



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 January 2025 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

22 January 2025

## 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 18 December 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
  - i. November 2024 – Appendix **A**.
  - ii. December 2024 – Appendix **B**.
8. To note Bank Reconciliation: COOP Current Account
  - i. 30 November 2024 - Appendix **C**.
  - ii. 31 December 2024 - Appendix **D**.
9. To note Bank Reconciliation: NatWest Bonus Saver Account
  - i. 31 December 2024 - Appendix **E**.
10. To consider proposed increase in hall hire etc for 2025-26 – Appendix **F**.
11. To receive the Manager's Report - Appendix **G**.
12. Date of Next Meeting – **Wednesday 26 February 2025**

**MEMBERS:** PB, SD, CG, PD, EB, JH, CJ

**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: 23/01/2025

## Billingshurst Community Centre Current Year

Page 1

Time: 09:51

### Co-Operative Bank

#### List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
05/11/2024	Truffles	CARD	135.00		Carers Support Lunch
05/11/2024	Lidl	CARD	52.10		Centre Catering
06/11/2024	Truffles	CARD	94.50		RCN Lunch
06/11/2024	Amazon	CARD	12.99		Taupaulin
07/11/2024	Amazon	CARD	39.59		Hand Towels
07/11/2024	Amazon	CARD	10.99		Blue Towel
11/11/2024	Paynes Heating & Plumbing Serv	BACS	11,499.89		Pipeworl leak boiler
13/11/2024	Amazon	CARD	14.79		Dustpan & Brush
13/11/2024	Grenke Leasing Ltd	BACS	29.33		Equipment protection
15/11/2024	Wightman & Parrish	BACS	75.83		Cleaning Products
15/11/2024	The Co-Operative Bank Plc	BACS	59.60		Bank Charges
17/11/2024	AMAZON	CARD	8.99		Medical Burns Pack
17/11/2024	Amazon	CARD	4.99		White Tac
18/11/2024	Amazon	CARD	9.59		Recipe Book Stand
19/11/2024	Horsham District Council	CARD	21.00		Temporary licence Xmas Fayre
19/11/2024	Horsham District Council	DD	79.70		Refuse Collection
20/11/2024	Eon Next Energy	DD	466.22		Gas
20/11/2024	Lidl	CARD	18.13		Sonia Wren Breakfast
21/11/2024	Amazon	CARD	18.99		Dessert Cups
21/11/2024	Amazon	CARD	12.99		Stainless Steel Utensils
21/11/2024	Amazon	CARD	22.95		Clear plastic cups
21/11/2024	Amazon	CARD	14.44		Baking Trays
21/11/2024	Amazon	CARD	12.42		Glass Jars
22/11/2024	Sign Quick	BACS	76.80		Stickers for xmas banners
22/11/2024	Jason Passingham	BACS	88.96		Tea/Coffee
22/11/2024	MJN Services	BACS	150.00		Flatpack furniture built barne
22/11/2024	Ben Sheldon	BACS	19.97		Radiator Valve
22/11/2024	Casual Staff	BACS	52.29		Salary
22/11/2024	Casual Staff	BACS	176.59		Salary
22/11/2024	Casual Staff	BACS	197.45		Salary
22/11/2024	Greg Burt	BACS	254.08		Grotto Gifts/grass seed
22/11/2024	Casual Staff	BACS	274.86		Salary
22/11/2024	Casual Staff	BACS	289.82		Salary
22/11/2024	Casual Staff	BACS	333.36		Salary
22/11/2024	Truffles Bakery	BACS	665.40		Sandwich Lunch
22/11/2024	Squeegee Clean	BACS	795.00		Centre Cleaning
22/11/2024	Robin Nugent Architects	BACS	756.00		RIBA 2-4
22/11/2024	Pro Servicing	BACS	1,554.00		Repair acoustic wall
22/11/2024	Divine Water Company Ltd	BACS	64.90		Cold Water Machine
27/11/2024	ICA Electrical Contractors	BACS	358.80		PAT Testing
27/11/2024	Billingshurst Parish Council	BACS	5,910.35		Salary Recharge Oct 24
27/11/2024	Engie Power Limited	BACSS	1,372.10		Electricity
27/11/2024	Amazon	CARD	55.96		Xmas Fayre Bunting
<b>Total Payments</b>			<b>26,225.71</b>		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEARING	Hidden Hearing Limited	30/09/2024	986	620.72	0.00	620.72	0.00	01/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>620.72</b>			<b>Ref: BACS</b>
PILATES	Judi Ranger	30/10/2024	1033	120.50	0.00	120.50	0.00	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>120.50</b>			<b>Ref: BACS</b>
TENNIS	Billingshurst Table Tennis Club	30/10/2024	1032	161.35	0.00	161.35	0.00	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>161.35</b>			<b>Ref: BACS</b>
COLE	Elizabeth Cole	04/11/2024	Payment 111-1	0.00	0.00	10.25	-10.25	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>10.25</b>			<b>Ref: BACS</b>
COLE	Elizabeth Cole	04/11/2024	Payment 112-1	0.00	0.00	164.00	-164.00	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>164.00</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	04/11/2024	Payment 113-1	0.00	0.00	175.57	-175.57	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>175.57</b>			<b>Ref: BACS</b>
HEINRICH	Helen Heinrich	30/10/2024	1036	592.25	0.00	592.25	0.00	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>592.25</b>			<b>Ref: BACS</b>
LIFESTYLE	Lifestyle Fitness	30/10/2024	1039	61.80	0.00	61.80	0.00	05/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>61.80</b>			<b>Ref: BACS</b>
READSHAW	Alan Readshaw	05/11/2024	1048	64.50	0.00	64.50	0.00	05/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>64.50</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
KEMP	Nadia Kemp	05/11/2024	1046	102.50	0.00	102.50	0.00	06/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>102.50</b>			<b>Ref: BACS</b>
MIDHURST	Midhurst Palliative Care	18/10/2024	1027	114.20	0.00	114.20	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>114.20</b>			<b>Ref: CASH</b>
SINGING	Singing for Pleasure	24/10/2024	1029	36.88	0.00	36.88	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: CASH</b>
SMB	Short Mat Bowls	30/10/2024	1034	207.45	0.00	207.45	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>207.45</b>			<b>Ref: CASH</b>
