



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 27 March 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.

Guy Burt
G.C. Burt
Clerk to the Council

20 March 2024

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 28 February 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 February 2024 – Appendix A.
8. To note receipts for February 2024 – Appendix B.
9. To approve Bank Reconciliations:
 - a. COOP Current Account – 29 February 2024 - Appendix C.
 - b. Bonus Saver Account - 29 February 2024 - Appendix D.
10. To receive the Manager's Report - Appendix E.
11. Date of Next Meeting – **Wednesday 24 April 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

Date: 20/03/2024

Billingshurst Community Centre Current Year

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Time: 09:17

Co-Operative Bank

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Horsham District Council	DD	55.00		Domestic Rates 23/24
05/02/2024	Amazon	CARD	5.99		IPhone Adaptor
06/02/2024	Amazon	CARD	15.55		Sumup Till Roll
06/02/2024	Amazon	CARD	10.99		Plastic Serving Bowls
06/02/2024	Amazon	CARD	10.80		Fabric Dressing First Aid
06/02/2024	Amazon	CARD	10.39		Wall Clock
07/02/2024	Kirkhouse	CARD	613.58		Chair Trolleys x 2
07/02/2024	Amazon	CARD	44.37		Plastic Serving Bowls
12/02/2024	HMRC	BACS	3,481.13		VAT
14/02/2024	Truffles	CARD	54.00		SSLMC Lunch
14/02/2024	Nisbets	CARD	70.31		Nisbets Forks & Tea Spoons
14/02/2024	Amazon	CARD	6.69		Slotted Spoon
14/02/2024	Amazon	CARD	19.99		Salt & Pepper Shakers
14/02/2024	Amazon	CARD	15.09		Stainless steel spoon/A4 card
14/02/2024	Amazon	CARD	18.98		Plastic Bowls
14/02/2024	Amazon	CARD	10.39		Wall Clock
15/02/2024	Wightman & Parrish	BACS	126.31		Cleaning
15/02/2024	The Co-Operative Bank Plc	BACS	51.80		FD Online Invoice
15/02/2024	Amazon	CARD	27.49		Banquet Roll
15/02/2024	Amazon	CARD	27.49		Banqueting Roll
18/02/2024	Amazon	BACS	5.62		Box Pens
19/02/2024	Horsham District Council	BACS	74.60		Refuse Collection
20/02/2024	Booker	CARD	1,137.61		Centre Supplies/murder mystery
20/02/2024	Lidl	CARD	42.91		Centre Supplies
20/02/2024	Amazon	CARD	24.99		Veg Chopper
21/02/2024	Amazon	CARD	26.50		Lakeland Butter MM
22/02/2024	Casual Staff	BACS	159.54		Salary
22/02/2024	Casual Staff	BACS	269.71		Salary
22/02/2024	Casual Staff	BACS	221.78		Salary
22/02/2024	Casual Staff	BACS	461.67		Salary
22/02/2024	Casual Staff	BACS	225.90		Salary
22/02/2024	Ballpoint Office Supplies Ltd	BACS	55.18		A4 White Paper
22/02/2024	BSW Building Services Ltd	BACS	129.60		Boiler callout
22/02/2024	Squeegee Clean	BACS	1,288.00		Centre Cleaning/Window Cleanin
22/02/2024	Billingshurst Parish Council	BACS1	5,733.94		Salary Recharge January 2024
22/02/2024	Kestrel Alarms Ltd	BACS	468.60		Replacement recorder CCTV
22/02/2024	Initial Washroom Hygiene	BACS	2,312.15		Washroom service
22/02/2024	Kreston Reeves LLP	BACS1	184.80		Payroll Services
23/02/2024	Engie Power Limited	BACS	1,747.10		Electricity
26/02/2024	Lidl	CARD	45.18		Centre Catering
26/02/2024	Lidl	CARD	67.90		Centre Catering
26/02/2024	CASH WITHDRAWAL	CASH	100.00		Jodie Meyer Help on MM
29/02/2024	SEFE Energy	BACS	800.95		Gas

