



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 29 May 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. They must give their name.


G.C. Burt
Clerk to the Council

23 May 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 28 March 2024 previously circulated; to confirm and sign the minutes as a correct record.
5. Clerk's Report.
6. Public Session (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, at the discretion of the Chairman. They must give their name.
7. To elect a Vice Chairman of the Committee.
8. To approve payments and note receipts for March 2024 – Appendix A.
To approve payments and note receipts for April 2024 – Appendix B.
9. To approve Bank Reconciliations:
 - a. COOP Current Account – 31 March 2024 - Appendix C.
 - b. Bonus Saver Account - 31 March 2024 - Appendix D.
 - c. COOP Current Account – 30 April 2024 - Appendix E.
10. To consider whether the 2023-24 Centre Accounts should be inspected by an Independent Examiner or should have a full audit. (Budget to y/e – Appendix F.)
11. To consider recommendation from Heating Replacement Working Party on membership of AiRS and appointment of consultant - Appendix G.

12. To receive the Manager's Report - Appendix H.

13. Date of Next Meeting – **Wednesday 26 June 2024**

MEMBERS: PB, KP, 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: 23/05/2024

Billingshurst Community Centre 2023/2024

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Time: 11:45

Co-Operative Bank

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Horsham District Council	BACS	55.00		Domestic Rates 23/24
04/03/2024	Lidl	CARD	25.70		Staff Training Lunch
06/03/2024	Amazon	CARD	21.83		AA Batteries
06/03/2024	Amazon	CARD	39.98		Energy Saving Bulbs
06/03/2024	Petty Cash	Petty Cash	70.00		Petty Cash
07/03/2024	Amazon	CARD	8.18		Batteries
07/03/2024	Amazon	CARD	3.40		Bandage Scissors
07/03/2024	Amazon	CARD	5.94		Disposable Gloves
07/03/2024	Amazon	CARD	6.82		Face Shields
07/03/2024	Amazon	CARD	1.29		Safety Pins
08/03/2024	Amazon	CARD	19.94		First Aid Kit
08/03/2024	Billingshurst Dramatics	BACS	735.00		Share of murder mystery ticket
08/03/2024	Truffles Bakery	CARD	156.00		Primary Heads lunch
08/03/2024	Tesco	CARD	3.10		Milk
14/03/2024	Tesco	CARD	52.44		Danish & Fruit for WSCC
14/03/2024	Tesco	CARD	5.00		Cleaning products
15/03/2024	The Co-Operative Bank Plc	BACS	52.20		FD Online Invoice
19/03/2024	Horsham District Council	DD	74.60		Refuse Collection
19/03/2024	Amazon	CARD	6.58		Uneven surface sign
19/03/2024	Amazon	CARD	56.73		Dishwasher Tablets/coffee
20/03/2024	Kew Electricals	BACS	16.80		Tube Lights
20/03/2024	Digital Managed Print Services	BACS	43.54		Photocopies
20/03/2024	Squeegee Clean	BACS	95.00		Window Cleaning
20/03/2024	Squeegee Clean	BACS1	728.00		Centre Cleaning February
20/03/2024	GCS Services	BACS	240.00		Jet wash patio
20/03/2024	Casual Staff	BACS	262.20		Salary
20/03/2024	Casual Staff	BACS	316.06		Salary
20/03/2024	Casual Staff	BACS	693.68		Salary
20/03/2024	Robin Nugent Architects	BACS	1,170.00		RIBA workstage 5
20/03/2024	Performing Rights Society	BACS	1,379.80		Music Licence
20/03/2024	Billingshurst Parish Council	BACS	5,733.94		February salary recharge
20/03/2024	Sussex Land Services	BACS	181.20		Turf around man hole
20/03/2024	Sussex Land Services	BACS	252.00		December contract
20/03/2024	Sussex Land Services	BACS	252.00		January grounds contract
20/03/2024	Sussex Land Services	BACS	276.00		Cut back conifer hedge
20/03/2024	Sussex Land Services	BACS	252.00		February contract
20/03/2024	Refund to HES	BACS	23.29		Duplicate payment for room hir
22/03/2024	Casual Staff	BACS	252.42		Salary
22/03/2024	Casual Staff	BACS	357.73		Salary
25/03/2024	Engie Power Limited	DD	1,516.26		Electricity
26/03/2024	Lidl	CARD	25.70		Staff training lunch
26/03/2024	Correct	CARD	-25.70		Entered on wrong date
28/03/2024	SEFE Energy	BACS	680.84		Gas
31/03/2024	BPC	BACS	1,116.54		Reimburse for electrc payment
31/03/2024	Sarah Meyer	BACS	18.45		Reimbursement showcase
Total Payments			17,257.48		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
FRIEND H	Hayley Friend	27/03/2024	678	84.58	0.00	84.58	0.00	02/04/2024	1
				Receipt Total	0.00	84.58			Ref: BACS
SWABY	Melita Swaby	27/03/2024	671	99.50	0.00	99.50	0.00	02/04/2024	1
				Receipt Total	0.00	99.50			Ref: BACS
SURGERY	Billingshurst Surgery	06/03/2024	631	522.19	0.00	522.19	0.00	02/04/2024	1
				Receipt Total	0.00	522.19			Ref: BACS
PROBUS	Probus	14/03/2024	653	45.50	0.00	45.50	0.00	03/04/2024	1
				Receipt Total	0.00	45.50			Ref: BACS
STRADERICK	Tyler Straderick	02/04/2024	685	55.33	0.00	55.33	0.00	03/04/2024	1
				Receipt Total	0.00	55.33			Ref: BACS
FITFORG	Elizabeth Hunt / Suzanne Kimber	02/04/2024	694	59.70	0.00	59.70	0.00	03/04/2024	1
				Receipt Total	0.00	59.70			Ref: BACS
SAMA	Sama Karate	02/04/2024	695	160.00	0.00	160.00	0.00	03/04/2024	1
				Receipt Total	0.00	160.00			Ref: BACS
ADOPTION	Adoption South East	15/03/2023	13089	448.20	0.00	448.20	0.00	03/04/2024	1
				Receipt Total	0.00	448.20			Ref: BACS
LIFESTYLE	Lifestyle Fitness	27/03/2024	683	20.00	0.00	20.00	0.00	04/04/2024	1
				Receipt Total	0.00	20.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEINRICH	Helen Heinrich	27/03/2024	666	480.00	0.00	480.00	0.00	04/04/2024	1
				Receipt Total	0.00	480.00			Ref: BACS
HEARING	Hidden Hearing Limited	05/03/2024	624	443.52	0.00	443.52	0.00	05/04/2024	1
				Receipt Total	0.00	443.52			Ref: BACS
PROBUS	Probus	11/10/2023	354	47.90	0.00	45.50	2.40	08/04/2024	1
				Receipt Total	0.00	45.50			Ref: BACS
PILATES	Judi Ranger	27/03/2024	663	93.60	0.00	93.60	0.00	08/04/2024	1
				Receipt Total	0.00	93.60			Ref: BACS
CGL	Change Grow Live	06/12/2023	482	134.00	0.00	134.00	0.00	08/04/2024	1
				Receipt Total	0.00	134.00			Ref: BACS
PROBUS	Probus	11/10/2023	354	2.40	0.00	2.40	0.00	09/04/2024	1
				Receipt Total	0.00	2.40			Ref: BACS
H ANDREWS	Holly Andrews	27/03/2024	684	55.33	0.00	55.33	0.00	10/04/2024	1
				Receipt Total	0.00	55.33			Ref: BACS
WI	Women's Institute	11/04/2024	714	43.12	0.00	43.12	0.00	11/04/2024	1
				Receipt Total	0.00	43.12			Ref: BACS
PROBUS	Probus	11/04/2024	713	46.50	0.00	46.50	0.00	11/04/2024	1
				Receipt Total	0.00	46.50			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SALUTEM	Salutem LD Bidco IV Ltd	06/03/2024	628	107.40	0.00	107.40	0.00	11/04/2024	1
				Receipt Total	0.00	107.40			Ref: BACS
WWATCHERS	WW GBR Ltd	27/03/2024	670	318.40	0.00	318.40	0.00	12/04/2024	1
				Receipt Total	0.00	318.40			Ref: BACS
STITCHED	Stitched up Textiles	03/04/2024	712	37.25	0.00	37.25	0.00	15/04/2024	1
				Receipt Total	0.00	37.25			Ref: BACS
WSCCSW	WSCC Sonia Wren	22/03/2024	657	325.18	0.00	325.18	0.00	15/04/2024	1
				Receipt Total	0.00	325.18			Ref: BACS
STEYNING	Steyning Police	03/04/2024	707	280.88	0.00	280.88	0.00	16/04/2024	1
				Receipt Total	0.00	280.88			Ref: BACS
TAICHI	Tai Chi	27/03/2024	667	80.00	0.00	80.00	0.00	17/04/2024	1
				Receipt Total	0.00	80.00			Ref: BACS
SSLMC	Surrey & Sussex Local Medical	15/04/2024	716	314.47	0.00	314.47	0.00	17/04/2024	1
				Receipt Total	0.00	314.47			Ref: BACS
LIONS	Billingshurst Lions	17/04/2024	718	103.50	0.00	103.50	0.00	18/04/2024	1
				Receipt Total	0.00	103.50			Ref: BACS
WSCC JP	WSCC	27/03/2024	677	591.45	0.00	591.45	0.00	18/04/2024	1
				Receipt Total	0.00	591.45			Ref: BACS

