




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 30 April 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

23 April 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 26 February 2025 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 March 2025 – Appendix A.
8. To note Bank Reconciliation: COOP Current Account: 31 March 2025 – Appendix B.
9. To note Bank Reconciliation: NatWest Account: 31 March 2025 – Appendix C.
10. To receive the Manager's Report - Appendix D.
11. Date of Next Meeting – **Wednesday 30 May 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: 16/04/2025

Billingshurst Community Centre Current Year

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Time: 09:38

Co-Operative Bank

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Horsham District Council	DD	64.00		Non domestic rates
03/03/2025	Horsham District Council	BACS	64.00		Non domestic rates
06/03/2025	Sainsburys	CARD	10.40		Coffee and Milk
06/03/2025	Amazon	CARD	11.99		Picture Hooks
06/03/2025	Amazon	CARD	67.88		Coffee x2 tins 750g
06/03/2025	Amazon	CARD	21.99		Tea Bags
06/03/2025	Esty	CARD	43.96		Artwork for Barnes Room
07/03/2025	Amazon	CARD	32.97		Frames (Barnes Room)
14/03/2025	Snack At Jacks	CARD	43.50		Sandwich Lunch
17/03/2025	The Co-Operative Bank Plc	BACS	59.60		Monthly Fee
18/03/2025	Horsham District Council	BACS	79.90		Purchase Ledger Payment
18/03/2025	Correct Bank	CORRECT	-0.20		Correct Bank
19/03/2025	Lidl	CARD	17.36		Biscuits
19/03/2025	Snack At Jacks	CARD	226.25		Business Lunch
19/03/2025	Eon Next Energy	BACS	1,364.39		Gas Bill
24/03/2025	Amazon	CARD	8.40		Bleach x 10
24/03/2025	Amazon	CARD	1.15		Bathroom Cleaner
24/03/2025	Digital Managed Print Services	BACS	19.13		Photocopies
24/03/2025	Ballpoint Office Supplies Ltd	BACS	45.58		White A4 paper
24/03/2025	OCD Oven Cleaning	BACS	85.00		Oven Cleaning
24/03/2025	Sussex Land Services	BACS	732.00		Grounds Contract
24/03/2025	ICA Electrical Contractors	BACS	2,184.00		Emergency Lighting test
24/03/2025	Initial Washroom Hygiene	BACS	2,264.57		Service Contract
24/03/2025	Billingshurst Parish Council	BACS	15,681.66		Telephone & IT reimbursement
24/03/2025	Casual Staff	BACS	38.44		Salary
24/03/2025	Casual Staff	BACS	131.66		Salary
24/03/2025	Casual Staff	BACS	149.04		Salary
24/03/2025	Casual Staff	BACS	207.77		Salary
24/03/2025	Casual Staff	BACS	224.65		Salary
24/03/2025	Casual Staff	BACS	362.46		Salary
24/03/2025	Squeegee Clean	BACS	574.00		Centre Cleaning
24/03/2025	Amazon	CARD	12.50		Bin Bags
26/03/2025	Engie Power Limited	DD	1,349.50		Electricity
28/03/2025	Lidl	CARD	11.76		IAMS lunch
28/03/2025	Snack At Jacks	CARD	34.80		Sandwich Lunch
31/03/2025	Correct Bank	CORRECT	-64.00		Duplicate Entry
Total Payments			26,162.06		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
KIMBER	Suzanne Kimber	12/02/2025	Payment 117-1	-130.50	0.00	-73.76	-56.74	13/03/2025	1
		09/03/2025	1279	73.76	0.00	73.76	0.00	13/03/2025	1
		Receipt Total		0.00	0.00				
DOG	Dog First Aid	26/02/2025	1255	110.64	0.00	110.64	0.00	03/03/2025	1
		Receipt Total		0.00	110.64				
BCT	Billingshurst Community Transport	03/03/2025	Payment 118-1	0.00	0.00	175.57	-175.57	03/03/2025	1
		Receipt Total		0.00	175.57				
THOMAS	Karen Thomas	04/03/2025	1261	207.12	0.00	207.12	0.00	05/03/2025	1
		Receipt Total		0.00	207.12				
BCP	Billingshurst Community Partnership	05/03/2025	1264	34.72	0.00	34.72	0.00	05/03/2025	1
		Receipt Total		0.00	34.72				
KEMP	Nadia Kemp	05/03/2025	1269	61.50	0.00	61.50	0.00	05/03/2025	1
		Receipt Total		0.00	61.50				
ROCKCHOIR	Rock Choir Ltd	04/02/2025	1213	138.30	0.00	138.30	0.00	06/03/2025	1
		Receipt Total		0.00	138.30				
WOOLVEN	Southern Martial Arts	05/03/2025	1278	144.19	0.00	144.19	0.00	06/03/2025	1
		Receipt Total		0.00	144.19				
QUINNS	Quinns Training Services Limited	04/02/2025	1216	196.22	0.00	196.22	0.00	06/03/2025	1
		Receipt Total		0.00	196.22				