Total Payments 20,260.57

APPENDIX B

20/03/2024

Billingshurst Community Centre Current Year

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Co-Operative Bank

Cash Received between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
05/02/2024	A King	BACS	Murder Mystery	90.00
02/02/2024	Anthony Isaacs	BACS	Murder Mystery	90.00
09/02/2024	B Childs	BACS	Murder Mystery	30.00
12/02/2024	Collins	BACS	Murder Mystery	60.00
12/02/2024	Dewdney	BACS	Murder Mystery	30.00
07/02/2024	J McKenzie	BACS	Murder Mystery	15.00
05/02/2024	Jayne Roscoe	BACS	Murder Mysery	30.00
19/02/2024	M Parker	BACS	Murder Mystery	30.00
29/02/2024	Petty Cash	18.93	Petty Cash to Bank	18.93
07/02/2024	Rebecca Clark	BACS	Murder Mystery	15.00
14/02/2024	S Evans	BACS	Murder Mystery	15.00
07/02/2024	S Wilson	BACS	Murder Mystery	15.00
01/02/2024	Sales Recpts Page 2737		Sales Recpts Page 2737	162.34
05/02/2024	Sales Recpts Page 2739		Sales Recpts Page 2739	113.07
06/02/2024	Sales Recpts Page 2740		Sales Recpts Page 2740	59.70
07/02/2024	Sales Recpts Page 2741		Sales Recpts Page 2741	55.44
07/02/2024	Sales Recpts Page 2742		Sales Recpts Page 2742	106.82
07/02/2024	Sales Recpts Page 2743		Sales Recpts Page 2743	480.00
07/02/2024	Sales Recpts Page 2744		Sales Recpts Page 2744	585.45
07/02/2024	Sales Recpts Page 2745		Sales Recpts Page 2745	1,077.19
08/02/2024	Sales Recpts Page 2746		Sales Recpts Page 2746	181.88
09/02/2024	Sales Recpts Page 2747		Sales Recpts Page 2747	71.60
09/02/2024	Sales Recpts Page 2748		Sales Recpts Page 2748	167.52
09/02/2024	Sales Recpts Page 2749		Sales Recpts Page 2749	243.58
12/02/2024	Sales Recpts Page 2750		Sales Recpts Page 2750	28.94
12/02/2024	Sales Recpts Page 2751		Sales Recpts Page 2751	29.85
13/02/2024	Sales Recpts Page 2752		Sales Recpts Page 2752	41.88
13/02/2024	Sales Recpts Page 2753		Sales Recpts Page 2753	248.78
15/02/2024	Sales Recpts Page 2754		Sales Recpts Page 2754	8.95
15/02/2024	Sales Recpts Page 2755		Sales Recpts Page 2755	41.88
15/02/2024	Sales Recpts Page 2756		Sales Recpts Page 2756	134.00
16/02/2024	Sales Recpts Page 2757		Sales Recpts Page 2757	36.18
19/02/2024	Sales Recpts Page 2758		Sales Recpts Page 2758	60.00
19/02/2024	Sales Recpts Page 2759		Sales Recpts Page 2759	303.34

