



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 26 June 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

19 June 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 29 May 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 approve payments and note receipts for May 2024 – Appendix A.
8. To approve Bank Reconciliation: COOP Current Account – 30 May 2024 - Appendix B.
9. To consider options to replace photocopier - Appendix C – **TO FOLLOW.**
10. To receive any update from the Heating Replacement Working Party.
11. To receive the Manager's Report - Appendix D.
12. Date of Next Meeting – **Wednesday 31 July 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: 19/06/2024

## Billingshurst Community Centre Current Year

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Time: 14:39

### Co-Operative Bank

#### List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
07/05/2024	Amazon	CARD	9.99		Plastic Folders
08/05/2024	Truffles	CARD	54.00		Scouts Lunch
09/05/2024	Amazon	CARD	19.06		Chopping Board
10/05/2024	Amazon	CARD	39.98		Light Bulbs
14/05/2024	Beeches Buffet	BACS	270.00		Catering
15/05/2024	The Co-Operative Bank Plc	BACS	53.00		Monthly Fee
17/05/2024	Horsham District Council	BACS	79.70		Refuse Collection
17/05/2024	Amazon	CARD	7.37		Wall mounted no smoke signs
20/05/2024	Amazon	CARD	45.93		Wall mounted ashtrays
21/05/2024	Digital Managed Print Services	BACS	17.33		Photocopier
21/05/2024	Vision ICT Ltd	BACS	684.00		Website development
21/05/2024	Squeegee Clean	BACS	700.00		General Cleaning
21/05/2024	Sussex Land Services	BACS1	516.00		Centre Contract March
21/05/2024	Billingshurst Parish Council	BACS	5,910.34		Salary recharge
21/05/2024	Lidl	CARD	17.46		Milk/Fruit WSCC
21/05/2024	Casual Staff	BACS	231.32		Salary
21/05/2024	Casual Staff	BACS	262.21		Salary
21/05/2024	Casual Staff	BACS	291.11		Salary
21/05/2024	Casual Staff	BACS	320.63		Salary
21/05/2024	Casual Staff	BACS	699.33		Salary
22/05/2024	Truffles	CARD	181.25		Catering for WSCC
23/05/2024	Amazon	CARD	20.98		D Day accessories
24/05/2024	Engie Power Limited	BACS	1,314.46		Electricity
28/05/2024	SEFE Energy	DD	570.50		Gas Bill
<b>Total Payments</b>			<u>12,379.95</u>		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
GALLAGHER	Irish Dance	30/04/2024	756	61.80	0.00	61.80	0.00	01/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>61.80</b>			<b>Ref: BACS</b>
SWABY	Melita Swaby	30/04/2024	736	82.00	0.00	82.00	0.00	01/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>82.00</b>			<b>Ref: BACS</b>
SYDER	Syder & Young Ltd	30/04/2024	746	92.21	0.00	92.21	0.00	01/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>92.21</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church	30/04/2024	739	96.15	0.00	96.15	0.00	01/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.15</b>			<b>Ref: BACS</b>
TENNIS	Billingshurst Table Tennis Club	30/04/2024	742	161.35	0.00	161.35	0.00	01/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>161.35</b>			<b>Ref: BACS</b>
WI 2	Women's Institute	30/04/2024	761	43.12	0.00	43.12	0.00	02/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>
FITFORG	Elizabeth Hunt / Suzanne Kimber	30/04/2024	737	77.59	0.00	77.59	0.00	02/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>77.59</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	03/04/2024	706	175.57	0.00	170.46	5.11	02/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>170.46</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	30/04/2024	750	175.57	0.00	175.57	0.00	03/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>175.57</b>			<b>Ref: BACS</b>

