



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 July 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

21 July 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 30 April 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:
 - i. April 2025 – Appendix **A**.
 - ii. May 2025 – Appendix **B**.
 - iii. June 2025– Appendix **C**.
8. To note Bank Reconciliation: COOP Current Account:
 - i. 30 April 2025 – Appendix **D**.
 - ii. 31 May 2025 – Appendix **E**.
 - iii. 30 June 2025– Appendix **F**.
9. To note Bank Reconciliation: NatWest Account:
30 April 2025 – Appendix **G**.
30 May 2025 – Appendix **H**.
10. To note Sundry Debtors - Appendix **I**.

11. To consider whether the 2024-25 Centre Accounts should be inspected by an Independent Examiner or should have a full audit. (Budget to y/e – Appendix J.)
12. To receive report on Martyn's Law - Appendix K.
13. To receive the Manager's Report - Appendix L.
14. Date of Next Meeting – **Wednesday 24 September 2025**

MEMBERS: PB, SD, **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: 21/07/2025

Billingshurst Community Centre 2025-26

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Time: 11:54

Co-Operative Bank

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Amazon	CARD	14.95		Dishwasher Tablets
01/04/2025	Snack At Jacks	CARD	278.10		Buffet Lunch
01/04/2025	Horsham District Council	BACS	158.31		Purchase Ledger Payment
01/04/2025	Amazon	CARD	14.95		Dishwasher Tablets
01/04/2025	Correct Bank	CORRECT	-14.95		Duplicate Entry
01/04/2025	Everflow Water Limited	Credit	245.42		Purchase Ledger Payment
03/04/2025	Grenke Leasing Ltd	CARD	175.61		Photocopier Lease
04/04/2025	Lidl	CARD	58.16		Showcase
07/04/2025	Snack at Jacks	CARD	435.00		Catering
07/04/2025	SumUp	DD	25.45		Card fees
07/04/2025	SumUp	CARD	-25.45		Cancel error
09/04/2025	Amazon	CARD	10.49		Blue Hand Towels
09/04/2025	Snack @ Jacks	CARD	65.25		Catering
09/04/2025	Amazon	CARD	-2.26		Apply gift card to purchases
10/04/2025	Amazon	CARD	6.12		Anti Bac Wipes
10/04/2025	Sum Up	DD	2.46		Card fees
10/04/2025	SumUp	CARD	-2.46		Correct error
15/04/2025	COOP Bank	BACS	59.00		Bank charges
15/04/2025	Wightman & Parrish	na	97.16		Hand Towels
15/04/2025	Petty cash	TRANSFER	70.00		Draw to petty cash
16/04/2025	Horsham District Council	DD	106.55	Bin emptying	Horsham District Council
17/04/2025	EON Energy	DD	1,040.44		Gas
17/04/2025	Sum Up	CARD	2.46		Counter sales
17/04/2025	SumUP	CARD	-2.46		Correct error
24/04/2025	Casual Staff	BACS	1,885.44		Casual wages - April 2025
24/04/2025	Kreston Reeves LLP	BACS	288.00		Payr'l bureau casuals Q4 24-25
24/04/2025	Lewis Caddy	BACS	644.00		Centre cleaning March 2025
24/04/2025	Sussex Land Services Ltd	BACS	816.00		Gds maint. Oct 24 +Mar 25 etc
24/04/2025	ADT Fire & Security plc	BACS	1,743.82		Fire+Intruder alarm main Q1-Q2
24/04/2025	Billingshurst Parish Council	BACS	6,258.52		Salary recharges
24/04/2025	Sussex Land Services	BACS	-2,697.80		Refund
24/04/2025	Rialtas Bus Systems Ltd	BACS	566.40		Booking softwrae 25-26
24/04/2025	KT Fabrications Ltd	BACS	72.00		x4 chair repairs
24/04/2025	SumUp	CARD	-25.45		Correct error
25/04/2025	Sum Up	DD	-25.45		Cancel entry
25/04/2025	Sum Up	DD	-2.46		Cancel entry
25/04/2025	Engle	DD	1,358.83		Electricity
25/04/2025	Anon	CARD	2.46		Counter sales
25/04/2025	SumUp	CARD	-2.46		Correct error
25/04/2025	SumUp	CARD	50.90		Correct Error
25/04/2025	Sum Up	CARD	2.46		Correct error
25/04/2025	Sum Up	CARD	25.45		Correct entry
25/04/2025	SumUp	CARD	-25.45		Correction