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Co-Operative Bank

Cash Received between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
20/02/2024	Sales Recpts Page 2760		Sales Recpts Page 2760	1,167.70
20/02/2024	Sales Recpts Page 2761		Sales Recpts Page 2761	93.96
20/02/2024	Sales Recpts Page 2762		Sales Recpts Page 2762	67.04
20/02/2024	Sales Recpts Page 2763		Sales Recpts Page 2763	45.50
20/02/2024	Sales Recpts Page 2764		Sales Recpts Page 2764	156.60
20/02/2024	Sales Recpts Page 2765		Sales Recpts Page 2765	119.65
20/02/2024	Sales Recpts Page 2766		Sales Recpts Page 2766	214.33
21/02/2024	Sales Recpts Page 2767		Sales Recpts Page 2767	53.70
23/02/2024	Sales Recpts Page 2768		Sales Recpts Page 2768	41.88
23/02/2024	Sales Recpts Page 2769		Sales Recpts Page 2769	398.12
26/02/2024	Sales Recpts Page 2770		Sales Recpts Page 2770	389.30
27/02/2024	Sales Recpts Page 2771		Sales Recpts Page 2771	88.00
27/02/2024	Sales Recpts Page 2784		Sales Recpts Page 2784	28.94
28/02/2024	Sales Recpts Page 2785		Sales Recpts Page 2785	180.00
28/02/2024	Sales Recpts Page 2786		Sales Recpts Page 2786	393.45
29/02/2024	Sales Recpts Page 2787		Sales Recpts Page 2787	159.25
29/02/2024	Sales Recpts Page 2788		Sales Recpts Page 2788	195.31
06/02/2024	Sarah Summerfield	BACS	Murder Mystery	75.00
20/02/2024	Snook	BACS	Murder Mystery	60.00
02/02/2024	Sum Up	CARD	Murder Mystery	162.22
06/02/2024	Sum Up	CARD	Murder Mystery	29.49
07/02/2024	Sum Up	CARD	Murder Mystery	29.49
08/02/2024	Sum Up	CARD	Murder Mystery	132.72
09/02/2024	Sum Up	CARD	Tea	2.95
12/02/2024	Sum Up	CARD	Murder Mystery	29.49
20/02/2024	SumUp	CARD	Murder Mystery	29.49
21/02/2024	SumUp	CARD	Murder Mysery	58.99
26/02/2024	SumUp	CARD	Murder Mystery	537.27
Total Receipts				9,617.16