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church								
		02/04/2024	696	1,126.25	0.00	1,126.25	0.00	18/04/2024	1
		02/04/2024	697	149.60	0.00	149.60	0.00	18/04/2024	1
		02/04/2024	698	250.60	0.00	250.60	0.00	18/04/2024	1
		02/04/2024	699	259.30	0.00	259.30	0.00	18/04/2024	1
		02/04/2024	700	40.92	0.00	40.92	0.00	18/04/2024	1
		02/04/2024	701	20.92	0.00	20.92	0.00	18/04/2024	1
				Receipt Total	0.00	1,847.59			Ref: BACS
BFC	Billingshurst Family Church								
		03/04/2024	708	2,109.54	0.00	2,109.54	0.00	18/04/2024	1
				Receipt Total	0.00	2,109.54			Ref: BACS
WI 2	Women's Institute								
		23/04/2024	725	43.12	0.00	43.12	0.00	23/04/2024	1
				Receipt Total	0.00	43.12			Ref: BACS
QUIN	Sir Jeremy Quin								
		24/04/2024	726	51.75	0.00	51.75	0.00	23/04/2024	1
				Receipt Total	0.00	51.75			Ref: BACS
WSYOUTH	West Sussex Youth Justice Service								
		02/04/2024	704	19.91	0.00	19.91	0.00	24/04/2024	1
				Receipt Total	0.00	19.91			Ref: BACS
BARWIS	Lucy Barwis								
		18/04/2024	719	55.33	0.00	55.33	0.00	24/04/2024	1
				Receipt Total	0.00	55.33			Ref: BACS
BUSY	BL West Sussex Ltd -Trading as Busylizzy								
		02/04/2024	703	79.60	0.00	79.60	0.00	24/04/2024	1
				Receipt Total	0.00	79.60			Ref: BACS
FRIEND H	Hayley Friend								
		23/04/2024	723	174.80	0.00	174.80	0.00	24/04/2024	1
				Receipt Total	0.00	174.80			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NHSSC	NHS Sussex Community Foundation Trust	25/09/2023	293	147.94	0.00	122.94	25.00	29/04/2024	1
				Receipt Total	0.00	122.94			Ref: BACS
LLOYDS	Lloyds Banking Group	26/09/2023	300	344.11	0.00	344.11	0.00	17/04/2024	1
				Receipt Total	0.00	344.11			Ref: Cheque
BPC	Billingshurst Parish Council	31/10/2023	392	21.70	0.00	21.70	0.00	17/04/2024	1
		06/03/2024	637	252.00	0.00	252.00	0.00	17/04/2024	1
		06/03/2024	638	77.04	0.00	77.04	0.00	17/04/2024	1
		06/03/2024	639	21.70	0.00	21.70	0.00	17/04/2024	1
		06/03/2024	640	21.70	0.00	21.70	0.00	17/04/2024	1
		06/03/2024	641	21.70	0.00	21.70	0.00	17/04/2024	1
				Receipt Total	0.00	415.84			Ref: Cheque
HISTORY	Billingshurst Local History Society	14/02/2024	597	67.04	0.00	67.04	0.00	17/04/2024	1
				Receipt Total	0.00	67.04			Ref: Cheque
SMB	Short Mat Bowls	06/03/2024	630	143.20	0.00	143.20	0.00	17/04/2024	1
				Receipt Total	0.00	143.20			Ref: Cash
BADMINTON	Badminton (Thursday Club)	27/03/2024	676	71.60	0.00	71.60	0.00	17/04/2024	1
				Receipt Total	0.00	71.60			Ref: Cash
LLOYDS	Lloyds Banking Group	19/03/2024	655	143.10	0.00	143.10	0.00	30/04/2024	1
				Receipt Total	0.00	143.10			Ref: Cheque
HISTORY	Billingshurst Local History Society	27/03/2024	679	67.04	0.00	67.04	0.00	30/04/2024	1
				Receipt Total	0.00	67.04			Ref: Cheque