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
HEINRICH	Helen Heinrich	05/03/2025	1267	494.40	0.00	494.40	0.00	06/03/2025	1
				Receipt Total	0.00	494.40			Ref: BACS
NHSRDR	Sussex Community NHS Foundation Trust	09/07/2024	874	641.12	0.00	641.12	0.00	07/03/2025	1
				Receipt Total	0.00	641.12			Ref: BACS
SWABY	Melita Swaby	10/03/2025	1287	20.50	0.00	20.50	0.00	10/03/2025	1
				Receipt Total	0.00	20.50			Ref: BACS
LIFESTYLE	Lifestyle Fitness	05/03/2025	1271	61.80	0.00	61.80	0.00	10/03/2025	1
				Receipt Total	0.00	61.80			Ref: BACS
BARDEN	Lisa Barden	05/03/2025	1262	75.75	0.00	75.75	0.00	10/03/2025	1
				Receipt Total	0.00	75.75			Ref: BACS
TAICHI	Tai Chi	04/02/2025	1217	82.40	0.00	82.40	0.00	10/03/2025	1
				Receipt Total	0.00	82.40			Ref: BACS
SMITHP	Phoebe Smith	05/03/2025	1270	64.54	0.00	64.54	0.00	06/03/2025	1
				Receipt Total	0.00	64.54			Ref: BACS
PILATES	Judi Ranger	05/03/2025	1272	96.40	0.00	96.40	0.00	10/03/2025	1
				Receipt Total	0.00	96.40			Ref: BACS
DUROSHOLA	Andrea Duroshola	04/03/2025	1260	138.08	0.00	138.08	0.00	10/03/2025	1
				Receipt Total	0.00	138.08			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
STITCHED	Stitched up Textiles	10/03/2025	1288	37.25	0.00	37.25	0.00	11/03/2025	1
				Receipt Total	0.00	37.25			Ref: BACS
WI 2	Women's Institute	10/03/2025	1289	43.12	0.00	43.12	0.00	11/03/2025	1
				Receipt Total	0.00	43.12			Ref: BACS
COLE	Elizabeth Cole	11/03/2025	1297	71.75	0.00	71.75	0.00	11/03/2025	1
				Receipt Total	0.00	71.75			Ref: BACS
TAICHI	Tai Chi	10/03/2025	1285	61.80	0.00	61.80	0.00	12/03/2025	1
				Receipt Total	0.00	61.80			Ref: BACS
WSCC JP	WSCC	18/02/2025	1247	693.31	0.00	693.31	0.00	12/03/2025	1
				Receipt Total	0.00	693.31			Ref: BACS
BFC	Billingshurst Family Church	11/03/2025	1290	994.14	0.00	994.14	0.00	13/03/2025	1
		11/03/2025	1291	129.08	0.00	129.08	0.00	13/03/2025	1
		11/03/2025	1292	210.06	0.00	210.06	0.00	13/03/2025	1
		11/03/2025	1293	77.06	0.00	77.06	0.00	13/03/2025	1
		11/03/2025	1294	24.08	0.00	24.08	0.00	13/03/2025	1
				Receipt Total	0.00	1,434.42			Ref: BACS
HEALTH	Healthwatch West Sussex	26/02/2025	1258	58.15	0.00	58.15	0.00	14/03/2025	1
				Receipt Total	0.00	58.15			Ref: BACS
WHIZZ	Whizz Kidz	11/02/2025	1240	138.00	0.00	138.00	0.00	14/03/2025	1
				Receipt Total	0.00	138.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCC JH	West Sussex County Council	16/01/2024	542	259.18	0.00	259.18	0.00	14/03/2025	1
				Receipt Total	0.00	259.18			Ref: BACS
MIDHURST	Midhurst Palliative Care	17/03/2025	1302	114.20	0.00	114.20	0.00	17/03/2025	1
				Receipt Total	0.00	114.20			Ref: BACS
BFC	Billingshurst Family Church	12/03/2025	1301	18.06	0.00	18.06	0.00	17/03/2025	1
				Receipt Total	0.00	18.06			Ref: BACS
BARWISE	Christopher Barwise	05/03/2025	1263	82.40	0.00	82.40	0.00	19/03/2025	1
				Receipt Total	0.00	82.40			Ref: BACS
MESSYCHURC	Messy Church	19/03/2025	1303	96.15	0.00	96.15	0.00	20/03/2025	1
				Receipt Total	0.00	96.15			Ref: BACS
WSCCSW	WSCC Sonia Wren	26/02/2025	1253	301.51	0.00	301.51	0.00	20/03/2025	1
				Receipt Total	0.00	301.51			Ref: BACS
SWABY	Melita Swaby	04/12/2024	1107	41.00	0.00	41.00	0.00	21/03/2025	1
				Receipt Total	0.00	41.00			Ref: BACS
GALE	Craig Gale	22/01/2025	1181	82.80	0.00	82.80	0.00	21/03/2025	1
				Receipt Total	0.00	82.80			Ref: BACS
CARERS	Carers Support West Sussex	11/03/2025	1295	55.12	0.00	55.12	0.00	21/03/2025	1
		11/03/2025	1296	72.38	0.00	72.38	0.00	21/03/2025	1
				Receipt Total	0.00	127.50			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WOW	Weight Off Workshop	10/03/2025	1286	155.24	0.00	155.24	0.00	24/03/2025	1
				Receipt Total	0.00	155.24			Ref: BACS
WSCC BN	West Sussex County Council - Ben Neal	31/08/2024	952	108.76	0.00	108.76	0.00	26/03/2025	1
				Receipt Total	0.00	108.76			Ref: BACS
WSCCMB	West Sussex County Council	26/02/2025	1259	253.51	0.00	253.51	0.00	26/03/2025	1
				Receipt Total	0.00	253.51			Ref: BACS
WEA	Workers Educational Association	05/03/2025	1276	129.42	0.00	129.42	0.00	28/03/2025	1
				Receipt Total	0.00	129.42			Ref: BACS
WWATCHERS	WW GBR Ltd	09/03/2025	1280	164.00	0.00	164.00	0.00	28/03/2025	1
				Receipt Total	0.00	164.00			Ref: BACS
HDC	Horsham District Council	19/03/2025	1304	106.64	0.00	106.64	0.00	28/03/2025	1
				Receipt Total	0.00	106.64			Ref: BACS
WILSON	Sandra Wilson School of Dance	05/03/2025	1277	194.95	0.00	194.95	0.00	31/03/2025	1
				Receipt Total	0.00	194.95			Ref: BACS
WILSON	Sandra Wilson School of Dance	03/02/2025	1202	248.27	0.00	248.27	0.00	31/03/2025	1
				Receipt Total	0.00	248.27			Ref: BACS
GALLAGHER	Irish Dance	31/03/2025	1310	309.00	0.00	309.00	0.00	31/03/2025	1
				Receipt Total	0.00	309.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCC KD	West Sussex County Council	10/02/2025	1236	535.82	0.00	535.82	0.00	31/03/2025	1
				Receipt Total	0.00	535.82			Ref: BACS
CARTER	Katey Carter	16/12/2024	1129	61.50	0.00	60.46	1.04	28/03/2025	1
				Receipt Total	0.00	60.46			Ref: BACS
				Total Receipts Entered for Month 12	0.00	8,669.92			