BADMINTON	Badminton (Thursday Club)	30/10/2024	1040	73.76	0.00	73.76	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>73.76</b>			<b>Ref: CASH</b>
SMB	Short Mat Bowls	30/09/2024	982	165.96	0.00	165.96	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>165.96</b>			<b>Ref: CASH</b>
TADAMS	Tracey Adams	09/09/2024	963	30.49	0.00	30.50	-0.01	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>30.50</b>			<b>Ref: CASH</b>
BADMINTON	Badminton (Thursday Club)	19/09/2024	975	55.32	0.00	55.32	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>55.32</b>			<b>Ref: CASH</b>
SINGING	Singing for Pleasure	25/09/2024	978	36.88	0.00	36.88	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: CASH</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SINGING	Singing for Pleasure	21/08/2024	939	36.88	0.00	36.88	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: CASH</b>
BPC	Billingshurst Parish Council	30/09/2024	1006	259.56	0.00	259.56	0.00	31/10/2024	1
		30/09/2024	1007	22.35	0.00	22.35	0.00	31/10/2024	1
		30/09/2024	1008	61.78	0.00	61.78	0.00	31/10/2024	1
		30/09/2024	1009	22.35	0.00	22.35	0.00	31/10/2024	1
		30/09/2024	1010	25.88	0.00	25.88	0.00	31/10/2024	1
		30/09/2024	1011	11.18	0.00	11.18	0.00	31/10/2024	1
		30/09/2024	1012	17.25	0.00	17.25	0.00	31/10/2024	1
		30/09/2024	1013	22.35	0.00	22.35	0.00	31/10/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>442.70</b>			<b>Ref: CHEQUE</b>
BHS	Billingshurst Horticultural Society	04/09/2024	962	682.96	0.00	682.96	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>682.96</b>			<b>Ref: CHEQUE</b>
SAOMA	Southern Academy of Martial Arts	05/11/2024	1050	206.00	0.00	206.00	0.00	06/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>206.00</b>			<b>Ref: BACS</b>
GALLAGHER	Irish Dance	05/11/2024	1045	247.20	0.00	247.20	0.00	06/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>247.20</b>			<b>Ref: BACS</b>
CSAM	Central Southern Advanced Motorists	05/11/2024	1043	152.01	0.00	152.01	0.00	08/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>152.01</b>			<b>Ref: BACS</b>
SWABY	Melita Swaby	12/11/2024	1063	80.53	0.00	80.53	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>80.53</b>			<b>Ref: BACS</b>
TAICHI	Tai Chi	30/10/2024	1038	82.40	0.00	82.40	0.00	13/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>82.40</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church								
		12/11/2024	1056	964.14	0.00	964.14	0.00	14/11/2024	1
		12/11/2024	1057	187.31	0.00	187.31	0.00	14/11/2024	1
		12/11/2024	1058	193.62	0.00	193.62	0.00	14/11/2024	1
		12/11/2024	1059	131.20	0.00	131.20	0.00	14/11/2024	1
		12/11/2024	1060	317.97	0.00	317.97	0.00	14/11/2024	1
		12/11/2024	1061	61.64	0.00	61.64	0.00	14/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,855.88</b>			<b>Ref: BACS</b>
KIMBER	Suzanne Kimber								
		05/11/2024	1049	38.06	0.00	38.06	0.00	15/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>38.06</b>			<b>Ref: BACS</b>
WHIZZ	Whizz Kidz								
		15/10/2024	1023	138.00	0.00	138.00	0.00	15/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>138.00</b>			<b>Ref: BACS</b>
WWATCHERS	WW GBR Ltd								
		30/10/2024	1035	407.06	0.00	407.06	0.00	15/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>407.06</b>			<b>Ref: BACS</b>
NHS TRUST	Sussex Community NHS Trust								
		16/10/2024	1025	647.57	0.00	647.57	0.00	15/11/2024	1
		16/10/2024	1026	1,782.00	0.00	1,782.00	0.00	15/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>2,429.57</b>			<b>Ref: BACS</b>
MIDHURST	Midhurst Palliative Care								
		18/11/2024	1070	114.20	0.00	114.20	0.00	18/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>114.20</b>			<b>Ref: BACS</b>
ANCHOR HAN	Anchor Hanover								
		08/11/2024	1054	30.75	0.00	30.23	0.52	11/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>30.23</b>			<b>Ref: CARD</b>
WI	Women's Institute								
		19/11/2024	1076	43.12	0.00	43.12	0.00	31/10/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
GRECH	Joan Grech	15/05/2024	781	51.75	0.00	51.75	0.00	19/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>51.75</b>			<b>Ref: BACS</b>
GALLAGHER	Irish Dance	30/07/2024	900	164.80	0.00	164.80	0.00	19/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>164.80</b>			<b>Ref: BACS</b>
STEYNING	Steyning Police	12/11/2024	1062	280.88	0.00	280.88	0.00	19/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>280.88</b>			<b>Ref: BACS</b>
PROBUS	Probus	14/11/2024	1068	46.50	0.00	46.50	0.00	20/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>46.50</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	13/11/2024	1066	64.32	0.00	64.32	0.00	20/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>64.32</b>			<b>Ref: BACS</b>
SAMA	Sama Karate	06/03/2024	629	200.00	0.00	200.00	0.00	20/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>200.00</b>			<b>Ref: BACS</b>
BCP	Billingshurst Community Partnership	19/11/2024	1080	29.80	0.00	29.80	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>29.80</b>			<b>Ref: BACS</b>
CHRISTIAN	Christian Friendship Group	20/11/2024	1083	34.50	0.00	34.50	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>34.50</b>			<b>Ref: 34.50</b>
BARDEN	Lisa Barden	19/11/2024	1077	75.75	0.00	75.75	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>75.75</b>			<b>Ref: BACS</b>