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HISTORY	Billingshurst Local History Society	17/04/2024	717	69.04	0.00	69.04	0.00	30/04/2024	1
				Receipt Total	0.00	69.04			Ref: Cheque
REED	Stephen Reed	02/04/2024	705	67.01	0.00	67.01	0.00	30/04/2024	1
				Receipt Total	0.00	67.01			Ref: Cash
SUSSEX COI	Sussex Coin Company	15/04/2024	715	127.66	0.00	127.66	0.00	30/04/2024	1
				Receipt Total	0.00	127.66			Ref: Cash
SMB	Short Mat Bowls	27/03/2024	664	143.20	0.00	143.20	0.00	30/04/2024	1
				Receipt Total	0.00	143.20			Ref: Cash
WILK	Semley Wilkinson	24/04/2024	730	78.37	0.00	78.31	0.06	25/04/2024	1
				Receipt Total	0.00	78.31			Ref: BACS
HEARING	Hidden Hearing Limited	27/03/2024	673	554.40	0.00	554.40	0.00	26/04/2024	1
				Receipt Total	0.00	554.40			Ref: BACS
SAMA	Sama Karate	30/04/2024	738	164.80	0.00	164.80	0.00	30/04/2024	1
				Receipt Total	0.00	164.80			Ref: BACS
WHIZZ	Whizz Kidz	27/03/2024	682	134.00	0.00	134.00	0.00	30/04/2024	1
				Receipt Total	0.00	134.00			Ref: BACS
WILSON	Sandra Wilson School of Dance	05/12/2023	472	285.00	0.00	285.00	0.00	29/04/2024	1
		19/03/2024	CR490	-184.94	0.00	-184.94	0.00	29/04/2024	1
		13/12/2023	490	542.19	0.00	184.94	357.25	29/04/2024	1
				Receipt Total	0.00	285.00			Ref: BACS

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CHORAL	Billingshurst Choral Society	27/03/2024	665	208.80	0.00	208.80	0.00	29/04/2024	1
				Receipt Total	0.00	208.80			Ref: BACS
NHSSC	NHS Sussex Community Foundation Trust	01/04/2024	CR293	-25.00	0.00	-25.00	0.00	01/04/2024	1
		25/09/2023	293	25.00	0.00	25.00	0.00	01/04/2024	1
				Receipt Total	0.00	0.00			
				Total Receipts Entered for Month 1	0.00	12,586.23			