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
LIFESTYLE	Lifestyle Fitness	30/04/2024	740	82.40	0.00	82.40	0.00	30/04/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>82.40</b>			<b>Ref: BACS</b>
PILATES	Judi Ranger	30/04/2024	743	120.50	0.00	120.00	0.50	07/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>120.00</b>			<b>Ref: BACS</b>
SCOUTS	Billingshurst Scouts & Guides	02/04/2024	686	76.65	0.00	76.65	0.00	03/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>76.65</b>			<b>Ref: BACS</b>
BHT	BHT Sussex	30/04/2024	760	127.66	0.00	127.66	0.00	07/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>127.66</b>			<b>Ref: BACS</b>
NHSSC	NHS Sussex Community Foundation Trust	26/07/2023	219	188.65	0.00	188.65	0.00	07/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>188.65</b>			<b>Ref: BACS</b>
HEINRICH	Helen Heinrich	10/05/2022	Payment 51-1	-74.25	0.00	-70.00	-4.25	07/05/2024	1
		30/04/2024	748	525.30	0.00	525.30	0.00	07/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>455.30</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	30/04/2024	751	933.32	0.00	933.32	0.00	07/05/2024	1
		30/04/2024	752	129.08	0.00	129.08	0.00	07/05/2024	1
		30/04/2024	753	77.04	0.00	77.04	0.00	07/05/2024	1
		30/04/2024	754	393.35	0.00	393.35	0.00	07/05/2024	1
		30/04/2024	763	28.74	0.00	28.77	-0.03	07/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,561.56</b>			<b>Ref: BACS</b>
ADOPTION	Adoption South East	06/09/2023	266	1,099.95	0.00	1,099.95	0.00	08/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,099.95</b>			<b>Ref: BACS</b>

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WI	Women's Institute	30/04/2024	769	43.12	0.00	43.12	0.00	09/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>
SALUTEM	Salutem LD Bidco IV Ltd	26/03/2024	660	107.40	0.00	107.42	-0.02	10/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>107.42</b>			<b>Ref: BACS</b>
ADOPTION	Adoption South East	11/10/2023	357	123.94	0.00	123.94	0.00	10/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>123.94</b>			<b>Ref: BACS</b>
POLICE	Kelly James Sussex Police	29/04/2024	732	163.13	0.00	163.13	0.00	10/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>163.13</b>			<b>Ref: BACS</b>
HDC	Horsham District Council	30/04/2024	744	38.81	0.00	38.81	0.00	13/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>38.81</b>			<b>Ref: BACS</b>
NHSGR	Sussex Community NHS Foundation	26/03/2024	658	210.91	0.00	210.91	0.00	13/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>210.91</b>			<b>Ref: BACS</b>
HIGHWOOD	Highwood Group	07/02/2024	584	54.96	0.00	54.96	0.00	15/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>54.96</b>			<b>Ref: BACS</b>
EBE	Alex Eberhard	15/05/2024	783	93.60	0.00	93.60	0.00	15/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>93.60</b>			<b>Ref: BACS</b>
WSCC TM	West Sussex County Council - T Marshall	24/04/2024	727	221.42	0.00	221.42	0.00	16/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>221.42</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
IAM	Institute of Advanced Motorists	29/04/2024	733	673.31	0.00	673.31	0.00	16/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>673.31</b>			<b>Ref: BACS</b>
CGL	Change Grow Live	03/04/2024	711	17.26	0.00	17.26	0.00	17/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>17.26</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church	15/05/2024	780	96.15	0.00	96.15	0.00	17/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.15</b>			<b>Ref: BACS</b>
WWATCHERS	WW GBR Ltd	30/04/2024	745	369.00	0.00	369.00	0.00	17/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>369.00</b>			<b>Ref: BACS</b>
MACMILLAN	Macmillan	15/05/2024	784	92.20	0.00	92.20	0.00	20/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>92.20</b>			<b>Ref: BACS</b>
HDC	Horsham District Council	14/05/2024	772	355.81	0.00	355.81	0.00	20/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>355.81</b>			<b>Ref: BACS</b>
STITCHED	Stitched up Textiles	14/05/2024	774	37.25	0.00	37.25	0.00	21/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>37.25</b>			<b>Ref: BACS</b>
WEALD	The Weald School	14/05/2024	776	196.42	0.00	196.42	0.00	21/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>196.42</b>			<b>Ref: BACS</b>
TAICHI	Tai Chi	30/04/2024	741	41.20	0.00	41.20	0.00	22/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.20</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSYOUTH	West Sussex Youth Justice Service	30/04/2024	766	57.09	0.00	57.09	0.00	22/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>57.09</b>			<b>Ref: BACS</b>
SALUTEM	Salutem LD Bidco IV Ltd	23/04/2024	724	36.88	0.00	36.88	0.00	24/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	15/05/2024	779	70.69	0.00	70.69	0.00	24/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>70.69</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	14/05/2024	775	81.98	0.00	81.98	0.00	24/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>81.98</b>			<b>Ref: BACS</b>
HDC	Horsham District Council	27/03/2024	669	150.76	0.00	150.76	0.00	28/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>150.76</b>			<b>Ref: BACS</b>
HEARING	Hidden Hearing Limited	24/04/2024	731	380.60	0.00	380.60	0.00	28/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>380.60</b>			<b>Ref: BACS</b>
NHS IM	Sussex Community NHS Foundation Trust	30/04/2024	764	298.94	0.00	298.94	0.00	28/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>298.94</b>			<b>Ref: BACS</b>
NHSSC	NHS Sussex Community Foundation Trust	14/05/2024	771	151.66	0.00	151.66	0.00	28/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>151.66</b>			<b>Ref: BACS</b>
GIBSON	Tanya Gibson	28/05/2024	789	113.30	0.00	113.30	0.00	29/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>113.30</b>			<b>Ref: BACS</b>



