



**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 24 September 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**

**17 September 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 July 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 receive a presentation by Centre Manager on a recent customer satisfaction survey.
8. To approve payments and note receipts for July and August 2025 – Appendices **A** and **B**.
9. To note Bank Reconciliation: COOP Current Account: July and August 2025 – Appendices **C** and **D**.
10. To note Bank Reconciliation: NatWest Account: 31 July and 14 August 2025 Appendices **E** and **F**.
11. To note debtors - Appendix **G**.
12. To receive the Manager's Report - Appendix **H**.
13. Date of Next Meeting – **Wednesday 29 October 2025**

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

**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.**

Date: 16/09/2025

## Billingshurst Community Centre 2025-26

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Time: 16:20

## Co-Operative Bank

## List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Horsham District Council	DD	153.00		NDR
03/07/2025	Grenke Leasing	DD	175.61		Copier hire/lease
07/07/2025	Amazon	CARD	19.98		Dishwasher tablets
09/07/2025	DMP	BACS	4.18		Copier usage
09/07/2025	Sarah Meyer	BACS	10.52		Event catering etc
09/07/2025	Baskets in Bloom	BACS	60.00		Summer baskets
09/07/2025	ICA Electrical Contractors Ltd	BACS	196.80		Electrical work
09/07/2025	1st Defense Fire & Rescue Ltd	BACS	244.01		Fire exting. servicing
09/07/2025	Squeege Clean	BACS	567.00		Centre cleaning - May
09/07/2025	Robin Nugent Architects	BACS	721.50		Overpayment - to be reimbursed
09/07/2025	Billingshurst Parish Council	BACS	6,503.52		Salary o'payment - to be reimb
09/07/2025	Billingshurst Parish Council	BACS	6,503.52		Salary recharge May
09/07/2025	Sussex Land Services	BACS	264.00		Gds Maint.
09/07/2025	ADT Fire & Security plc	BACS	597.12		Alarm call out fee
09/07/2025	ZIP Heaters	BACS	380.16		Hot water still service
10/07/2025	COOP	BACS	20.00		Bank charges
15/07/2025	COOP	BACS	57.20		Bank charges
15/07/2025	Wightmann & Parrish	BACS	160.86		Cleaning supplies
16/07/2025	Horsham District Council	DD	83.50		Bin emptying
16/07/2025	Snack at Jacks	CARD	69.50		Event buffet
16/07/2025	Snack at Jacks	CARD	218.90		Event catering
16/07/2025	EON	DD	53.82		Gas
22/07/2025	Casual staff	BACS	1,405.51		Wages - July
25/07/2025	Engie	DD	1,065.55		Electricity
25/07/2025	Amazon	CARD	5.58		No Smoking sign
28/07/2025	Amazon	CARD	14.95		Plastic cups
<b>Total Payments</b>			<u>19,556.29</u>		