APPENDIX B

Date: 23/05/2024

Billingshurst Community Centre Current Year

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Time: 11:44

Co-Operative Bank

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Horsham District Council	BACS	63.21		Refuse Collection
02/04/2024	Horsham District Council	BACS	-63.21		Refuse Collection
04/04/2024	Grenke Leasing Ltd	BACS	204.01		Photocopier
09/04/2024	Truffles	CARD	54.00		SSLMC Lunch
12/04/2024	Amazon	CARD	47.93		LED Light bulbs/Cups
15/04/2024	Wightman & Parrish	DD	159.54		Cleaning Products
16/04/2024	Truffles	CARD	58.50		WSCC Lunch
16/04/2024	The Co-Operative Bank Plc	DD	54.00		FD online Bill
17/04/2024	Horsham District Council	DD	99.60		Refuse Collection
18/04/2024	Truffles	CARD	67.50		NHS Lunch
22/04/2024	SEFE Energy	DD	719.08		Gas Bill
22/04/2024	David Tigg	BACS	100.00		PA help with xmas fayre
22/04/2024	Squeegie Clean	DD	700.00		Centre Cleaning
22/04/2024	Rialtas Business Solutions Ltd	BACS	1,132.20		Omega support
22/04/2024	ADT Alarms	BACS	1,660.78		Signalling & transmission
22/04/2024	Kreston Reeves LLP	BACS	288.00		Payroll Services
22/04/2024	Sussex Land Services	BACS	252.00		August grounds contract
23/04/2024	Robin Nugent Architects	BACS	327.60		Centre facilities & facades
23/04/2024	Billingshurst Parish Council	DD	7,428.49		Salary recharge March 2024
23/04/2024	Fowler Building Contractors Li	BACS	29,555.50		Facilities & facades
24/04/2024	Truffles	CARD	63.00		NHS Lunch
24/04/2024	Amazon Prime	DD	8.99		Amazon (paid in error)
25/04/2024	Casual Staff	BACS	187.23		Salary
25/04/2024	Casual Staff	BACS	199.67		Salary
25/04/2024	Casual Staff	BACS	241.36		Salary
25/04/2024	Casual Staff	BACS	584.12		Salary
25/04/2024	Casual Staff	BACS	243.48		Salary
25/04/2024	Engie Power Limited	BACS	1,430.53		Electricity
25/04/2024	Amazon	CARD	22.77		Stationery/Cables
25/04/2024	Amazon	CARD	99.44		Cables/Projector
26/04/2024	Lidl	CARD	8.91		Milk/Juice IAM Meeting
29/04/2024	Tesco	CARD	56.90		Cleaning products & biscuits
30/04/2024	Granwax Products Ltd	DD	60.12		Sportsclean
Total Payments			46,115.25		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PURELY	Purely Sports Ltd	31/01/2024	564	80.00	0.00	40.00	40.00	06/03/2024	1
				Receipt Total	0.00	40.00			Ref: CASH
SINGING	Singing for Pleasure	21/12/2023	499	35.80	0.00	35.80	0.00	06/03/2024	1
		06/02/2024	579	35.80	0.00	35.80	0.00	06/03/2024	1
				Receipt Total	0.00	71.60			Ref: Cash
PURELY	Purely Sports Ltd	16/01/2024	546	20.00	0.00	20.00	0.00	06/03/2024	1
				Receipt Total	0.00	20.00			Ref: Cash
BADMINTON	Badminton (Thursday Club)	21/12/2023	498	35.80	0.00	35.80	0.00	06/03/2024	1
				Receipt Total	0.00	35.80			Ref: Cash
SMB	Short Mat Bowls	05/12/2023	470	107.40	0.00	107.40	0.00	06/03/2024	1
				Receipt Total	0.00	107.40			Ref: Cash
SMB	Short Mat Bowls	30/01/2024	561	179.00	0.00	179.00	0.00	06/03/2024	1
				Receipt Total	0.00	179.00			Ref: Cash
SMB	Short Mat Bowls	03/01/2024	509	107.40	0.00	107.40	0.00	05/03/2024	1
				Receipt Total	0.00	107.40			Ref: Cash
BADMINTON	Badminton (Thursday Club)	31/01/2024	565	53.70	0.00	53.70	0.00	06/03/2024	1
				Receipt Total	0.00	53.70			Ref: Cash
ADOPTION	Adoption South East	11/03/2024	13089CR	-448.20	0.00	-448.20	0.00	11/03/2024	1
		11/03/2024	13089/1	448.20	0.00	448.20	0.00	11/03/2024	1
				Receipt Total	0.00	0.00			