A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCP	Billingshurst Community Partnership	05/11/2024	1042	94.93	0.00	94.93	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>94.93</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church	19/11/2024	1078	96.15	0.00	96.15	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.15</b>			<b>Ref: BACS</b>
WSCC TM	West Sussex County Council - T Marshall	30/10/2024	1030	485.65	0.00	485.65	0.00	21/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>485.65</b>			<b>Ref: BACS</b>
HEALTH	Healthwatch West Sussex	19/11/2024	1081	58.95	0.00	58.95	0.00	22/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>58.95</b>			<b>Ref: BACS</b>
STITCHED	Stitched up Textiles	18/11/2024	1074	37.25	0.00	37.25	0.00	25/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>37.25</b>			<b>Ref: BACS</b>
ADAMS S	Samantha Adams	22/11/2024	1084	69.00	0.00	69.00	0.00	25/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.00</b>			<b>Ref: BACS</b>
IAM	Institute of Advanced Motorists	13/11/2024	1065	743.81	0.00	743.81	0.00	25/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>743.81</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	18/11/2024	1073	106.99	0.00	106.99	0.00	27/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>106.99</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	04/11/2024	Payment 113-1	-175.57	0.00	-175.57	0.00	04/11/2024	1
		30/11/2024	1087	351.14	0.00	175.57	175.57	04/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>0.00</b>			