Total Payments 13,753.51

Cash Received between 01/04/2025 and 30/04/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/04/2025	Counter Sales		Counter sales	155.48
15/04/2025	Counter Sales		Counter sales	89.32
15/04/2025	Counter Sales		Counter sales	133.23
15/04/2025	Counter Sales		Showcase cafe	89.30
10/04/2025	Hist Soc		Inv unknown but SN put 1191	69.04
23/04/2025	HMRC		VAT refund Q4	4,086.31
10/04/2025	Roger Smith/CPRE		Copying	31.50
15/04/2025	Roger Smith/CPRE		Copying	24.80
01/04/2025	Sales Recpts Page 3406		Sales Recpts Page 3406	73.76
01/04/2025	Sales Recpts Page 3407		Sales Recpts Page 3407	82.00
01/04/2025	Sales Recpts Page 3408		Sales Recpts Page 3408	92.20
01/04/2025	Sales Recpts Page 3409		Sales Recpts Page 3409	129.08
01/04/2025	Sales Recpts Page 3410		Sales Recpts Page 3410	153.88
01/04/2025	Sales Recpts Page 3411		Sales Recpts Page 3411	164.80
03/04/2025	Sales Recpts Page 3412		Sales Recpts Page 3412	20.50
03/04/2025	Sales Recpts Page 3413		Sales Recpts Page 3413	71.09
03/04/2025	Sales Recpts Page 3414		Sales Recpts Page 3414	175.57
04/04/2025	Sales Recpts Page 3415		Sales Recpts Page 3415	57.09
04/04/2025	Sales Recpts Page 3416		Sales Recpts Page 3416	101.42
25/04/2025	Sales Recpts Page 3417		Sales Recpts Page 3417	138.30
04/04/2025	Sales Recpts Page 3418		Sales Recpts Page 3418	172.56
25/04/2025	Sales Recpts Page 3419		Sales Recpts Page 3419	456.72
25/04/2025	Sales Recpts Page 3420		Sales Recpts Page 3420	92.20
07/04/2025	Sales Recpts Page 3421		Sales Recpts Page 3421	494.40
08/04/2025	Sales Recpts Page 3422		Sales Recpts Page 3422	61.80
08/04/2025	Sales Recpts Page 3423		Sales Recpts Page 3423	2,057.77
08/04/2025	Sales Recpts Page 3424		Sales Recpts Page 3424	2,172.82
10/04/2025	Sales Recpts Page 3425		Sales Recpts Page 3425	223.15
10/04/2025	Sales Recpts Page 3426		Sales Recpts Page 3426	151.66
14/04/2025	Sales Recpts Page 3427		Sales Recpts Page 3427	96.40
16/04/2025	Sales Recpts Page 3428		Sales Recpts Page 3428	82.40
17/04/2025	Sales Recpts Page 3429		Sales Recpts Page 3429	136.12
22/04/2025	Sales Recpts Page 3430		Sales Recpts Page 3430	38.38
22/04/2025	Sales Recpts Page 3431		Sales Recpts Page 3431	56.99

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Co-Operative Bank

Cash Received between 01/04/2025 and 30/04/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
23/04/2025	Sales Recpts Page 3432		Sales Recpts Page 3432	127.66
23/04/2025	Sales Recpts Page 3433		Sales Recpts Page 3433	289.31
28/04/2025	Sales Recpts Page 3434		Sales Recpts Page 3434	116.94
28/04/2025	Sales Recpts Page 3435		Sales Recpts Page 3435	96.50
29/04/2025	Sales Recpts Page 3436		Sales Recpts Page 3436	51.75
25/04/2025	Sales Recpts Page 3437		Sales Recpts Page 3437	42.24
30/04/2025	Sales Recpts Page 3438		Sales Recpts Page 3438	63.66
25/04/2025	Sales Recpts Page 3439		Sales Recpts Page 3439	77.31
30/04/2025	Sales Recpts Page 3440		Sales Recpts Page 3440	84.48
30/04/2025	Sales Recpts Page 3441		Sales Recpts Page 3441	196.84
11/04/2025	Sales Recpts Page 3442		Sales Recpts Page 3442	38.81
11/04/2025	Sales Recpts Page 3443		Sales Recpts Page 3443	68.55
25/04/2025	Sales Recpts Page 3444		Sales Recpts Page 3444	155.24
22/04/2025	Sales Recpts Page 3445		Sales Recpts Page 3445	621.83
10/04/2025	Sales Recpts Page 3446		Sales Recpts Page 3446	69.04
10/04/2025	Sales Recpts Page 3447		Sales Recpts Page 3447	46.50
15/04/2025	Sales Recpts Page 3448		Sales Recpts Page 3448	36.88
15/04/2025	Sales Recpts Page 3449		Sales Recpts Page 3449	55.32
15/04/2025	Sales Recpts Page 3450		Sales Recpts Page 3450	147.52
14/04/2025	Sales Recpts Page 3451		Sales Recpts Page 3451	127.66
14/04/2025	Sales Recpts Page 3452		Sales Recpts Page 3452	147.52
15/04/2025	Sales Recpts Page 3453		Sales Recpts Page 3453	75.50
15/04/2025	Sales Recpts Page 3454		Sales Recpts Page 3454	55.32
15/04/2025	Sales Recpts Page 3455		Sales Recpts Page 3455	36.88
17/04/2025	Sales Recpts Page 3456		Sales Recpts Page 3456	78.66
17/04/2025	Sales Recpts Page 3457		Sales Recpts Page 3457	46.50
17/04/2025	Sales Recpts Page 3458		Sales Recpts Page 3458	69.04
25/04/2025	Sales Recpts Page 3459		Sales Recpts Page 3459	129.08
15/04/2025	Self		Petty cash to bank??????	35.27
07/04/2025	SumUp		Showcase Cafe card sales	25.45
10/04/2025	SumUp		Counter sales	2.46
22/04/2025	SumUp	CARD	SumUp	2.46
22/04/2025	SumUp		Counter Sales	2.46
25/04/2025	SumUp	CARD	VE Day tea tickets	19.66