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## Co-Operative Bank

## Cash Received between 01/07/2025 and 31/07/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/07/2025	Counter Sales		Counter Sales	68.50
28/07/2025	L Manika/Infinity Care		Deposited wrongly/2 b repaid	100.00
09/07/2025	Misc		Counter sales	151.76
28/07/2025	Sales Recpts Page 3538		Sales Recpts Page 3538	42.44
29/07/2025	Sales Recpts Page 3539		Sales Recpts Page 3539	166.20
29/07/2025	Sales Recpts Page 3540		Sales Recpts Page 3540	343.15
29/07/2025	Sales Recpts Page 3541		Sales Recpts Page 3541	509.28
30/07/2025	Sales Recpts Page 3542		Sales Recpts Page 3542	74.58
30/07/2025	Sales Recpts Page 3543		Sales Recpts Page 3543	433.18
30/07/2025	Sales Recpts Page 3544		Sales Recpts Page 3544	951.78
30/07/2025	Sales Recpts Page 3545		Sales Recpts Page 3545	366.48
03/07/2025	Sales Recpts Page 3548		Sales Recpts Page 3548	180.83
04/07/2025	Sales Recpts Page 3549		Sales Recpts Page 3549	119.18
04/07/2025	Sales Recpts Page 3550		Sales Recpts Page 3550	784.00
07/07/2025	Sales Recpts Page 3551		Sales Recpts Page 3551	163.09
08/07/2025	Sales Recpts Page 3552		Sales Recpts Page 3552	30.70
08/07/2025	Sales Recpts Page 3553		Sales Recpts Page 3553	63.36
08/07/2025	Sales Recpts Page 3554		Sales Recpts Page 3554	95.00
08/07/2025	Sales Recpts Page 3555		Sales Recpts Page 3555	169.76
09/07/2025	Sales Recpts Page 3556		Sales Recpts Page 3556	37.99
09/07/2025	Sales Recpts Page 3557		Sales Recpts Page 3557	57.00
09/07/2025	Sales Recpts Page 3558		Sales Recpts Page 3558	151.96
10/07/2025	Sales Recpts Page 3559		Sales Recpts Page 3559	44.42
10/07/2025	Sales Recpts Page 3560		Sales Recpts Page 3560	44.42
14/07/2025	Sales Recpts Page 3561		Sales Recpts Page 3561	768.84
14/07/2025	Sales Recpts Page 3562		Sales Recpts Page 3562	38.00
15/07/2025	Sales Recpts Page 3563		Sales Recpts Page 3563	101.69
14/07/2025	Sales Recpts Page 3564		Sales Recpts Page 3564	132.96
14/07/2025	Sales Recpts Page 3565		Sales Recpts Page 3565	42.24
14/07/2025	Sales Recpts Page 3566		Sales Recpts Page 3566	35.54
14/07/2025	Sales Recpts Page 3567		Sales Recpts Page 3567	35.54
14/07/2025	Sales Recpts Page 3568		Sales Recpts Page 3568	38.38
16/07/2025	Sales Recpts Page 3569		Sales Recpts Page 3569	84.88
16/07/2025	Sales Recpts Page 3570		Sales Recpts Page 3570	3,809.00

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## Co-Operative Bank

## Cash Received between 01/07/2025 and 31/07/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/07/2025	Sales Recpts Page 3571		Sales Recpts Page 3571	99.32
21/07/2025	Sales Recpts Page 3572		Sales Recpts Page 3572	116.92
21/07/2025	Sales Recpts Page 3573		Sales Recpts Page 3573	42.44
21/07/2025	Sales Recpts Page 3574		Sales Recpts Page 3574	148.54
22/07/2025	Sales Recpts Page 3575		Sales Recpts Page 3575	289.31
23/07/2025	Sales Recpts Page 3576		Sales Recpts Page 3576	29.40
23/07/2025	Sales Recpts Page 3577		Sales Recpts Page 3577	42.44
24/07/2025	Sales Recpts Page 3578		Sales Recpts Page 3578	151.96
24/07/2025	Sales Recpts Page 3579		Sales Recpts Page 3579	357.48
25/07/2025	Sales Recpts Page 3580		Sales Recpts Page 3580	37.99
25/07/2025	Sales Recpts Page 3581		Sales Recpts Page 3581	76.30
25/07/2025	Sales Recpts Page 3582		Sales Recpts Page 3582	259.89
22/07/2025	Sales Recpts Page 3583		Sales Recpts Page 3583	149.49
22/07/2025	Sales Recpts Page 3584		Sales Recpts Page 3584	666.48
22/07/2025	Sales Recpts Page 3585		Sales Recpts Page 3585	397.68
22/07/2025	Sales Recpts Page 3586		Sales Recpts Page 3586	127.73
22/07/2025	Sales Recpts Page 3587		Sales Recpts Page 3587	129.12
22/07/2025	Sales Recpts Page 3588		Sales Recpts Page 3588	21.12
28/07/2025	Sales Recpts Page 3589		Sales Recpts Page 3589	352.00
25/07/2025	Singing for Pleasure		Teas	20.01
10/07/2025	SumUp		Counter sales	9.53
30/07/2025	SumUp		Counter Sales	2.65
<b>Total Receipts</b>				<b>13,763.93</b>