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSYOUTH	West Sussex Youth Justice Service	06/11/2024	1053	38.06	0.00	38.06	0.00	28/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>38.06</b>			<b>Ref: BACS</b>
WAINWRIGH	Nick Wainwright	27/03/2024	672	107.40	0.00	107.40	0.00	28/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>107.40</b>			<b>Ref: BACS</b>
CHORAL	Billingshurst Choral Society	05/11/2024	1041	196.84	0.00	196.84	0.00	29/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>196.84</b>			<b>Ref: BACS</b>
BPC	Billingshurst Parish Council	09/10/2024	1016	794.90	0.00	794.90	0.00	29/11/2024	1
		06/11/2024	1051	259.56	0.00	259.56	0.00	29/11/2024	1
		06/11/2024	1052	101.40	0.00	101.40	0.00	29/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,155.86</b>			<b>Ref: CHEQUE</b>
HISTORY	Billingshurst Local History Society	15/10/2024	1024	69.04	0.00	69.04	0.00	29/11/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.04</b>			<b>Ref: CHEQUE</b>
				<b>Total Receipts Entered for Month 8</b>	<b>0.00</b>	<b>13,989.42</b>			

# APPENDIX B

Date: 22/01/2025

**Billingshurst Community Centre Current Year**

Page 1

Time: 15:03

**Co-Operative Bank**

**List of Payments made between 01/12/2024 and 31/12/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Amazon	CARD	11.98		Latex Gloves
02/12/2024	Amazon	CARD	26.99		Storage Boxes
02/12/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
03/12/2024	Truffles	CARD	58.30		Carers Support Lunch
03/12/2024	Screwfix	CARD	44.99		Toilet Seat
03/12/2024	Tesco	CARD	52.67		Centre Supplies
05/12/2024	Amazon	CARD	7.29		Christmas Decorations
05/12/2024	Truffles	CARD	58.30		Catering
16/12/2024	Wightman & Parrish	BACS	184.84		Cleaning Products
16/12/2024	The Co-Operative Bank Plc	BACS	59.80		Bank Charges
17/12/2024	Truffles	CARD	54.00		Catering
17/12/2024	Eon Next Energy	BACS	1,067.90		Gas
17/12/2024	Horsham District Council	BACS	92.70		Refuse Collection
18/12/2024	Casual Staff	BACS	401.36		Salary
18/12/2024	Casual Staff	BACS	281.53		Salary
18/12/2024	Casual Staff	BACS	46.79		Salary
18/12/2024	Casual Staff	BACS	375.10		Salary
18/12/2024	Casual Staff	BACS	247.33		Salary
18/12/2024	Casual Staff	BACS	346.15		Salary
18/12/2024	Clean Building Solutions Limit	BACS	1,170.00		Asbestos Survey
18/12/2024	Sussex Marketing Strategies Li	BACS1	120.00		Xmas Fayre Banner
18/12/2024	Billingshurst Parish Council	BACS	5,910.35		Salary recharge November
18/12/2024	Truffles Bakery	BACS	171.60		Office Lunch
18/12/2024	Truffles Bakery	BACS	85.80		Office Lunch
18/12/2024	Horsham District Council	BACS	70.00		Premises Licence
18/12/2024	Squeegee Clean	BACS	536.20		November Cleaning
18/12/2024	Greg Burt	BACS	233.19		Remimbursement
19/12/2024	Truffles Bakery	BACS	215.00		Office Lunch
20/12/2024	Sainsburys	CARD	1.55		Milk
24/12/2024	Engie Power Limited	BACS	1,499.84		Electricity

<b>Total Payments</b>	<b>13,495.55</b>
-----------------------	------------------