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Co-Operative Bank

Cash Received between 01/04/2025 and 30/04/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/04/2025	SumUp	CARD	VE Day tea tickets	29.49
28/04/2025	SumUp		VE Day Tea tickets	9.83
Total Receipts				15,511.66

APPENDIX B

Date: 21/07/2025

Billingshurst Community Centre 2025-26

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Time: 11:53

Co-Operative Bank

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Horsham District Council	DD	153.00		NDR
02/05/2025	Snack@ Jacks	CARD	43.50		Event buffet
07/05/2025	Lidl	CARD	113.11		VE event catering
09/05/2025	Lidl	CARD	47.75		VE event catering
13/05/2025	LIDL	CARD	12.52		VE event catering
14/05/2025	Snack @ Jack	CARD	326.25		Event buffet
15/05/2025	COOP	BACS	58.60		Bank charges
16/05/2025	Snack @ Jacks	CARD	52.20		Event catering
16/05/2025	Wightman & Parrish	DD	162.04		Cleaning mats
18/05/2025	B&M	CARD	5.80		Knives box
19/05/2025	EON	DD	390.26		Gas
19/05/2025	B&M	CARD	-0.80		Correct wrong entry
21/05/2025	Horsham District Council	DD	70.00		Bin emptying
22/05/2025	Lewis Caddy	BACS	595.00		Cleaning
22/05/2025	Fowlers Builders	BACS	5,621.74		Imps final invoice
23/05/2025	Snack @ Jack	CARD	209.15		Event catering
23/05/2025	DMP	BACS	5.40		Copier charges
23/05/2025	Casual Staff	BACS	1,371.20		May wages
23/05/2025	Pro Servicing	BACS	574.80		Dividing wall servicing
23/05/2025	Robin Nugent Architects	BACS	721.50		Imps final invoice
23/05/2025	BPC	BACS	6,503.52		April salaries reimb.
23/05/2025	Sussex Land Services	BACS	264.00		Grds maint
27/05/2025	Wightman & Parrish	DD	36.96		Claening mats
28/05/2025	EON	DD	1,136.78		Gas
Total Payments			18,474.28		

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Co-Operative Bank

Cash Received between 01/05/2025 and 31/05/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
23/05/2025	Burt		VE Day Tea ticket	10.00
23/05/2025	Burt		Sale of surplus food tins	20.00
23/05/2025	Burt		VE Day Tea tickets sales	390.00
23/05/2025	BURT		VE Day Tea raffle+Prosecco	210.00
01/05/2025	Sales Recpts Page 3460		Sales Recpts Page 3460	44.43
01/05/2025	Sales Recpts Page 3461		Sales Recpts Page 3461	76.00
01/05/2025	Sales Recpts Page 3462		Sales Recpts Page 3462	164.00
01/05/2025	Sales Recpts Page 3463		Sales Recpts Page 3463	171.97
01/05/2025	Sales Recpts Page 3464		Sales Recpts Page 3464	184.40
02/05/2025	Sales Recpts Page 3465		Sales Recpts Page 3465	138.00
02/05/2025	Sales Recpts Page 3466		Sales Recpts Page 3466	608.96
02/05/2025	Sales Recpts Page 3467		Sales Recpts Page 3467	626.40
06/05/2025	Sales Recpts Page 3468		Sales Recpts Page 3468	56.99
06/05/2025	Sales Recpts Page 3469		Sales Recpts Page 3469	99.04
06/05/2025	Sales Recpts Page 3470		Sales Recpts Page 3470	166.20
06/05/2025	Sales Recpts Page 3471		Sales Recpts Page 3471	180.83
07/05/2025	Sales Recpts Page 3472		Sales Recpts Page 3472	75.98
07/05/2025	Sales Recpts Page 3473		Sales Recpts Page 3473	730.81
07/05/2025	Sales Recpts Page 3474		Sales Recpts Page 3474	744.31
09/05/2025	Sales Recpts Page 3475		Sales Recpts Page 3475	482.76
12/05/2025	Sales Recpts Page 3476		Sales Recpts Page 3476	333.84
12/05/2025	Sales Recpts Page 3477		Sales Recpts Page 3477	1,449.51
09/05/2025	Sales Recpts Page 3478		Sales Recpts Page 3478	118.05
13/05/2025	Sales Recpts Page 3479		Sales Recpts Page 3479	214.12
14/05/2025	Sales Recpts Page 3480		Sales Recpts Page 3480	44.42
15/05/2025	Sales Recpts Page 3481		Sales Recpts Page 3481	11.51
16/05/2025	Sales Recpts Page 3482		Sales Recpts Page 3482	116.94
16/05/2025	Sales Recpts Page 3483		Sales Recpts Page 3483	36.70
16/05/2025	Sales Recpts Page 3484		Sales Recpts Page 3484	38.38
16/05/2025	Sales Recpts Page 3485		Sales Recpts Page 3485	490.81
19/05/2025	Sales Recpts Page 3486		Sales Recpts Page 3486	39.98
19/05/2025	Sales Recpts Page 3487		Sales Recpts Page 3487	42.44
19/05/2025	Sales Recpts Page 3488		Sales Recpts Page 3488	124.15
21/05/2025	Sales Recpts Page 3489		Sales Recpts Page 3489	142.22