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCT	Billingshurst Community Transport	06/02/2024	578	199.40	0.00	162.34	37.06	01/02/2024	1
				Receipt Total	0.00	162.34			Ref: BACS
LIFESTYLE	Lifestyle Fitness	29/01/2024	551	60.00	0.00	60.00	0.00	05/02/2023	1
				Receipt Total	0.00	60.00			Ref: BACS
HDC	Horsham District Council	30/01/2024	556	113.07	0.00	113.07	0.00	05/02/2024	1
				Receipt Total	0.00	113.07			Ref: BACS
SWABY	Melita Swaby	06/02/2024	571	59.70	0.00	59.70	0.00	06/02/2024	1
				Receipt Total	0.00	59.70			Ref: BACS
FITFORG	Elizabeth Hunt / Suzanne Kimber	30/01/2024	553	55.44	0.00	55.44	0.00	07/02/2024	1
				Receipt Total	0.00	55.44			Ref: BACS
WSSCOOTS	West Sussex Scouts	15/01/2024	534	106.82	0.00	106.82	0.00	07/02/2024	1
				Receipt Total	0.00	106.82			Ref: BACS
HEINRICH	Helen Heinrich	06/02/2024	569	480.00	0.00	480.00	0.00	07/02/2024	1
				Receipt Total	0.00	480.00			Ref: BACS
WSCC JP	WSCC	16/01/2024	544	585.45	0.00	585.45	0.00	07/02/2024	1
				Receipt Total	0.00	585.45			Ref: BACS
BFC	Billingshurst Family Church	30/01/2024	558	687.75	0.00	687.75	0.00	07/02/2024	1
		30/01/2024	559	187.95	0.00	187.95	0.00	07/02/2024	1
		30/01/2024	560	201.49	0.00	201.49	0.00	07/02/2024	1
				Receipt Total	0.00	1,077.19			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church	07/02/2024	582	181.88	0.00	181.88	0.00	08/02/2024	1
				Receipt Total	0.00	181.88			Ref: BACS
SALUTEM	Salutem LD Bidco IV Ltd	03/01/2024	505	71.60	0.00	71.60	0.00	09/02/2024	1
				Receipt Total	0.00	71.60			Ref: BACS
WEA	Workers Educational Association	31/01/2024	568	167.52	0.00	167.52	0.00	09/02/2024	1
				Receipt Total	0.00	167.52			Ref: BACS
SPEAKOUT	Brighton and Hove Speak Out	30/01/2024	563	243.58	0.00	243.58	0.00	09/02/2024	1
				Receipt Total	0.00	243.58			Ref: BACS
QUIN	Sir Jeremy Quin	12/02/2024	589	28.94	0.00	28.94	0.00	12/02/2024	1
				Receipt Total	0.00	28.94			Ref: BACS
ALAN WRIGH	Alan Wright Photography	12/02/2024	587	29.85	0.00	29.85	0.00	12/02/2024	1
				Receipt Total	0.00	29.85			Ref: BACS
WI 2	Women's Institute	13/02/2024	590	41.88	0.00	41.88	0.00	13/02/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
CERIS D	Ceris Davies Bespoke Seamstress	13/02/2024	591	248.78	0.00	248.78	0.00	13/02/2024	1
				Receipt Total	0.00	248.78			Ref: BACS
SMITH	Abi Smith	13/02/2024	592	8.95	0.00	8.95	0.00	15/02/2024	1
				Receipt Total	0.00	8.95			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WI	Women's Institute	07/02/2024	586	41.88	0.00	41.88	0.00	15/02/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
WHIZZ	Whizz Kidz	16/01/2024	543	134.00	0.00	134.00	0.00	15/02/2024	1
				Receipt Total	0.00	134.00			Ref: BACS
STITCHED	Stitched up Textiles	14/02/2024	601	36.18	0.00	36.18	0.00	16/02/2024	1
				Receipt Total	0.00	36.18			Ref: BACS
TAICHI	Tai Chi	06/02/2024	580	60.00	0.00	60.00	0.00	19/02/2024	1
				Receipt Total	0.00	60.00			Ref: BACS
SSLMC	Surrey & Sussex Local Medical	14/02/2024	598	303.34	0.00	303.34	0.00	19/02/2024	1
				Receipt Total	0.00	303.34			Ref: BACS
BPC	Billingshurst Parish Council	09/01/2024	528	7.24	0.00	7.24	0.00	20/02/2024	1
		09/01/2024	529	21.70	0.00	21.70	0.00	20/02/2024	1
		09/01/2024	530	89.88	0.00	89.88	0.00	20/02/2024	1
		09/01/2024	531	771.76	0.00	771.76	0.00	20/02/2024	1
		09/01/2024	527	25.12	0.00	25.12	0.00	20/02/2024	1
		09/01/2024	526	252.00	0.00	252.00	0.00	20/02/2024	1
				Receipt Total	0.00	1,167.70			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	03/01/2024	507	93.96	0.00	93.96	0.00	20/02/2024	1
				Receipt Total	0.00	93.96			Ref: Cheque
HISTORY	Billingshurst Local History Society	03/01/2024	515	67.04	0.00	67.04	0.00	20/02/2024	1
				Receipt Total	0.00	67.04			Ref: Cheque