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
ADOPTION	Adoption South East								
		11/03/2024	CR2	-441.80	0.00	-441.80	0.00	11/03/2024	1
		01/03/2023	2	441.80	0.00	441.80	0.00	11/03/2024	1
				Receipt Total	0.00	0.00			
HES	HES Estate Management								
		11/03/2024	CR252	-23.29	0.00	-23.29	0.00	11/03/2024	1
		16/08/2023	252	23.29	0.00	23.29	0.00	11/03/2024	1
				Receipt Total	0.00	0.00			
SYDER	Syder & Young Ltd								
		28/02/2024	618	137.20	0.00	137.20	0.00	01/03/2024	1
				Receipt Total	0.00	137.20			Ref: BACS
OSG	Rachel Osgood								
		19/02/2024	604	69.66	0.00	69.66	0.00	04/03/2024	1
				Receipt Total	0.00	69.66			Ref: BACS
BCT	Billingshurst Community Transport								
		04/03/2024	Payment 106-1	0.00	0.00	170.46	-170.46	04/03/2024	1
				Receipt Total	0.00	170.46			Ref: BACS
TENNIS	Billingshurst Table Tennis Club								
		27/02/2024	611	125.28	0.00	125.28	0.00	05/03/2024	1
				Receipt Total	0.00	125.28			Ref: BACS
HEINRICH	Helen Heinrich								
		05/03/2024	621	480.00	0.00	480.00	0.00	05/03/2024	1
				Receipt Total	0.00	480.00			Ref: BACS
WSYOUTH	West Sussex Youth Justice Service								
		13/02/2024	594	10.85	0.00	10.85	0.00	06/03/2024	1
				Receipt Total	0.00	10.85			Ref: BACS
WILSON	Sandra Wilson School of Dance								
		10/10/2023	351	362.10	0.00	362.10	0.00	06/03/2024	1
				Receipt Total	0.00	362.10			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
LIFESTYLE	Lifestyle Fitness	05/03/2024	626	40.00	0.00	40.00	0.00	07/03/2024	1
				Receipt Total	0.00	40.00			Ref: BACS
SINGING	Singing for Pleasure	21/02/2024	606	35.80	0.00	35.00	0.80	06/03/2024	1
				Receipt Total	0.00	35.00			Ref: CASH
BADMINTON	Badminton (Thursday Club)	29/02/2024	619	53.70	0.00	53.70	0.00	06/03/2024	1
				Receipt Total	0.00	53.70			Ref: CASH
MACMILLAN	Macmillan	19/02/2024	605	111.50	0.00	111.50	0.00	06/03/2024	1
				Receipt Total	0.00	111.50			Ref: CASH
PURELY	Purely Sports Ltd	31/01/2024	564	40.00	0.00	20.00	20.00	05/03/2024	1
				Receipt Total	0.00	20.00			Ref: CASH
SINGING	Singing for Pleasure	06/03/2024	Payment 107-1	0.00	0.00	35.80	-35.80	06/03/2024	1
				Receipt Total	0.00	35.80			Ref: CASH
SINGING	Singing for Pleasure	06/03/2024	Payment 107-1	-35.80	0.00	-35.80	0.00	28/03/2024	1
		27/03/2024	674	35.80	0.00	35.80	0.00	28/03/2024	1
				Receipt Total	0.00	0.00			
SWABY	Melita Swaby	06/03/2024	632	117.98	0.00	117.98	0.00	08/03/2024	1
				Receipt Total	0.00	117.98			Ref: BACS
SALUTEM	Salutem LD Bidco IV Ltd	31/01/2024	567	125.30	0.00	125.30	0.00	08/03/2024	1
				Receipt Total	0.00	125.30			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEARING	Hidden Hearing Limited	06/02/2024	577	443.52	0.00	443.52	0.00	08/03/2024	1
				Receipt Total	0.00	443.52			Ref: BACS
TAICHI	Tai Chi	28/02/2024	616	60.00	0.00	60.00	0.00	11/03/2024	1
				Receipt Total	0.00	60.00			Ref: BACS
WI	Women's Institute	09/11/2023	424	41.88	0.00	41.88	0.00	12/03/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
WI	Women's Institute	11/10/2023	353	41.88	0.00	41.88	0.00	12/03/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
PILATES	Judi Ranger	27/02/2024	613	93.60	0.00	93.60	0.00	12/03/2024	1
				Receipt Total	0.00	93.60			Ref: BACS
ADOPTION	Adoption South East	07/02/2024	583	159.07	0.00	159.07	0.00	12/03/2024	1
				Receipt Total	0.00	159.07			Ref: BACS
QUINNS	Quinns Training Services Limited	14/02/2024	599	187.45	0.00	187.45	0.00	12/03/2024	1
				Receipt Total	0.00	187.45			Ref: BACS
COMPOSURE	Composure Accounting & Taxation Limited	12/03/2024	649	252.80	0.00	252.80	0.00	12/03/2024	1
				Receipt Total	0.00	252.80			Ref: BACS
CASH COW	Vintage Cash Cow	26/09/2023	296	345.45	0.00	345.45	0.00	12/03/2024	1
				Receipt Total	0.00	345.45			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	12/03/2024	646	93.33	0.00	93.33	0.00	14/03/2024	1
				Receipt Total	0.00	93.33			Ref: BACS
WI	Women's Institute	14/03/2024	654	41.88	0.00	41.88	0.00	15/03/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
WEA	Workers Educational Association	25/10/2023	373	125.64	0.00	125.64	0.00	15/03/2024	1
				Receipt Total	0.00	125.64			Ref: BACS
WEALD	The Weald School	06/11/2023	409	131.20	0.00	131.20	0.00	15/03/2024	1
				Receipt Total	0.00	131.20			Ref: BACS
WHIZZ	Whizz Kidz	14/02/2024	600	134.00	0.00	134.00	0.00	15/03/2024	1
				Receipt Total	0.00	134.00			Ref: BACS
COLE	Elizabeth Cole	13/03/2024	650	203.28	0.00	203.28	0.00	15/03/2024	1
				Receipt Total	0.00	203.28			Ref: BACS
BCP	Billingshurst Community Partnership	05/03/2024	625	28.94	0.00	28.94	0.00	18/03/2024	1
				Receipt Total	0.00	28.94			Ref: BACS
STITCHED	Stitched up Textiles	13/03/2024	651	36.18	0.00	36.18	0.00	18/03/2024	1
				Receipt Total	0.00	36.18			Ref: BACS
HISTORY	Billingshurst Local History Society	15/01/2024	535	67.04	0.00	67.04	0.00	11/03/2024	1
				Receipt Total	0.00	67.04			Ref: Cheque