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Co-Operative Bank

Cash Received between 01/05/2025 and 31/05/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
22/05/2025	Sales Recpts Page 3490		Sales Recpts Page 3490	21.12
22/05/2025	Sales Recpts Page 3491		Sales Recpts Page 3491	47.50
23/05/2025	Sales Recpts Page 3492		Sales Recpts Page 3492	38.00
23/05/2025	Sales Recpts Page 3493		Sales Recpts Page 3493	37.99
23/05/2025	Sales Recpts Page 3494		Sales Recpts Page 3494	220.22
23/05/2025	Sales Recpts Page 3495		Sales Recpts Page 3495	1,593.16
27/05/2025	Sales Recpts Page 3496		Sales Recpts Page 3496	19.00
27/05/2025	Sales Recpts Page 3497		Sales Recpts Page 3497	63.36
28/05/2025	Sales Recpts Page 3498		Sales Recpts Page 3498	44.42
30/05/2025	Sales Recpts Page 3499		Sales Recpts Page 3499	30.70
30/05/2025	Sales Recpts Page 3500		Sales Recpts Page 3500	99.05
30/05/2025	Sales Recpts Page 3501		Sales Recpts Page 3501	157.78
30/05/2025	Sales Recpts Page 3502		Sales Recpts Page 3502	379.60
30/05/2025	Sales Recpts Page 3503		Sales Recpts Page 3503	470.40
01/05/2025	Sales Recpts Page 3504		Sales Recpts Page 3504	169.76
29/05/2025	Sales Recpts Page 3505		Sales Recpts Page 3505	71.10
29/05/2025	Sales Recpts Page 3506		Sales Recpts Page 3506	2,252.80
30/05/2025	Sales Recpts Page 3507		Sales Recpts Page 3507	68.64
29/05/2025	Sales Recpts Page 3508		Sales Recpts Page 3508	35.54
23/05/2025	Singing for Pleasure		Unknown invoice + teas	56.88
23/05/2025	Singing for Plesauire		Teas	20.00
06/05/2025	SumUp		x2 VE Day tea tickets	19.66
07/05/2025	SumUp		VE Day tea income	58.98
08/05/2025	SumUp		VE Day Tea income	2.46
09/05/2025	SumUp		VE Day Tea income	78.65
19/05/2025	SumUp		Counter sales	3.05
Total Receipts				14,443.97

APPENDIX C

Date: 21/07/2025

Billingshurst Community Centre 2025-26

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Time: 11:54

Co-Operative Bank

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Horsham District Council	DD	153.00		NDR June
05/06/2025	Snack at Jacks	CARD	21.75		Event buffet
09/06/2025	Lidl	CARD	13.84		Catering supplies
10/06/2025	Snack at Jacks	CARD	161.25		Event buffet
12/06/2025	Snack at Jacks	CARD	78.30		Event buffet
16/06/2025	COOP	BACS	58.80		Bsank charges
16/06/2025	AMAZON	CARD	104.30		Catering and cleaning supplies
17/06/2025	Horsham District Council	DD	96.90		Bin emptying
18/06/2025	EON	DD	99.97		Gas
23/06/2025	Casual Staff	BACS	1,130.84		June casual wages
25/06/2025	Lidl	CARD	21.95		Catering supplies
25/06/2025	Lidl	CARD	19.53		Catering supplies
26/06/2025	Engie Power	DD	1,087.63		Electricity
27/06/2025	Snack at Jacks	CARD	239.25		Event catering
Total Payments			<u>3,287.31</u>		

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Co-Operative Bank

Cash Received between 01/06/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/06/2025	Anon		Counter sales	152.49
10/06/2025	Anon		Sale of old piano	20.00
09/06/2025	Sales Recpts Page 3509		Sales Recpts Page 3509	202.12
09/06/2025	Sales Recpts Page 3510		Sales Recpts Page 3510	52.78
10/06/2025	Sales Recpts Page 3511		Sales Recpts Page 3511	1,552.67
13/06/2025	Sales Recpts Page 3512		Sales Recpts Page 3512	106.62
16/06/2025	Sales Recpts Page 3513		Sales Recpts Page 3513	84.88
16/06/2025	Sales Recpts Page 3514		Sales Recpts Page 3514	535.80
20/06/2025	Sales Recpts Page 3515		Sales Recpts Page 3515	84.88
23/06/2025	Sales Recpts Page 3516		Sales Recpts Page 3516	99.32
23/06/2025	Sales Recpts Page 3517		Sales Recpts Page 3517	168.96
24/06/2025	Sales Recpts Page 3518		Sales Recpts Page 3518	287.75
24/06/2025	Sales Recpts Page 3519		Sales Recpts Page 3519	406.12
25/06/2025	Sales Recpts Page 3520		Sales Recpts Page 3520	432.48
26/06/2025	Sales Recpts Page 3521		Sales Recpts Page 3521	72.13
26/06/2025	Sales Recpts Page 3522		Sales Recpts Page 3522	142.50
02/06/2025	Sales Recpts Page 3523		Sales Recpts Page 3523	42.24
02/06/2025	Sales Recpts Page 3524		Sales Recpts Page 3524	76.00
02/06/2025	Sales Recpts Page 3525		Sales Recpts Page 3525	142.16
02/06/2025	Sales Recpts Page 3526		Sales Recpts Page 3526	169.76
02/06/2025	Sales Recpts Page 3527		Sales Recpts Page 3527	337.47
03/06/2025	Sales Recpts Page 3528		Sales Recpts Page 3528	42.24
03/06/2025	Sales Recpts Page 3529		Sales Recpts Page 3529	132.96
04/06/2025	Sales Recpts Page 3530		Sales Recpts Page 3530	83.35
04/06/2025	Sales Recpts Page 3531		Sales Recpts Page 3531	190.98
04/06/2025	Sales Recpts Page 3532		Sales Recpts Page 3532	729.83
05/06/2025	Sales Recpts Page 3533		Sales Recpts Page 3533	38.38
03/06/2025	Sales Recpts Page 3534		Sales Recpts Page 3534	245.64
24/06/2025	Sales Recpts Page 3535		Sales Recpts Page 3535	53.31
18/06/2025	Sales Recpts Page 3536		Sales Recpts Page 3536	308.04
03/06/2025	Sales Recpts Page 3537		Sales Recpts Page 3537	180.83
05/06/2025	SumUp		Counter sales	2.46
09/06/2025	SumUp		Counter sales	12.58
13/06/2025	SumUp		Counter sales	2.65