# APPENDIX B

Date: 19/09/2025

Billingshurst Community Centre 2025-26

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Time: 10:23

Co-Operative Bank

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Horsham District Council	DD	153.00		NDR
05/08/2025	COOP	BACS	1.81	Interest	COOP
06/08/2025	GB Glazing	BACS	335.00		Window repairs
06/08/2025	Tutorcare Ltd	BACS	714.00		Staff fire training
06/08/2025	Prosale Ltd	BACS	1,016.40		Auto doors serv+maint
06/08/2025	Action in Rural Sussex	BACS	100.00		Subscription
06/08/2025	Sussex Land Services	BACS	264.00		Gds maint.
06/08/2025	Kreston Reeves	BACS	288.00		Casual staff payroll bureau Q1
06/08/2025	Divine Water Co	BACS	71.06		Water cooler servicing
06/08/2025	Lewis Caddy	BACS	1,113.00		Centre cleaning x2 months
07/08/2025	Robin Nugent Architects	CHEQUE	-701.50		Return of overpayment
12/08/2025	HMRC	DD	3,272.11		VAT payment Q1
14/08/2025	Snack @ Snack	62.25	65.25		Event catering
15/08/2025	COOP	BACS	54.00		Bank charges
15/08/2025	Time Systems UK Ltd	CARD	60.60		Time cards
15/08/2025	Wightman n Parrish	DD	48.14		Cleaning mats etc
15/08/2025	The Sanitaryware Co	CARD	45.00		Loo seat
18/08/2025	Horsham District Council	DD	83.50		Bin emptying
18/08/2025	Lewis Caddy	BACS	574.00		Cleaning - July
18/08/2025	DMP	DD	1.06		Copier charges
18/08/2025	DMP	DD	3.44		Copier charges
19/08/2025	BPC	CHEQUE	-6,503.52		Reimb April '25 wages
19/08/2025	EON	DD	10.71		Gas
26/08/2025	Casual Staff	BACS	974.72		Casual staff wages Aug 25
27/08/2025	Engle Power	DD	1,124.89		Electricity
<b>Total Payments</b>			<b>3,168.67</b>		

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## Co-Operative Bank

## Cash Received between 01/08/2025 and 31/08/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/08/2025	Counter Sales		Counter Sales	80.00
06/08/2025	DEAFBLINDUK		Reimb for cancelled bkg 230925	-41.98
18/08/2025	Lucia Manika		Refund o/payment	100.00
18/08/2025	Lucia Manika		Refund o/payment	-100.00
18/08/2025	Lucia Manika		Refund o/payment	-100.00
28/08/2025	Sales Recpts Page 3590		Sales Recpts Page 3590	142.20
29/08/2025	Sales Recpts Page 3591		Sales Recpts Page 3591	19.00
29/08/2025	Sales Recpts Page 3592		Sales Recpts Page 3592	30.70
28/08/2025	Sales Recpts Page 3593		Sales Recpts Page 3593	63.36
29/08/2025	Sales Recpts Page 3594		Sales Recpts Page 3594	169.76
29/08/2025	Sales Recpts Page 3595		Sales Recpts Page 3595	610.08
29/08/2025	Sales Recpts Page 3596		Sales Recpts Page 3596	784.00
01/08/2025	Sales Recpts Page 3597		Sales Recpts Page 3597	95.00
01/08/2025	Sales Recpts Page 3598		Sales Recpts Page 3598	142.16
01/08/2025	Sales Recpts Page 3599		Sales Recpts Page 3599	500.65
01/08/2025	Sales Recpts Page 3600		Sales Recpts Page 3600	627.20
04/08/2025	Sales Recpts Page 3601		Sales Recpts Page 3601	124.15
04/08/2025	Sales Recpts Page 3602		Sales Recpts Page 3602	180.83
04/08/2025	Sales Recpts Page 3603		Sales Recpts Page 3603	212.20
04/08/2025	Sales Recpts Page 3604		Sales Recpts Page 3604	232.87
05/08/2025	Sales Recpts Page 3605		Sales Recpts Page 3605	1,157.56
15/08/2025	Sales Recpts Page 3606		Sales Recpts Page 3606	19.00
18/08/2025	Sales Recpts Page 3607		Sales Recpts Page 3607	211.20
19/08/2025	Sales Recpts Page 3608		Sales Recpts Page 3608	137.28
19/08/2025	Sales Recpts Page 3609		Sales Recpts Page 3609	332.64
22/08/2025	Sales Recpts Page 3610		Sales Recpts Page 3610	19.00
26/08/2025	Sales Recpts Page 3611		Sales Recpts Page 3611	38.38
26/08/2025	Sales Recpts Page 3612		Sales Recpts Page 3612	50.71
19/08/2025	Sales Recpts Page 3613		Sales Recpts Page 3613	438.20
01/08/2025	Sales Recpts Page 3614		Sales Recpts Page 3614	65.31
14/08/2025	Sales Recpts Page 3615		Sales Recpts Page 3615	35.54
14/08/2025	Sales Recpts Page 3616		Sales Recpts Page 3616	42.24
12/08/2025	Sales Recpts Page 3617		Sales Recpts Page 3617	88.88
12/08/2025	Sales Recpts Page 3618		Sales Recpts Page 3618	44.42