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BPC	Billingshurst Parish Council								
		06/02/2024	572	252.00	0.00	252.00	0.00	11/03/2024	1
		06/02/2024	573	21.70	0.00	21.70	0.00	11/03/2024	1
		06/02/2024	574	50.28	0.00	50.28	0.00	11/03/2024	1
		06/02/2024	575	21.70	0.00	21.70	0.00	11/03/2024	1
				Receipt Total	0.00	345.68			Ref: Cheque
HEALTH	Healthwatch West Sussex								
		26/09/2023	297	56.64	0.00	56.64	0.00	18/03/2024	1
		27/02/2024	612	49.08	0.00	49.08	0.00	18/03/2024	1
				Receipt Total	0.00	105.72			Ref: BACS
HDC	Horsham District Council								
		12/03/2024	648	214.51	0.00	214.51	0.00	18/03/2024	1
				Receipt Total	0.00	214.51			Ref: BACS
WILSON	Sandra Wilson School of Dance								
		01/11/2023	405	305.00	0.00	305.00	0.00	19/03/2024	1
				Receipt Total	0.00	305.00			Ref: BACS
BFC	Billingshurst Family Church								
		12/03/2024	642	907.00	0.00	907.00	0.00	19/03/2024	1
		12/03/2024	643	144.48	0.00	144.48	0.00	19/03/2024	1
		12/03/2024	644	187.95	0.00	187.95	0.00	19/03/2024	1
		12/03/2024	645	101.18	0.00	101.18	0.00	19/03/2024	1
		12/03/2024	647	34.88	0.00	34.88	0.00	19/03/2024	1
				Receipt Total	0.00	1,375.49			Ref: BACS
NHSSUSSEX	NHS Sussex ICB								
		31/05/2023	94	480.68	0.00	480.68	0.00	20/03/2024	1
				Receipt Total	0.00	480.68			Ref: BACS
CHRISTIAN	Christian Friendship Group								
		20/03/2024	656	28.94	0.00	28.94	0.00	21/03/2024	1
				Receipt Total	0.00	28.94			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
H ANDREWS	Holly Andrews								
		31/03/2024	CR684	-13.61	0.00	-13.61	0.00	31/03/2024	1
		27/03/2024	684	68.94	0.00	13.61	55.33	31/03/2024	1
				Receipt Total	0.00	0.00			
WWATCHERS	WW GBR Ltd								
		06/03/2024	633	318.40	0.00	318.40	0.00	22/03/2024	1
				Receipt Total	0.00	318.40			Ref: BACS
HDC	Horsham District Council								
		05/03/2024	623	150.76	0.00	150.76	0.00	25/03/2024	1
				Receipt Total	0.00	150.76			Ref: BACS
NORTHGATE	Northgate Properties Ltd								
		21/02/2024	607	387.45	0.00	387.45	0.00	25/03/2024	1
				Receipt Total	0.00	387.45			Ref: BACS
BFC	Billingshurst Family Church								
		26/03/2024	659	93.33	0.00	93.33	0.00	26/03/2024	1
				Receipt Total	0.00	93.33			Ref: BACS
WI 2	Women's Institute								
		27/03/2024	681	41.88	0.00	41.88	0.00	27/03/2024	1
				Receipt Total	0.00	41.88			Ref: BACS
VERRAN	Rebecca Verran								
		28/02/2024	617	50.25	0.00	50.25	0.00	27/03/2024	1
				Receipt Total	0.00	50.25			Ref: BACS
RUG	Sophie Ruggiero								
		31/05/2023	96	53.70	0.00	53.70	0.00	27/03/2024	1
				Receipt Total	0.00	53.70			Ref: BACS
MERRY	Chris Merryfield-Day								
		27/03/2024	675	100.00	0.00	100.00	0.00	27/03/2024	1
				Receipt Total	0.00	100.00			Ref: BACS

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCCSW	WSCC Sonia Wren	05/03/2024	620	715.18	0.00	715.18	0.00	27/03/2024	1
				Receipt Total	0.00	715.18			Ref: BACS
BADMINTON	Badminton (Thursday Club)	17/12/2020	11682	-0.03	0.00	-0.03	0.00	31/03/2024	1
		31/03/2024	W/O 1	0.03	0.00	0.03	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			
BUSY	BL West Sussex Ltd -Trading as Busylizzy	31/03/2024	W/O2	-0.30	0.00	-0.30	0.00	31/03/2024	1
		03/01/2024	517	0.30	0.00	0.30	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			
CHORAL	Billingshurst Choral Society	06/12/2022	12836	-0.02	0.00	-0.02	0.00	31/03/2024	1
		31/03/2024	W/O3	0.02	0.00	0.02	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			
CHRISTIAN	Christian Friendship Group	31/03/2024	W/O4	-0.04	0.00	-0.04	0.00	31/03/2024	1
		15/11/2023	430	0.04	0.00	0.04	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			Ref: W/O5
TAICHI	Tai Chi	01/12/2021	12069	-0.01	0.00	-0.01	0.00	31/03/2024	1
		31/03/2024	W/O6	0.01	0.00	0.01	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			
NHS	NHS Community NHS Foundation Trust	23/10/2023	Payment 101-1	-217.40	0.00	-217.40	0.00	31/03/2024	1
				Receipt Total	0.00	-217.40			Ref: match
NHSSC	NHS Sussex Community Foundation Trust	25/09/2023	294	82.66	0.00	82.66	0.00	31/03/2024	1
				Receipt Total	0.00	82.66			Ref: match2

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SUSSEX NHS	Sussex Community NHS Foundation Trust	12/07/2023	194	134.74	0.00	134.74	0.00	31/03/2024	1
				Receipt Total	0.00	134.74			Ref: match2
CHORAL	Billingshurst Choral Society	05/03/2024	622	114.50	0.00	114.50	0.00	28/03/2024	1
				Receipt Total	0.00	114.50			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	27/03/2024	662	125.28	0.00	125.28	0.00	28/03/2024	1
				Receipt Total	0.00	125.28			Ref: BACS
GALLAGHER	Irish Dance	27/03/2024	668	240.00	0.00	240.00	0.00	28/03/2024	1
				Receipt Total	0.00	240.00			Ref: BACS
NHS SS	Sussex Community NHS Foundation Trust	27/02/2024	610	375.45	0.00	375.46	-0.01	28/03/2024	1
				Receipt Total	0.00	375.46			Ref: BACS
CAPITA	Capita Business Services	31/03/2024	MAN01	-226.12	0.00	-226.12	0.00	31/03/2024	1
		03/08/2022	12585	4.86	0.00	4.86	0.00	31/03/2024	1
		03/08/2022	Payment 93-1	221.26	0.00	221.26	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			Ref: MAN01
CASUAL	Casual Customers	31/03/2024	MAN02	-194.65	0.00	-194.65	0.00	31/03/2024	1
		30/01/2023	12965	181.44	0.00	181.44	0.00	31/03/2024	1
		05/04/2023	13161	13.21	0.00	13.21	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			Ref: MAN02
NHS SS	Sussex Community NHS Foundation Trust	27/02/2024	610	-0.01	0.00	-0.01	0.00	31/03/2024	1
		31/03/2024	MAN03	0.01	0.00	0.01	0.00	31/03/2024	1
				Receipt Total	0.00	0.00			Ref: MAN03