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
COLE	Elizabeth Cole	30/11/2024	1089	240.87	0.00	66.62	174.25	02/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>66.62</b>			<b>Ref: BACS</b>
COLE	Elizabeth Cole	04/11/2024	Payment 111-1	-10.25	0.00	-10.25	0.00	02/12/2024	1
		04/11/2024	Payment 112-1	-164.00	0.00	-164.00	0.00	02/12/2024	1
		30/11/2024	1089	174.25	0.00	174.25	0.00	02/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>0.00</b>			
GALLAGHER	Irish Dance	30/11/2024	1090	247.20	0.00	247.20	0.00	02/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>247.20</b>			<b>Ref: BACS</b>
KIMBER	Suzanne Kimber	03/12/2024	1097	70.22	0.00	70.22	0.00	03/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>70.22</b>			<b>Ref: BACS</b>
BCT	Billingshurst Community Transport	30/11/2024	1087	175.57	0.00	175.57	0.00	06/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>175.57</b>			<b>Ref: BACS</b>
KEMP	Nadia Kemp	03/12/2024	1096	82.00	0.00	82.00	0.00	04/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>82.00</b>			<b>Ref: BACS</b>
SAOMA	Southern Academy of Martial Arts	04/12/2024	1104	164.80	0.00	164.80	0.00	04/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>164.80</b>			<b>Ref: BACS</b>
WHEELER	Mrs M Wheeler	03/12/2024	1092	55.32	0.00	55.32	0.00	05/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>55.32</b>			<b>Ref: BACS</b>
ROCKCHOIR	Rock Choir Ltd	05/11/2024	1047	184.40	0.00	184.40	0.00	05/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>184.40</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
DENTAL	The Dental Surgery	03/12/2024	1093	247.51	0.00	247.51	0.00	05/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>247.51</b>			<b>Ref: BACS</b>
HEALTH	Healthwatch West Sussex	12/06/2024	823	81.00	0.00	81.00	0.00	06/12/2024	1
		18/09/2024	972	83.40	0.00	83.40	0.00	06/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>164.40</b>			<b>Ref: bacs</b>
NHS	NHS Community NHS Foundation Trust	30/10/2024	1031	815.65	0.00	815.65	0.00	06/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>815.65</b>			<b>Ref: BACS</b>
LIFESTYLE	Lifestyle Fitness	03/12/2024	1098	61.80	0.00	61.80	0.00	09/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>61.80</b>			<b>Ref: BACS</b>
PILATES	Judi Ranger	04/12/2024	1102	96.40	0.00	96.40	0.00	09/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.40</b>			<b>Ref: BACS</b>
HEINRICH	Helen Heinrich	03/12/2024	1094	396.55	0.00	396.55	0.00	09/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>396.55</b>			<b>Ref: BACS</b>
HEARING	Hidden Hearing Limited	05/11/2024	1044	456.72	0.00	456.72	0.00	09/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>456.72</b>			<b>Ref: BACS</b>
WSCC	West Sussex County Council	18/11/2024	1071	261.91	0.00	261.91	0.00	11/12/2024	1
		18/11/2024	1072	217.51	0.00	217.51	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>479.42</b>			<b>Ref: BACS</b>
MUNTHAM	Muntham House School	04/12/2024	1099	38.06	0.00	38.06	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>38.06</b>			<b>Ref: BACS</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
TAICHI	Tai Chi	04/12/2024	1108	82.40	0.00	82.40	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>82.40</b>			<b>Ref: BACS</b>
GALER	Alan Galer	11/12/2024	1119	155.34	0.00	155.34	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>155.34</b>			<b>Ref: BACS</b>
RCN	Royal College of Nursing SE Region	12/11/2024	1055	637.09	0.00	637.09	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>637.09</b>			<b>Ref: BACS</b>
BFC	Billingshurst Family Church	11/12/2024	1111	933.32	0.00	933.32	0.00	11/12/2024	1
		11/12/2024	1112	258.16	0.00	258.16	0.00	11/12/2024	1
		11/12/2024	1113	115.56	0.00	115.56	0.00	11/12/2024	1
		11/12/2024	1114	261.73	0.00	261.73	0.00	11/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,568.77</b>			<b>Ref: BACS</b>
WI	Women's Institute	11/12/2024	1123	43.12	0.00	43.12	0.00	12/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>
WSCC ER	West Sussex County Council	19/11/2024	1082	41.00	0.00	41.00	0.00	13/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.00</b>			<b>Ref: BACS</b>
PROBUS	Probus	11/12/2024	1122	69.04	0.00	69.04	0.00	16/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.04</b>			<b>Ref: BACS</b>
WHIZZ	Whizz Kidz	19/11/2024	1079	138.00	0.00	138.00	0.00	16/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>138.00</b>			<b>Ref: BACS</b>
KEMP	Nadia Kemp	17/12/2024	1145	20.50	0.00	20.50	0.00	17/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.50</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HORN	Callie Horncastle	17/12/2024	1138	55.32	0.00	55.32	0.00	17/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>55.32</b>			<b>Ref: BACS</b>
PAGE	Darren Page	16/12/2024	1130	92.20	0.00	92.20	0.00	17/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>92.20</b>			<b>Ref: BACS</b>
TENNIS	Billingshurst Table Tennis Club	16/12/2024	1131	129.08	0.00	129.08	0.00	17/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>129.08</b>			<b>Ref: BACS</b>
NHSSUSSEX	NHS Sussex ICB	04/12/2024	1101	390.61	0.00	390.61	0.00	17/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>390.61</b>			<b>Ref: BACS</b>
STITCHED	Stitched up Textiles	17/12/2024	1139	37.25	0.00	37.25	0.00	18/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>37.25</b>			<b>Ref: BACS</b>
WI 2	Women's Institute	17/12/2024	1151	43.12	0.00	43.12	0.00	18/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>
MUNTHAM	Muntham House School	12/12/2024	1125	76.12	0.00	76.12	0.00	18/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>76.12</b>			<b>Ref: BACS</b>
FARELY	Victoria Farley	17/12/2024	1142	328.80	0.00	328.80	0.00	18/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>328.80</b>			<b>Ref: BACS</b>
BADMINTON	Badminton (Thursday Club)	30/11/2024	1086	36.88	0.00	36.88	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: Cash</b>