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## Co-Operative Bank

## Cash Received between 01/08/2025 and 31/08/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
07/08/2025	Sales Recpts Page 3619		Sales Recpts Page 3619	285.00
08/08/2025	Sales Recpts Page 3620		Sales Recpts Page 3620	19.00
11/08/2025	Sales Recpts Page 3621		Sales Recpts Page 3621	84.88
06/08/2025	Sales Recpts Page 3622		Sales Recpts Page 3622	503.07
18/08/2025	Sales Recpts Page 3623		Sales Recpts Page 3623	641.12
15/08/2025	Sales Recpts Page 3624		Sales Recpts Page 3624	297.84
14/08/2025	Snack @ Jack		Event catering	65.25
14/08/2025	Snack @ Jack		Cancel entry	-65.25
07/08/2025	SumUp		Counter sales	3.10
08/08/2025	SumUp		Counter sales	4.13
12/08/2025	SumUp		Counter Sales	2.46
14/08/2025	SumUp		Counter sales	2.46
22/08/2025	SumUp		Counter sales	2.46
28/08/2025	SumUp		Counter Sales	3.49
29/08/2025	SumUp		Counter sales	3.49
Total Receipts				<u>8,405.04</u>



# APPENDIX C

Date: 12/09/2025

Billingshurst Community Centre 2025-26

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Time: 11:12

## Bank Reconciliation Statement as at 31/07/2025 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	31/07/2025		13,587.58
			<u>13,587.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			13,342.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,342.16
		Balance per Cash Book is :-	13,342.16
		Difference is :-	0.00

**Signatory 1:**

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

**Signatory 2:**

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

Date: 19/09/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 10:12

**Bank Reconciliation Statement as at 31/08/2025  
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	31/08/2025		18,823.95
			<u>18,823.95</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
01/04/2025 Credit      Everflow Water Limited		245.42	
			<u>245.42</u>
			18,578.53
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			18,578.53
		<b>Balance per Cash Book is :-</b>	<b>18,578.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

Date: 12/09/2025

Billingshurst Community Centre 2025-26

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Time: 11:19

**Bank Reconciliation Statement as at 31/07/2025  
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	31/07/2025		32,070.56
			<u>32,070.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,070.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,070.56
		<b>Balance per Cash Book is :-</b>	<b>32,070.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

# APPENDIX F

Date: 19/09/2025

Billingshurst Community Centre 2025-26

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Time: 10:19

**Bank Reconciliation Statement as at 14/08/2025  
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	14/08/2025		32,470.56
			<u>32,470.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,470.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,470.56
		<b>Balance per Cash Book is :-</b>	<b>32,470.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