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
NEST	Alexis Tugwell	31/03/2024	MAN04	-161.92	0.00	-161.92	0.00	31/03/2024	1
		05/04/2023	13158	161.92	0.00	161.92	0.00	31/03/2024	1
		Receipt Total		0.00	0.00	Ref: MAN04			
PARTY	Party Bookings	31/03/2024	MAN05	-25.57	0.00	-25.57	0.00	31/03/2024	1
		28/11/2022	12819	25.57	0.00	25.57	0.00	31/03/2024	1
		Receipt Total		0.00	0.00	Ref: MAN05			
SINGING	Singing for Pleasure	31/03/2024	MAN06	-0.80	0.00	-0.80	0.00	31/03/2024	1
		21/02/2024	606	0.80	0.00	0.80	0.00	31/03/2024	1
		Receipt Total		0.00	0.00	Ref: MAN06			
REDWOOD	Redwood Business Services	31/03/2024	MAN07	-40.20	0.00	-40.20	0.00	31/03/2024	1
		03/08/2022	12594	40.20	0.00	40.20	0.00	31/03/2024	1
		Receipt Total		0.00	0.00	Ref: MAN07			
Total Receipts Entered for Month 12				0.00	10,619.08				

APPENDIX C

Date: 24/04/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:05

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		72,911.68
			<u>72,911.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			72,911.68
<u>Unpresented Receipts (Plus)</u>			
29/02/2024 18.93		18.93	<u>18.93</u>
			72,930.61
		Balance per Cash Book is :-	72,930.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX D

Date:16/04/2024

Billingshurst Community Centre Current Year

Page 1

Time: 10:25

Bank Reconciliation Statement as at 25/03/2024
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	25/03/2024		61,220.98
			<u>61,220.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,220.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,220.98
		Balance per Cash Book is :-	61,220.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX E

Date:22/05/2024

Billingshurst Community Centre Current Year

Page 1

Time: 14:33

Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024	48	39,377.69
			<u>39,377.69</u>
Unpresented Payments (Minus)			Amount
02/04/2024 BACS	Horsham District Council		-63.21
			<u>-63.21</u>
			39,440.90
Unpresented Receipts (Plus)			
29/02/2024	18.93	18.93	
30/04/2024	Cheque	143.10	
30/04/2024	Cheque	67.04	
30/04/2024	Cheque	69.04	
			<u>298.11</u>
			39,739.01
			Balance per Cash Book is :-
			39,739.01
			Difference is :-
			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX F

14/05/2024

Billingshurst Community Centre Current Year

Page 1

11:31

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Billingshurst CCC</u>						
Lettings - Commercial	1,374	24,469	0	(24,469)		
Lettings - Local Commercial	3,784	27,841	0	(27,841)		
Party	57	767	0	(767)		
CarPark Rental	119	819	0	(819)		
Lettings - Local Non Comm.	2,893	39,286	0	(39,286)		
Kitchen	(99)	738	0	(738)		
Cancellation Fee	0	341	0	(341)		
Refund	0	13	0	(13)		
Licences	18	293	0	(293)		
Tenants-BPC/BCT/Police/H.Watch	0	10,526	0	(10,526)		
Storage	108	783	0	(783)		
Damage Waiver Bond	208	0	0	0		
Technology	8	33	0	(33)		
Photocopies(inc)	0	122	0	(122)		
Catering (Inc)	1,418	8,979	0	(8,979)		
Utilities (inc)	5	4,972	0	(4,972)		
Postage (inc)	4	0	0	0		
Entertainment Income	0	448	0	(448)		
Event income	396	5,961	0	(5,961)		
Interest	24	853	0	(853)		
S106 Money	0	145,148	0	(145,148)		
Garage Rent	210	2,310	0	(2,310)		
Fire/smoke detectors (inc)	0	3,274	0	(3,274)		
Centre Toilets/Doors/Extension	0	34,076	0	(34,076)		
Billingshurst CCC :- Income	10,529	312,053	0	(312,053)		
Duplicate name in error , can b	105	0	0	0		0
Billingshurst CCC :- Direct Expenditure	105	0	0	0	0	0
Catering (Exp)	208	7,258	0	(7,258)		(7,258)
Marketing & Publicity	0	50	0	(50)		(50)
Event costs	852	2,954	0	(2,954)		(2,954)
Pay - Permanent Staff	9,557	50,482	0	(50,482)		(50,482)
Pay - Casual Staff	1,882	16,576	0	(16,576)		(16,576)
Staff Training	0	755	0	(755)		(755)
Rates	0	658	0	(658)		(658)
Water Rates	9	(13)	0	13		13
Refuse Collection	75	880	0	(880)		(880)
Insurance	0	5,713	0	(5,713)		(5,713)
Electricity	1,450	10,230	0	(10,230)		(10,230)
Gas	336	3,843	0	(3,843)		(3,843)

