



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 July 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

24 July 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 26 June 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 June 2024 – Appendix A.
8. To approve Bank Reconciliation: COOP Current Account – 30 June 2024 - Appendix B.
9. To approve Bank Reconciliation: NatWest Bonus Saver Account - 30 June 2024 - Appendix C.
10. To receive first quarter budget report and agree draft budget for 2024-25 – to follow.
11. To receive any update from the Heating Replacement Working Party.
12. To receive the Manager's Report - Appendix D.
13. Date of Next Meeting – **Wednesday 25 September 2024**

MEMBERS: PB, 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: 25/07/2024

Billingshurst Community Centre Current Year

Page 1

Time: 10:12

Co-Operative Bank

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
04/06/2024	Aldi	CARD	41.94		Centre catering supplies
04/06/2024	Booker	CARD	377.24		Centre Supplies
05/06/2024	Truffles	CARD	108.00		NHS Lunch 05.06.2024
05/06/2024	Lidl	CARD	118.16		Catering for D Day lunch
10/06/2024	Lidl	CARD	28.08		Fruit for WSCC meeting
11/06/2024	Sainsburys	CARD	7.35		Fruit for WSCC
14/06/2024	Wightman & Parrish	BACS	162.04		Cleaning Supplies
17/06/2024	Amazon	CARD	22.95		Water machine cups
17/06/2024	Amazon	CARD	24.95		Air pot
17/06/2024	Truffles	CARD	218.40		Primary Heads Lunch
17/06/2024	The Co-Operative Bank Plc	BACS	52.00		Account Fee
18/06/2024	Truffles	CARD	171.00		WSCC Catering
19/06/2024	Tesco	CARD	64.23		Centre Catering
19/06/2024	Horsham District Council	BACS	92.70		Refuse collection
19/06/2024	Zip Heaters UK Limited	CARD	345.60		Hydroboil service contract
21/06/2024	Denise Acraman	BACS	100.00		Television purchase
21/06/2024	AIRS Membership	BACS	144.00		AIRS Membership
21/06/2024	Truffles Bakery	BACS	1,156.50		Catering
21/06/2024	ICA Electrical Contractors	BACS	918.00		Light fittings in barnes room
21/06/2024	Billingshurst Parish Council	BACS	6,000.37		Salary Recharge May
21/06/2024	Sussex Land Services	BACS	258.00		Centre contract May
21/06/2024	Squeegee Clean	BACS	714.00		Centre Cleaning
21/06/2024	Greg Burt	BACS	225.00		Reimbursement for D Day Lunch
21/06/2024	Sarah Newell	BACS	110.26		Expenses Reclaim
21/06/2024	MJN Services	BACS	180.00		Repair acoustic wall
21/06/2024	Billingshurst Parish Council	BACS	990.00		RBS Closedown
21/06/2024	Kestrel Alarms Ltd	BACS	1,418.40		CCTV upgrade
24/06/2024	SEFE Energy	BACS	74.40		Gas
25/06/2024	Casual Staff	BACS	151.16		Salary
25/06/2024	Casual Staff	BACS	223.15		Salary
25/06/2024	Casual Staff	BACS	324.58		Salary
25/06/2024	Casual Staff	BACS	521.55		Salary
25/06/2024	Casual Staff	BACS	193.93		Salary
25/06/2024	Screwfix	CARD	59.98		Fans
27/06/2024	Engle Power Limited	BACS	1,213.66		Electricity
Total Payments			16,875.58		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BUSY	BL West Sussex Ltd -Trading as Busylizzy	28/05/2024	798	51.25	0.00	51.25	0.00	01/07/2024	1
				Receipt Total	0.00	51.25			Ref: BACS
SAOMA	Southern Academy of Martial Arts	01/07/2024	837	164.80	0.00	164.80	0.00	01/07/2024	1
				Receipt Total	0.00	164.80			Ref: BACS
SUSSEX NHS	Sussex Community NHS Foundation Trust	04/06/2024	808	242.71	0.00	242.71	0.00	01/07/2024	1
				Receipt Total	0.00	242.71			Ref: BACS
JENKINSON	Whitford Estates	02/07/2024	847	28.54	0.00	28.54	0.00	03/07/2024	1
				Receipt Total	0.00	28.54			Ref: BACS
FRIEND H	Hayley Friend	03/07/2024	863	61.50	0.00	61.50	0.00	03/07/2024	1
				Receipt Total	0.00	61.50			Ref: BACS
BCT	Billingshurst Community Transport	03/07/2024	850	175.57	0.00	175.57	0.00	03/07/2024	1
				Receipt Total	0.00	175.57			Ref: BACS
BFC	Billingshurst Family Church	02/07/2024	838	1,010.37	0.00	1,010.37	0.00	03/07/2024	1
		02/07/2024	839	258.16	0.00	258.16	0.00	03/07/2024	1
		02/07/2024	840	158.61	0.00	158.61	0.00	03/07/2024	1
		02/07/2024	841	474.07	0.00	474.07	0.00	03/07/2024	1
		02/07/2024	842	2,109.54	0.00	2,109.54	0.00	03/07/2024	1
				Receipt Total	0.00	4,010.75			Ref: BACS
NOONAN	Mark Noonan	03/07/2024	866	40.00	0.00	40.00	0.00	04/07/2024	1
				Receipt Total	0.00	40.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WI 2	Women's Institute	03/07/2024	858	43.12	0.00	43.12	0.00	04/07/2024	1
				Receipt Total	0.00	43.12			Ref: BACS
SWABY	Melita Swaby	03/07/2024	868	61.50	0.00	61.50	0.00	04/07/2024	1
				Receipt Total	0.00	61.50			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	01/07/2024	832	129.08	0.00	129.08	0.00	04/07/2024	1
				Receipt Total	0.00	129.08			Ref: BACS
WEALD	The Weald School	11/06/2024	822	273.22	0.00	273.22	0.00	04/07/2024	1
				Receipt Total	0.00	273.22			Ref: BACS
GALLAGHER	Irish Dance	02/07/2024	844	247.20	0.00	247.20	0.00	05/07/2024	1
				Receipt Total	0.00	247.20			Ref: BACS
MESSYCHURC	Messy Church	02/07/2024	843	96.15	0.00	96.15	0.00	08/07/2024	1
				Receipt Total	0.00	96.15			Ref: BACS
PILATES	Judi Ranger	01/07/2024	833	96.40	0.00	96.40	0.00	08/07/2024	1
				Receipt Total	0.00	96.40			Ref: BACS
NHS WSTT	NHS West Sussex Talking Therapies	12/06/2024	829	366.14	0.00	366.14	0.00	08/07/2024	1
				Receipt Total	0.00	366.14			Ref: BACS
SINGING	Singing for Pleasure	03/07/2024	867	36.88	0.00	36.88	0.00	04/07/2024	1
				Receipt Total	0.00	36.88			Ref: CASH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BADMINTON	Badminton (Thursday Club)	20/06/2024	831	36.88	0.00	36.88	0.00	04/07/2024	1
				Receipt Total	0.00	36.88			Ref: CASH
				Total Receipts Entered for Month 4	0.00	6,161.69			