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21/07/2025

Billingshurst Community Centre 2025-26

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Co-Operative Bank

Cash Received between 01/06/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
Total Receipts				7,192.38

Date: 25/06/2025

Billingshurst Community Centre 2025-26

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Time: 16:45

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		19,072.68
			<u>19,072.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			18,827.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,827.26
		Balance per Cash Book is :-	18,827.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 14/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 16:22

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Co-Operative Bank**

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	31/05/2025		15,042.37
			<u>15,042.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			14,796.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,796.95
		Balance per Cash Book is :-	14,796.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 17/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 11:58

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Co-Operative Bank**

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/06/2025		18,947.44
			<u>18,947.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			18,702.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,702.02
		Balance per Cash Book is :-	18,702.02
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 25/06/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 16:49

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		31,982.45
			<u>31,982.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,982.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,982.45
		Balance per Cash Book is :-	31,982.45
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 16:29

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Natwest 1042**

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/05/2025		32,011.37
			<u>32,011.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,011.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,011.37
		Balance per Cash Book is :-	32,011.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX I

21/07/2025

Billingshurst Community Centre 2025-26

Page 1

12:04

SALES LEDGER 1 UNPAID INVOICES BY DATE

User: MANAGER

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
10/05/2022	Payment 51-1	HEINRICH	HEINRICH	0.00	0.00	0.00	-4.25
13/12/2022	12875/1	NHSCCG	NHSCCG	297.50	59.50	357.00	357.00
04/04/2023	13137	PURELY	PURELY	15.80	3.16	18.96	18.96
12/07/2023	193	NHSGH	NHSGH	357.88	71.57	429.45	-0.01
18/07/2023	209	PURELY	PURELY	33.34	6.66	40.00	40.00
09/10/2023	340	PURELY	PURELY	50.01	9.99	60.00	40.00
25/10/2023	370	NHSSC	NHSSC	546.25	109.25	655.50	-0.01
28/11/2023	439	NHSCP	NHSCP	208.76	41.75	250.51	250.51
03/01/2024	513	PURELY	PURELY	33.34	6.66	40.00	40.00
22/01/2024	548	MACMILLAN	MACMILLAN	74.58	14.92	89.50	89.50
31/01/2024	564	PURELY	PURELY	66.68	13.32	80.00	20.00
14/02/2024	596	CRATUS	CRATUS	32.88	6.57	39.45	39.45
05/03/2024	627	PURELY	PURELY	50.01	9.99	60.00	60.00
13/03/2024	652	MACMILLAN	MACMILLAN	92.91	18.59	111.50	111.50
26/03/2024	660	SALUTEM	SALUTEM	89.52	17.88	107.40	-0.02
23/04/2024	721	OSG	OSG	59.78	11.96	71.74	71.74
23/04/2024	722	WSCCAD	WSCCAD	181.08	36.22	217.30	217.30
30/07/2024	904	SINGING	SINGING	30.73	6.15	36.88	36.88
09/09/2024	963	TADAMS	TRACEY ADAMS	25.41	5.08	30.49	-0.01
12/11/2024	1064	WILSON	WILSON	188.20	37.65	225.85	225.85
16/12/2024	1127	HDC	HDC	79.11	15.82	94.93	94.93
16/12/2024	1128	GIBSON	GIBSON	120.17	24.03	144.20	144.20
16/12/2024	1129	CARTER	CARTER	51.25	10.25	61.50	1.04
17/12/2024	1136	NHS	NHS	159.34	31.87	191.21	191.21
04/02/2025	1208	HDC	HDC	178.52	35.70	214.22	214.22
04/02/2025	1221	WOW	WOW	64.68	12.94	77.62	77.62
10/02/2025	Payment 116-1	HDC	HDC	0.00	0.00	0.00	-291.84
12/02/2025	Payment 117-1	KIMBER	KIMBER	0.00	0.00	0.00	-56.74
18/02/2025	1250	CARERS	CARERS SUPPORT	61.98	12.40	74.38	74.38
01/04/2025	1322	KIMBER	KIMBER	46.11	9.21	55.32	55.32
15/04/2025	1365	BCT	BCT	150.69	30.14	180.83	5.26
29/04/2025	1376	HILDRETH	HILDRETH	69.88	13.98	83.86	83.86
30/04/2025	1397	WWATCHERS	WWATCHERS	176.00	35.20	211.20	211.20
06/05/2025	1406	NHS	NHS	248.20	49.64	297.84	297.84
07/05/2025	1407	LIFESTYLE	LIFESTYLE	35.36	7.08	42.44	42.44
07/05/2025	1414	BPC	BPC	222.78	44.56	267.34	267.34
07/05/2025	1415	BPC	BPC	57.54	11.52	69.06	69.06
13/05/2025	1425	SCOUTS	SCOUTS	99.31	19.87	119.18	119.18
22/05/2025	1427	SINGING	SINGING	31.66	6.33	37.99	37.99
27/05/2025	1435	KIMBER	KIMBER	63.32	12.68	76.00	76.00
27/05/2025	1445	SMB	SMB	126.64	25.32	151.96	151.96
31/05/2025	1448	HEARING	HEARING	653.35	130.65	784.00	784.00
31/05/2025	1450	CHORAL	CHORAL	131.47	26.31	157.78	157.78
31/05/2025	1456	WILSON	WILSON	216.56	43.33	259.89	259.89
31/05/2025	1463	BPC	BPC	137.57	27.53	165.10	165.10
31/05/2025	1464	BPC	BPC	222.78	44.56	267.34	267.34
31/05/2025	1465	CARERS	CARERS SUPPORT	29.62	5.92	35.54	35.54
Subtotal C/Fwd				5,868.55	1,173.71	7,042.26	5,150.51