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SINGING	Singing for Pleasure	04/12/2024	1105	36.88	0.00	36.88	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: CASH</b>
BADMINTON	Badminton (Thursday Club)	11/12/2024	1121	18.44	0.00	18.44	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>18.44</b>			<b>Ref: CASH</b>
SMB	Short Mat Bowls	04/12/2024	1106	165.96	0.00	165.96	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>165.96</b>			<b>Ref: CASH</b>
HISTORY	Billingshurst Local History Society	19/11/2024	1075	69.04	0.00	69.04	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.04</b>			<b>Ref: CHEQUE</b>
VALLANCE	Jim Vallance	14/11/2024	1067	246.35	0.00	246.35	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>246.35</b>			<b>Ref: CASH</b>
SUSSEX COI	Sussex Coin Company	18/11/2024	1069	127.66	0.00	127.66	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>127.66</b>			<b>Ref: CASH</b>
HISTORY	Billingshurst Local History Society	17/12/2024	1143	69.04	0.00	69.04	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.04</b>			<b>Ref: Cheque</b>
MILNE	John Milne MP	17/12/2024	1135	54.27	0.00	54.27	0.00	19/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>54.27</b>			<b>Ref: BACS</b>
SOUTHDOWN	Southdown	25/11/2024	1085	518.38	0.00	518.38	0.00	20/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>518.38</b>			<b>Ref: BACS</b>



A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CARERS	Carers Support West Sussex								
		11/12/2024	1118	264.52	0.00	264.52	0.00	20/12/2024	1
		17/12/2024	1137	610.56	0.00	610.56	0.00	20/12/2024	1
		17/12/2024	1140	488.60	0.00	488.60	0.00	20/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,363.68</b>			<b>Ref: BACS</b>
LIFESTYLE	Lifestyle Fitness								
		17/12/2024	1146	41.20	0.00	41.20	0.00	24/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.20</b>			<b>Ref: BACS</b>
CHORAL	Billingshurst Choral Society								
		30/11/2024	1088	196.84	0.00	196.84	0.00	30/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>196.84</b>			<b>Ref: BACS</b>
HEARING	Hidden Hearing Limited								
		30/11/2024	1091	456.72	0.00	456.72	0.00	30/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>456.72</b>			<b>Ref: BACS</b>
MESSYCHURC	Messy Church								
		17/12/2024	1147	96.15	0.00	96.15	0.00	31/12/2024	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.15</b>			<b>Ref: BACS</b>
				<b>Total Receipts Entered for Month 9</b>	<b>0.00</b>	<b>11,207.89</b>			

