	Murder Mystery	132.72
24/01/2024	Sum Up	CARD	Murder Mystery	58.99
25/01/2024	Sumup	CARD	Murder Mystery	14.75
22/01/2024	WI	BACS	Murder Mystery	13.50
22/01/2024	WI	BACS	Murder Mystery	108.00
Total Receipts				11,321.10

APPENDIX C

Date: 22/02/2024

Billingshurst Community Centre Current Year

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Time: 14:53

Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024		87,562.66
			87,562.66
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			87,562.66
<u>Unpresented Receipts (Plus)</u>			
30/11/2023	1.42	1.42	
23/01/2024	CASH	20.00	
23/01/2024	CASH	111.50	
23/01/2024	CASH	35.80	
23/01/2024	CASH	20.00	
23/01/2024	CASH	20.00	
23/01/2024	CASH	20.00	
			228.72
			87,791.38
		Balance per Cash Book is :-	87,791.38
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date:07/02/2024

Billingshurst Community Centre Current Year

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Time:09:43

Bank Reconciliation Statement as at 25/01/2024
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	25/01/2024		61,070.47
			<u>61,070.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,070.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,070.47
		Balance per Cash Book is :-	61,070.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX E
BILLINGSHURST COMMUNITY & CONFERENCE CENTRE
CENTRE COMMITTEE
28 FEBRUARY 2024

INCREASE IN HIRE CHARGES

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

Each year the Committee considers charges for hirers and other users of the Centre in the forthcoming financial year.

Previous increases have been as follows:

2017-18	0%
2018-19	3%
2019-20	1%
2020-21	1%
2021-22	1%
2022-23	3%
2023-24	5%

The Centre Manager has commented that:

After last year's 5% rise, I think it would be unfair to our hirers, especially those who are self-employed to pay that again, but with the cost of living still in full swing, I have to consider the Centre and our overheads so I am proposing a 3% increase, example attached.

The Committee is invited to determine the increase in hire charges for the forthcoming year.

ROOM HIRE RATES

1st April 2024

All figures are gross (inc VAT@ 20%)	Party Rate (Adult)	Party Rate (Children)	Local Non Commercial	Local Commercial	Commercial Half Day	Commercial Full Day
	£276.04 for Main Hall, Kitchen and Stanley Room from 5pm onwards. Music until 11pm and building empty by midnight. Deposit of £250 is to be paid (returned the following week all being well). Plus £22 for licence if intend to sell alcohol.	(under age 13)	<i>per hour</i>	<i>per hour</i>		
		Minimum 3 hrs				
Main Hall		£18.44	£18.44	£20.60	£163.13	£307.35
Stanley Room		£17.25	£17.25	£20.50	£127.66	£196.23
Kitchen (For Exclusive use)		£13.61	£13.61	£17.86	n/a	n/a
CR2	n/a	n/a	£14.90	£19.03	£124.01	£184.42
CC1	n/a	n/a	£17.25	£20.50	£127.66	£196.22
CC2	n/a	n/a	£17.25	£20.50	£127.66	£196.22
CC12	n/a	n/a	£34.52	£40.67	£217.51	£355.81
Full Complex	n/a	n/a	n/a	n/a	n/a	n/a

APPENDIX F

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

28 FEBRUARY 2024

MANAGER'S REPORT

FOR INFORMATION

Our new red chairs are currently being put together by Colin and John but so far, they look great and have smartened up the appearance of the Council Chambers and Barnes Room. I will arrange for the rest to be re-upholstered in the new financial year.

The murder mystery event has sold out on both nights, which is great news for both us and the Dramatic Society. This is a great opportunity to showcase our facility to a new audience which in turn will hopefully generate new business; you'd be surprised how many new residents (and old) haven't a clue we exist.

Suggested price increase for hirers is covered elsewhere.

The Committee is invited to note this report.