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	5,868.55	1,173.71	7,042.26	5,150.51
30/06/2025	1468	CHORAL	CHORAL	73.76	14.76	88.52	88.52
30/06/2025	1469	MIDHURST	MIDHURST	97.43	19.49	116.92	116.92
30/06/2025	1470	WSCC JH	JACKIE HARRISON	124.58	24.91	149.49	149.49
30/06/2025	1471	WSCC JP	WSCC JULIE PERMAIN	555.40	111.08	666.48	666.48
30/06/2025	1472	WSCC KD	WSCC KD	331.40	66.28	397.68	397.68
30/06/2025	1473	WSCC LS	WSCC LS	106.44	21.29	127.73	127.73
30/06/2025	1474	WSCCCP	WSCCCP	107.60	21.52	129.12	129.12
30/06/2025	1475	ADOPTION	ADOPTION SOUTH	360.98	72.20	433.18	433.18
30/06/2025	1476	BADMINTON	BADMINTON	31.66	6.34	38.00	38.00
30/06/2025	1477	WHIZZ	WHIZZ	118.47	23.69	142.16	142.16
30/06/2025	1478	BCP	BCP	25.58	5.12	30.70	30.70
30/06/2025	1479	BCT	BCT	301.38	60.28	361.66	180.83
30/06/2025	1480	CARERS	CARERS SUPPORT	189.13	37.82	226.95	226.95
30/06/2025	1481	GALLAGHER	GALLAGHER	135.91	27.18	163.09	163.09
30/06/2025	1482	HEARING	HEARING	522.68	104.52	627.20	627.20
30/06/2025	1483	HEINRICH	HEINRICH	424.40	84.88	509.28	509.28
30/06/2025	1484	HILDRETH	HILDRETH	88.00	17.60	105.60	105.60
30/06/2025	1485	MESSYCHURC	MESSY CHURCH	82.54	16.51	99.05	99.05
30/06/2025	1486	KEMP	KEMP	52.80	10.56	63.36	63.36
30/06/2025	1487	KIMBER	KIMBER	47.49	9.51	57.00	57.00
30/06/2025	1488	LIFESTYLE	LIFESTYLE	35.36	7.08	42.44	42.44
30/06/2025	1489	PAGE	PAGE	79.15	15.85	95.00	95.00
30/06/2025	1490	PILATES	PILATES	82.76	16.56	99.32	99.32
30/06/2025	1491	ROCKCHOIR	ROCKCHOIR	158.32	31.68	190.00	190.00
30/06/2025	1492	SINGING	SINGING	31.66	6.33	37.99	37.99
30/06/2025	1493	SMB	SMB	126.64	25.32	151.96	151.96
30/06/2025	1494	TAICHI	TAICHI	70.72	14.16	84.88	84.88
30/06/2025	1495	TENNIS	TABLE TENNIS	110.80	22.16	132.96	132.96
30/06/2025	1496	VINT COLL	VINT COLL	305.40	61.08	366.48	366.48
30/06/2025	1497	WILSON	WILSON	263.93	52.82	316.75	316.75
30/06/2025	1498	WOOLVEN	TRIS WOOLVEN	141.48	28.28	169.76	169.76
30/06/2025	1499	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
30/06/2025	1500	RCN	RCN	793.15	158.63	951.78	951.78
30/06/2025	1501	SSLMC	SSLMC	297.90	59.58	357.48	357.48
30/06/2025	1502	WSYOUTH	WSYOUTH	17.60	3.52	21.12	21.12
30/06/2025	1503	PROBUS	PROBUS	29.62	5.92	35.54	35.54
30/06/2025	1504	PROBUS	PROBUS	29.62	5.92	35.54	35.54
30/06/2025	1505	WI	WI	37.02	7.40	44.42	44.42
30/06/2025	1506	WI	WI	37.02	7.40	44.42	44.42
30/06/2025	1507	WI 2	WI BECKS	74.07	14.81	88.88	88.88
30/06/2025	1508	WI 2	WI BECKS	37.02	7.40	44.42	44.42
30/06/2025	1509	BPC	BPC	44.75	8.96	53.71	53.71
30/06/2025	1510	BPC	BPC	14.81	2.96	17.77	17.77
30/06/2025	1511	BPC	BPC	222.78	44.56	267.34	267.34
30/06/2025	1512	BPC	BPC	682.28	136.46	818.74	818.74
30/06/2025	1513	BFC	BFC	277.00	55.40	332.40	332.40
			Subtotal C/Fwd	13,787.84	2,757.65	16,545.49	14,472.91