APPENDIX C

Date:17/12/2024

Billingshurst Community Centre Current Year

Page 1

Time: 15:50

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024		37,531.47
			<u>37,531.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,531.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,531.47
		Balance per Cash Book is :-	37,531.47
		Difference is :-	0.00

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX D

Date: 20/01/2025

Billingshurst Community Centre Current Year

Page 1

Time: 15:01

Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		37,950.81
			<hr/> 37,950.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			37,950.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			37,950.81
		<b>Balance per Cash Book is :-</b>	<b>37,950.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

---

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX E

Date:22/01/2025

Billingshurst Community Centre Current Year

Page 1

Time: 11:54

Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		31,812.39
			<u>31,812.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,812.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,812.39
		<b>Balance per Cash Book is :-</b>	<b>31,812.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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

**APPENDIX F**  
**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**  
**CENTRE COMMITTEE**  
**29 JANUARY 2025**

**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%
2024-25	3%

The Centre Manager has commented that:

*The Centre reviews hire rates each Spring. I have proposed a 3% increase which is the same as 2024; we are still in the midst of a cost of living crisis and this increase reflects the current rate of inflation. A zero increase is not possible as the Centre is having to meet increased costs particularly wages and utilities. I attach the proposed new rates alongside existing. This increase will also be applied to tenants. I continue to review hire rates at other halls in the parish and nearby villages and believe our offering remains competitive.*

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					
	£18.44		£18.44	£20.60	£163.13	£307.35
	£17.25		£17.25	£20.50	£127.66	£196.22
	£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



# ROOM HIRE RATES

## 1st April 2025

All figures are gross (inc VAT@ 20%)	Party Rate (Adult)	Party Rate (Children)	Local Non Commercial	Local Commercial	Commercial Half Day	Commercial Full Day
	£284.32 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) Minimum 3 hrs	<i>per hour</i>	<i>per hour</i>		
<b>Main Hall</b>		£18.99	£18.99	£21.22	£168.02	£316.57
<b>Stanley Room</b>		£17.77	£17.77	£21.12	£131.49	£202.11
<b>Kitchen (For Exclusive use)</b>		£14.02	£14.02	£18.40	n/a	n/a
<b>Barnes Room</b>	n/a	n/a	£15.35	£19.60	£127.73	£189.95
<b>CC1</b>	n/a	n/a	£17.77	£21.12	£131.49	£202.11
<b>CC2</b>	n/a	n/a	£17.77	£21.12	£131.49	£202.11
<b>CC12</b>	n/a	n/a	£35.55	£41.89	£224.04	£366.48
<b>Full Complex</b>	n/a	n/a	n/a	n/a	n/a	n/a

## APPENDIX G

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

#### CENTRE COMMITTEE

29 January 2025

Towards the end of last year, the Clerk sought permission from Horsham District Council to have the Holly tree to the rear of the Centre crown-lifted (as it was in the Conservation Area) as part of a series of measures to help reduce anti-social behaviour under and behind it. Sussex Landscapes have now cut most of the ivy away from the trunk and it's now exposed; so far it has deterred unwanted visitors plus it all looks more open and lighter.

Simultaneously, ICA have now completed the upgrade to the carpark lights including to the rear of the Centre. They should now hopefully only come on when it is dark outside. They have also been here today carrying out checks to our emergency lighting to ensure they are all in good working order: 3 managed to fail the 3 hourly test which will be rectified within the next couple of weeks.

*Worknest* recently visited to compile our new fire risk assessment, so we now have one in place that meets all the latest regulations; one or two small items were raised which we are addressing.

Between Councillor Gale and myself we are still chasing Payne's for the quote to install a control system in the Main Hall and to investigate a few issues from the new main boiler installed last year. So far, they have failed to acknowledge either of us. Our heating issues are continuing to plague us slightly with the Main Hall being the area of concern as it quickly becomes the coldest area to be in at this time of year. I will continue chasing.

On this subject we have taken the opportunity to remove remaining radiator covers in the east end of the building. This should allow more heat to escape into the rooms plus we can now reach the controls more easily.

I have arranged for Alan Wright photography to come in next month and take some professional photographs for our new website which has been in the planning stages since last year; I am hoping this will be launched by Spring.

Proposed increases in hire charges are covered elsewhere on the agenda.

The Committee is invited to note this report.