## List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
ROCKCHOIR	Rock Choir Ltd	30/04/2024	765	46.10	0.00	46.10	0.00	30/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>46.10</b>			<b>Ref: BACS</b>
CHORAL	Billingshurst Choral Society	30/04/2024	755	196.84	0.00	196.84	0.00	30/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>196.84</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	28/05/2024	793	933.32	0.00	933.32	0.00	30/05/2024	1
		28/05/2024	794	154.09	0.00	154.09	0.00	30/05/2024	1
		28/05/2024	795	129.08	0.00	129.08	0.00	30/05/2024	1
		28/05/2024	796	477.33	0.00	477.33	0.00	30/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,693.82</b>			<b>Ref: BACS</b>
TENNIS	Billingshurst Table Tennis Club	28/05/2024	797	129.08	0.00	129.08	0.00	31/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>129.08</b>			<b>Ref: BACS</b>
WHIZZ	Whizz Kidz	30/04/2024	735	198.38	0.00	198.38	0.00	31/05/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>198.38</b>			<b>Ref: BACS</b>
				<b>Total Receipts Entered for Month 2</b>	<b>0.00</b>	<b>11,214.45</b>			

# APPENDIX B

Date: 19/06/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:47

**Bank Reconciliation Statement as at 31/05/2024  
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	31/05/2024		38,682.39
			38,682.39
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
02/04/2024 BACS	Horsham District Council	-63.21	
			-63.21
			38,745.60
<b><u>Unpresented Receipts (Plus)</u></b>			
29/02/2024	18.93	18.93	
			18.93
			38,764.53
		<b>Balance per Cash Book is :-</b>	<b>38,764.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## APPENDIX D

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

#### CENTRE COMMITTEE

27 JUNE 2024

Lighting in the Barnes Room has now been upgraded to LED; two of the old units were not able to be serviced and thus continues our replacement of outdated and not cost-effective fluorescent tubes which will hopefully reduce our expensive electricity bills.

Another overhaul for the Barnes Room this week sees the installation of a TV for our hirers to use in place of the smart projector which had stopped working and would have been not only expensive but fiddly to fix; this new option will use HDMI with an adaptor to plug in older laptops. If this proves successful, I will look into the same technology for the rest of our rooms funds permitting, so it is very much a trial.

I decided to test the boiler a few weeks ago to see if it would 'fire up', worryingly, I couldn't get it to start at all, a representative from BSW (the company who service our boiler annually) is happy to chat about alternatives but I think this matter should be prioritised as a matter of urgency, winter will soon be upon us and with our current boiler not up to the job anymore we will need to have something in place before then. I am still trying to obtain a third quote, but it seems to be falling on deaf ears!!

Our planters on the patio have been given a splash of colour ready for the Billingshurst in Bloom competition; the re-pointing of the steps and slope is due to be carried out at the end of June and the painting of the exterior wood work around the main doors is due to take place within the next couple of weeks. Once these works are completed, I will bring in a photographer to take some professional shots for our website which is currently under construction with Vision ICT.

Our D Day Luncheon took place on June 6<sup>th</sup>; it was a great afternoon with lots of positive feedback from those who attended, many sandwiches and bottles of prosecco were consumed in honour of the 80<sup>th</sup> anniversary whilst Rob Nichol, our local crooner entertained the crowd; the only negative comments were that it didn't go on for longer!

The Committee is invited to note this report.