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	13,787.84	2,757.65	16,545.49	14,472.91
30/06/2025	1514	BFC	BFC	814.14	15.01	829.15	829.15
30/06/2025	1515	BFC	BFC	103.60	0.00	103.60	103.60
30/06/2025	1516	BFC	BFC	178.12	0.00	178.12	178.12
30/06/2025	1517	BFC	BFC	192.91	0.00	192.91	192.91
30/06/2025	1518	BFC	BFC	1,810.68	362.14	2,172.82	2,172.82
30/06/2025	1519	STITCHED	STITCHED	31.98	6.40	38.38	38.38
30/06/2025	1520	STEYNING	STEYNING	241.09	48.22	289.31	289.31
30/06/2025	1521	ROCKCHOIR	ROCKCHOIR	79.16	15.84	95.00	95.00
30/06/2025	1522	KEMP	KEMP	35.20	7.04	42.24	42.24
30/06/2025	1523	MESSYCHURC	MESSY CHURCH	84.99	17.00	101.99	101.99
30/06/2025	1524	WSCC BN	WSCC BN	419.22	83.85	503.07	503.07
			TOTAL INVOICES	17,778.93	3,313.15	21,092.08	19,019.50

28/04/2025

Billingshurst Community Centre Current Year

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10:59

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Billingshurst CCC						
Lettings - Commercial	376	15,807	0	(15,807)		
Lettings - Local Commercial	2,433	23,928	0	(23,928)		
Party	54	576	0	(576)		
CarPark Rental	0	67	0	(67)		
Lettings - Local Non Comm.	3,535	38,527	0	(38,527)		
Kitchen	34	860	0	(860)		
Cancellation Fee	17	1,454	0	(1,454)		
Refund	0	6	0	(6)		
Licences	18	257	0	(257)		
Tenants-BPC/BCT/Police/H.Watch	0	9,720	0	(9,720)		
Storage	112	679	0	(679)		
Technology	0	75	0	(75)		
Counter Sales	0	180	0	(180)		
Catering (Inc)	109	11,569	0	(11,569)		
Utilities (inc)	0	3,360	0	(3,360)		
Event income	0	3,826	0	(3,826)		
Miscellaneous Income	0	208	0	(208)		
Interest	31	719	0	(719)		
Grant (BPC)	0	15,000	0	(15,000)		
Grant (Other)	0	1,000	0	(1,000)		
Garage Rent	216	2,806	0	(2,806)		
Billingshurst CCC :- Income	6,936	130,623	0	(130,623)		
Subscriptions	0	153	0	(153)		(153)
Billingshurst CCC :- Direct Expenditure	0	153	0	(153)	0	(153)
Catering (Exp)	734	7,934	0	(7,934)		(7,934)
Marketing & Publicity	250	250	0	(250)		(250)
Event costs	0	1,005	0	(1,005)		(1,005)
Pay - Permanent Staff	985	56,724	0	(56,724)		(56,724)
Pay - Casual Staff	1,114	16,351	0	(16,351)		(16,351)
Rates	(53)	714	0	(714)		(714)
Water Rates	11	105	0	(105)		(105)
Refuse Collection	80	1,052	0	(1,052)		(1,052)
Insurance	5,072	5,072	0	(5,072)		(5,072)
Electricity	1,125	13,277	0	(13,277)		(13,277)
Gas	1,087	5,992	0	(5,992)		(5,992)
Stationery & Photocopying	64	1,608	0	(1,608)		(1,608)
Office Furniture	0	1,499	0	(1,499)		(1,499)
Office Equipment	0	190	0	(190)		(190)
IT/Computer Consumables	1,279	4,228	0	(4,228)		(4,228)