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Stationery & Photocopying	36	1,076	0	(1,076)		(1,076)
Office Furniture	(8)	2,564	0	(2,564)		(2,564)
Office Equipment	8	0	0	0		0
Postage	4	12	0	(12)		(12)
IT/Computer Consumables	1,279	1,407	0	(1,407)		(1,407)
Maintenance & Improvements	219	9,425	0	(9,425)		(9,425)
Cleaning	836	9,981	0	(9,981)		(9,981)
Grounds Maintenance	1,011	2,691	0	(2,691)		(2,691)
Garage Project	975	975	0	(975)		(975)
Centre toilets, doors and hall	24,903	188,563	0	(188,563)		(188,563)
Professional Fees	374	4,486	0	(4,486)		(4,486)
Licences	1,150	1,220	0	(1,220)		(1,220)
Accountancy and Audit Fees	(1,400)	145	0	(145)		(145)
Independant Exam	1,400	0	0	0		0
Sundry Expenses	89	2,090	0	(2,090)		(2,090)
Bank Charges	52	816	0	(816)		(816)
Customer Refund	126	282	0	(282)		(282)
Service Agreement	0	1,927	0	(1,927)		(1,927)
Billingshurst CCC :- Indirect Expenditure	<u>45,423</u>	<u>327,044</u>	<u>0</u>	<u>(327,044)</u>	<u>0</u>	<u>(327,044)</u>
Net Income over Expenditure	<u>(34,999)</u>	<u>(14,992)</u>	<u>0</u>	<u>14,992</u>		
Grand Totals:- Income	10,529	312,053	0	(312,053)		
Expenditure	45,528	327,044	0	(327,044)	0	(327,044)
Net Income over Expenditure	<u>(34,999)</u>	<u>(14,992)</u>	<u>0</u>	<u>14,992</u>		
Movement to/(from) Gen Reserve	<u>(34,999)</u>	<u>(14,992)</u>				

APPENDIX G

From: The Working Party on Centre's heating system

To: The Centre Committee

Date: 13 May 2024

Subject: Action in Rural Sussex – subscription and consultancy.

You will recall that the working party was set up to research and evaluate potential alternative energy sources to satisfy, at least in part, the space heating energy needs of the Centre. This arose out of a concern that the existing gas boiler, having suffered an outage, might require replacement, either with a similar boiler, with the same or similar energy supply.

During the research, have been conducted to this end, Action in Rural Sussex [AirS] has been discovered. AirS is a part of the charity Sussex Rural Community Council [Charity #1035401] with main objects is the promotion of any charitable purposes for the benefit of the Sussex communities. It's main sources of income are DEFRA, East Sussex County Council, District Councils and the National Lottery.

AirS also have an established consultancy arm called Village Halls and Community Buildings Advisory Service. [See <https://www.ruralsussex.org.uk/what-we-do/village-halls-community-buildings>] The service is offered to members on a subscription basis of £144 per annum and, for those members, consultancy is available specialising on buildings for the community.

As part of the due diligence process, PD spoke to Adam West, Chairman of the Sussex Village Hall Advisory Group, who has worked with Angela Milligan, the lead consultant for AirS on buildings, and speaks highly of her and the AirS organisation generally as being extremely helpful for Village Halls.

The Working Party **recommends** that the Centre takes out an initial annual subscription for AirS with a two-fold aim. Firstly, it will provide a directly relevant source of information for the Trustees in the management of the Centre, and how it might improve its ability to make successful application for charitable funding. Secondly, it is a prerequisite to being able to utilise the consultancy service.

The Working Party further recommends the exploration of a consultancy project to assist it in its primary endeavour. The first hour – scoping the requirement – is free. Thereafter, substantive work and advice is a maximum of £75 per hour, reducing to £450 for a full day.

The Working Party **recommends** that, in the first instance, up to one day's consultancy to evaluate the benefits that would accrue, before any further action.

Phillip Day,

On behalf of the Working Party

APPENDIX H
BILLINGSHURST COMMUNITY & CONFERENCE CENTRE
CENTRE COMMITTEE

29 MAY 2024

MANAGER'S REPORT

FOR INFORMATION

The long-awaited portrait of King Charles is now adorning the Council Chamber wall; although it's not the most colourful picture, it's taken away the bareness of our magnolia walls!

An issue with the ceiling lights in the Barnes Room became apparent last week when Colin tried to change the bulbs in 2 fittings only to discover that they had burn marks inside and the new LED bulbs wouldn't work; this prompted the Clerk to ask whether it was time to resume the job of replacing the old fluorescent fittings for new LED ones as we have done in the office & reception. I have obtained a quote from ICA electrical and am now awaiting a start date for the work to commence.

Last summer our box hedging plants that sat in our front borders were attacked by box moth caterpillars; unfortunately, treatment didn't happen quick enough and they began to die off. Wayne Lee from Sussex Landscapes sprayed them in early March which by then was too late as the plants were showing little sign of recovery. I asked for them to be removed as the front of the Centre was looking really messy. I am keen to add some greenery back into the borders as they look bare, but the suggestion is currently to overhaul the whole of the frontage including the hedging and smarten the whole site up, that said, we are currently also awaiting a quote to spruce up the woodwork over the new automatic doors, which has also begun to look very tired.

Last week three extra CCTV cameras were installed; these now cover previous *gaps* in our coverage of the exterior of the building.

I refer to our Murder Mystery event which took place back in February: the total profit made in the end was £629.66. I have no doubt that we will work alongside the Billingshurst Dramatic Society again in the not-too-distant future.

The latest date we have for the installation of the Electric Vehicle (EV) Charging Points in the car park is September.

The Committee is invited to note this report.