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PROBUS	Probus	07/02/2024	585	45.50	0.00	45.50	0.00	20/02/2024	1
				Receipt Total	0.00	45.50			Ref: Cheque
TENNIS	Billingshurst Table Tennis Club	30/01/2024	555	156.60	0.00	156.60	0.00	20/02/2024	1
				Receipt Total	0.00	156.60			Ref: Cheque
HEALTH	Healthwatch West Sussex	13/02/2024	593	119.65	0.00	119.65	0.00	20/02/2024	1
				Receipt Total	0.00	119.65			Ref: BACS
CREBER	Grace Creber	19/02/2024	603	214.33	0.00	214.33	0.00	20/02/2024	1
				Receipt Total	0.00	214.33			Ref: BACS
WOOD	Kerrie Woodall	19/02/2024	602	53.70	0.00	53.70	0.00	21/02/2024	1
				Receipt Total	0.00	53.70			Ref: BACS
WEA	Workers Educational Association	12/02/2024	588	41.88	0.00	41.88	0.00	23/02/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
WWATCHERS	WW GBR Ltd	06/02/2024	570	398.12	0.00	398.12	0.00	23/02/2024	1
				Receipt Total	0.00	398.12			Ref: BACS
QUINNS	Quinns Training Services Limited	31/01/2024	566	389.30	0.00	389.30	0.00	26/02/2024	1
				Receipt Total	0.00	389.30			Ref: BACS
FRIEND H	Hayley Friend	27/02/2024	615	88.00	0.00	88.00	0.00	27/02/2024	1
				Receipt Total	0.00	88.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church								
		02/11/2023	Payment 103-1	-1,796.87	0.00	-1,796.87	0.00	28/02/2024	1
		18/05/2023	42	1.93	0.00	1.93	0.00	28/02/2024	1
		18/05/2023	43	5.58	0.00	5.58	0.00	28/02/2024	1
		18/05/2023	44	10.44	0.00	10.44	0.00	28/02/2024	1
		23/05/2023	55	17.54	0.00	17.54	0.00	28/02/2024	1
		01/11/2023	396	1,126.25	0.00	1,126.25	0.00	28/02/2024	1
		01/11/2023	397	250.60	0.00	250.60	0.00	28/02/2024	1
		01/11/2023	398	144.48	0.00	144.48	0.00	28/02/2024	1
		01/11/2023	399	180.44	0.00	180.44	0.00	28/02/2024	1
		01/11/2023	400	62.82	0.00	59.61	3.21	28/02/2024	1
				Receipt Total	0.00	0.00			
BCT	Billingshurst Community Transport								
		06/02/2024	578	37.06	0.00	28.94	8.12	27/02/2024	1
				Receipt Total	0.00	28.94			Ref: BACS
GALLAGHER	Irish Dance								
		27/02/2024	614	180.00	0.00	180.00	0.00	28/02/2024	1
				Receipt Total	0.00	180.00			Ref: BACS
WSCCBP	West Sussex County Council								
		06/02/2024	581	393.45	0.00	393.45	0.00	28/02/2024	1
				Receipt Total	0.00	393.45			Ref: BACS
CHORAL	Billingshurst Choral Society								
		06/02/2024	576	159.25	0.00	159.25	0.00	29/02/2024	1
				Receipt Total	0.00	159.25			Ref: NACS
GIANT	Giant Leap Video								
		21/02/2024	608	195.31	0.00	195.31	0.00	29/02/2024	1
				Receipt Total	0.00	195.31			Ref: BACS
				Total Receipts Entered for Month 11	0.00	8,091.12			

APPENDIX C

Date: 19/03/2024

Billingshurst Community Centre Current Year

Page 1

Time: 11:29

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Co-Operative Bank**

User: SARAH

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX D

Date:05/03/2024

Billingshurst Community Centre Current Year

Page 1

Time: 15:37

Bank Reconciliation Statement as at 23/02/2024
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	23/02/2024		61,150.53
			<u>61,150.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,150.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,150.53
		Balance per Cash Book is :-	61,150.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

27 MARCH 2024

MANAGER'S REPORT

FOR INFORMATION

The agreed hire rate increase of 3% has been relayed to our hirers, many of whom have understood why we have had to keep it relatively high still and are happy to still book with us which is reassuring. I am hopeful that we won't have to increase it so much next year, especially with many being self-employed and charities.

The murder mystery weekend was a great success, we received lots of positive feedback which made the event worthwhile. The Dramatic Society have expressed an interest in working with us again which we will hopefully do either later this year or early next year; having something in February certainly broke up what can be quite a gloomy time of year. I am still posting transactions and will have an idea of profit made ready for my next report in April.

The portraits of our late Queen and the Duke of Edinburgh have now been removed and I'm hopeful that their replacements will be with us soon as that area of the Council Chambers is looking very bare.

Centre (and Parish Council) staff took part in an emergency first aid at work course on the 1 March, I'm pleased to say that we all passed and there will be a trained first aider on the premises at all times.

Off the back of this training, I have now had another first aid box installed outside of Council Chamber 2.

The Neighbourhood Wardens are due to vacate the changing rooms at the end of the month so we can then think about giving that area a good tidy up!

The Committee is invited to note this report.