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Maintenance & Improvements	1,675	45,833	0	(45,833)		(45,833)
Cleaning	673	9,510	0	(9,510)		(9,510)
Grounds Maintenance	0	6,148	0	(6,148)		(6,148)
Professional Fees	0	3,688	0	(3,688)		(3,688)
Licences	0	1,274	0	(1,274)		(1,274)
Accountancy and Audit Fees	0	1,400	0	(1,400)		(1,400)
Sundry Expenses	71	1,656	0	(1,656)		(1,656)
Bank Charges	60	708	0	(708)		(708)
Service Agreement	0	288	0	(288)		(288)
Billingshurst CCC :- Indirect Expenditure	<u>14,225</u>	<u>186,506</u>	<u>0</u>	<u>(186,506)</u>	<u>0</u>	<u>(186,506)</u>
Net Income over Expenditure	<u>(7,289)</u>	<u>(56,035)</u>	<u>0</u>	<u>56,035</u>		
Grand Totals:- Income	6,936	130,623	0	(130,623)		
Expenditure	14,225	186,659	0	(186,659)	0	(186,659)
Net Income over Expenditure	<u>(7,289)</u>	<u>(56,035)</u>	<u>0</u>	<u>56,035</u>		
Movement to/(from) Gen Reserve	<u>(7,289)</u>	<u>(56,035)</u>	<u>0</u>	<u>56,035</u>		

APPENDIX ~~M~~ K.

BILLINGSHURST PARISH COUNCIL

BILLINGSHURST CENTRE COMMITTEE

WEDNESDAY 30 JULY 2025

TERRORISM (PROTECTION OF PREMISES) ACT 2025

REPORT BY ASSISTANT CLERK

FOR INFORMATION

The Terrorism (Protection of Premises) Act 2025, also known as "*Martyn's Law*", came into effect on 3 April 2025. The Act is intended to improve protective security and organisational preparedness across the UK following the Manchester Arena Inquiry and London Bridge Inquests.

The new Act requires premises and events of a certain size to ensure steps have been taken to prepare for potential terrorist attacks and get ready to help keep people safe in the event of an attack.

The criteria for preparedness under this Act is 200 or more individuals (including staff) that "from time to time, be reasonably expected to be present at the same time in connection with one or more uses specified in the Act". Therefore, whilst the Billingshurst Community Centre is not always at full capacity, its total room capacity of 330 plus staff and volunteers, especially around large events such as the Christmas Fayre would require a policy to be in place.

The Assistant Clerk and the Centre Manager have met and walked the building to identify and address the possible risks raised, method of entry to the building and types of terrorism presented by the Act. Using the emerging UK Counter Terrorism templates, a policy is being written, and a training process being developed to ensure that our staff can identify and respond to potential incidents to ensure their own safety and that of other Centre users.

We are also working with the Neighbourhood Wardens and the Emergency Planning Officer at Horsham District Council as Billingshurst Community Centre is the nominated rendezvous point in the case of a wider emergency where HDC are the lead response organisation. This is to ensure that our policy and theirs do not contradict one another.

The draft policy will be circulated to councillors once ready, however implementation of the Act is expected to take up to 24 months before it is fully enforceable. The regulator of this Act will be the Security Industry Authority (SIA) and will be investigating suspected non-compliance and, where appropriate, taking enforcement action.

Councillors are invited to note this report

APPENDIX L

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

30 JULY 2025

MANAGER'S REPORT

I took up the Manager role on Wednesday 2 July 2025. Unfortunately no direct manager-to-manager handover was feasible, so have literally been thrown in at the deep end and straight away asked to contribute towards the following projects alongside routine tasks such as building maintenance, room hire and weekly fire alarm testing:

Simpler recycling: workplace recycling in England: From the 31st of March 2025 businesses have been required to separate the following groups of recyclable materials, ensuring that they are kept separate:

- Glass, metal, and plastic
- Cardboard and paper
- Food waste as a dedicated collection

The new guidelines apply to all businesses, healthcare establishments and academic institutions but small businesses with fewer than 10 full-time employees, like the BCCC, are temporarily **exempt until the 31 March 2027**. There is also no minimum food waste weight before the new regulations apply.

Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Whilst it very rarely happens, we could at busier times, reach a 200+ person capacity making it a legal requirement for the BCCC to enhance its protections against terrorist attacks. (See separate agenda item.)

Updates to www.billingshurstcentre.com

Improved sustainability across the BCCC. Supported by Cllr Phillip Day, the focus is reducing both energy demand and losses with potential future gains for the Centre coming from grid-connected system activation. Impact is likely to rely upon securing the necessary grants/funds to implement associated remediation work e.g. solar panels.

Financial Management such as invoicing, remittance and bank reconciliation are all now up to date (thanks to colleagues) and the Clerk is training me in different aspects of the accounting package.

In the meantime, investigations are underway in relation to the following:

- The BCCC's current contracts with refuse and sanitary collection (inc. confidential waste)
- Alternative suppliers with the potential for both greener products and services

- Options for waste reduction and reuse across the Centre
- The potential for further engagement with the public and local environmental groups
- Staff training / CPD e.g. Martyn's Law Awareness
- New / better quality website content e.g. photographs c/o www.alanwrightphotography.co.uk
- Streamlined energy usage in accordance with building occupation rates.
- Levels of Customer Satisfaction with the BCCC across its KPIs

We continue to receive complaints in relation to the condition of the chairs in the Stanley Room and Main Hall. It would be good to resolve this issue in advance of the aforementioned Customer Satisfaction Survey.

The Committee is invited to note this report.