APPENDIX B

Date: 19/07/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:09

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		31,566.17
			<u>31,566.17</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
02/04/2024 BACS	Horsham District Council		-63.21
			<u>-63.21</u>
			31,629.38
<u>Unpresented Receipts (Plus)</u>			
29/02/2024	18.93	18.93	
			<u>18.93</u>
			31,648.31
		Balance per Cash Book is :-	31,648.31
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 17/07/2024

Billingshurst Community Centre Current Year

Page 1

Time: 12:57

Bank Reconciliation Statement as at 30/06/2024
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	25/06/2024		61,445.01
			<hr/> 61,445.01
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			61,445.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			61,445.01
		Balance per Cash Book is :-	61,445.01
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

31 JULY 2024

MANAGER'S REPORT

FOR INFORMATION

Throughout the years, we have had ongoing issues with non-Centre users parking their cars in our car park to either use the shopping facilities or for work; on busier days this can be problematic for us and invariably it pushes genuine users out into Roman Way and often in front of our neighbours' homes which has in the past caused bad feeling. We now have a plethora of signage dotted around in front of parking bays after one of these non-users claimed to miss the 'Private Car Park' sign on entry; I am hoping these will be a deterrent going forwards.

The external woodwork around the front entrance has now been painted and is looking much tidier. As we quieten down for the summer holidays, I will be arranging a day of painting the wooden railings around the Centre, a job that is very overdue and will hopefully spruce up some of our frontage.

The paving on the ramp leading up to the Centre has now been repointed and some of the slabs re-levelled as it was a health and safety issue waiting to happen.

Architectural Plants have provided a quote to replant and tidy up the bed that used to have the box plants in; currently it looks very bare and a bit scruffy and their proposed plan should hopefully give a better overall impression to our hirers and other potential business that may want to use us in future. Also, the very overgrown and messy bed directly outside the front of the Centre needs addressing; being mindful of avoiding any costly landscaping the staff may have to don their gardening gloves and get stuck in to some serious pruning!!

Thanks to those Councillors who have agreed to be added as signatories to our online bank account; holidays and other issues means we perhaps need even more so we always have signatories to hand.

The Committee is invited to note this report.