APPENDIX B

Date:14/04/2025

Billingshurst Community Centre Current Year

Page 1

Time: 15:02

Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		17,069.11
			<hr/> 17,069.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			17,069.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			17,069.11
		Balance per Cash Book is :-	17,069.11
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX C.

Date:14/04/2025

Billingshurst Community Centre Current Year

Page 1

Time: 15:03

Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		31,916.53
			<u>31,916.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,916.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,916.53
		Balance per Cash Book is :-	31,916.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX D

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

30 APRIL 2025

MANAGER'S REPORT

FOR NOTING

The thermostats are currently being fitted throughout the Centre as I write this report; the works will be completed on Wednesday and hopefully this winter will see happier hirers in warmer rooms, I am also hoping that will be the end of our heating woes and we can focus on other Centre improvements.

A decision regarding the replacement of chairs would be appreciated so that we can get the order in ASAP, I am not sure how long the quote including the discount is valid for but having reassured hirers that this issue is in hand it would be good to deliver.

The *Billingshurst Showcase* took place earlier this month and by all accounts was another successful day, the hall was packed with local groups and societies and the total catering sales from the kitchen amounted to £114.20 which topped last year's, a worthwhile event to run annually.

VE Day tickets are now on sale for our afternoon tea on the 8 May; these events have always proven popular and are a great way for the community to join together. If you are interested, tickets can be purchased from reception at £10.00 per person.

The Committee is invited to note this report.