# APPENDIX G

19/09/2025

Billingshurst Community Centre 2025-26

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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
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
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	1.42
31/05/2025	1465	CARERS	CARERS SUPPORT	29.62	5.92	35.54	35.54
30/06/2025	1468	CHORAL	CHORAL	73.76	14.76	88.52	88.52
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	1488	LIFESTYLE	LIFESTYLE	35.36	7.08	42.44	42.44
30/06/2025	1497	WILSON	WILSON	263.93	52.82	316.75	316.75
30/06/2025	1499	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
30/06/2025	1523	MESSYCHURC	MESSY CHURCH	84.99	17.00	101.99	0.30
21/07/2025	1527	WILSON	WILSON	684.27	136.87	821.14	821.14
21/07/2025	1529	WHIZZ	WHIZZ	118.47	23.69	142.16	142.16
28/07/2025	Payment 119-1	WEIGHT	WEIGHT	0.00	0.00	0.00	-352.00
29/07/2025	1539	BFC	BFC	1,013.72	16.68	1,030.40	1,030.40
29/07/2025	1540	BFC	BFC	110.80	22.16	132.96	132.96
Subtotal C/Fwd				6,351.65	1,084.27	7,435.92	5,015.90

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	6,351.65	1,084.27	7,435.92	5,015.90
29/07/2025	1541	BFC	BFC	204.42	0.00	204.42	204.42
29/07/2025	1542	BFC	BFC	153.25	0.00	153.25	153.25
29/07/2025	1543	BFC	BFC	177.36	0.00	177.36	177.36
30/07/2025	1549	SMB	SMB	126.64	25.32	151.96	151.96
07/08/2025	1560	HML	HML	58.80	11.76	70.56	70.56
18/08/2025	Payment 121-1	NHSRDR	NHS RDR PAYABLES	0.00	0.00	0.00	-641.12
21/08/2025	1567	HEALTH	HEALTHWATCH	70.50	14.10	84.60	84.60
21/08/2025	1568	BHS	BHS	613.51	122.72	736.23	736.23
26/08/2025	Payment 120-1	HAP	HAPPY	0.00	0.00	0.00	-50.71
28/08/2025	1570	SINGING	SINGING	31.66	6.33	37.99	37.99
28/08/2025	1571	LIFESTYLE	LIFESTYLE	70.72	14.16	84.88	84.88
28/08/2025	1573	PILATES	PILATES	82.76	16.56	99.32	99.32
28/08/2025	1574	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
29/08/2025	1576	WHIZZ	WHIZZ	192.51	38.50	231.01	231.01
29/08/2025	1577	HEARING	HEARING	392.01	78.39	470.40	470.40
29/08/2025	1578	HEINRICH	HEINRICH	340.40	68.08	408.48	408.48
29/08/2025	1579	ARUNVALLEY	ARUNVALLEY	103.00	20.60	123.60	123.60
29/08/2025	1580	WSALC1	WSALC1	125.58	25.11	150.69	150.69
31/08/2025	1581	BFC	BFC	1,254.65	18.35	1,273.00	1,273.00
31/08/2025	1582	WILSON	WILSON	20.83	4.17	25.00	25.00
31/08/2025	1583	BPC	BPC	19.18	3.84	23.02	23.02
12/09/2025	1584	HDC ET	HDC ET	500.00	0.00	500.00	500.00
12/09/2025	1585	KIMBER	KIMBER	31.66	6.34	38.00	38.00
12/09/2025	1586	WI	WI	37.02	7.40	44.42	44.42
12/09/2025	1587	VIC	VICKY	79.12	15.83	94.95	94.95
			<b>TOTAL INVOICES</b>	<b>11,178.03</b>	<b>1,609.99</b>	<b>12,788.02</b>	<b>9,676.17</b>

## APPENDIX H

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

#### CENTRE COMMITTEE

24 SEPTEMBER 2025

#### MANAGER'S REPORT

I took advantage of the lower levels of occupancy throughout the summer months to focus on three key areas:

##### 1. Customer Satisfaction

The focus this month has been to create a **Customer Experience – Feedback Form** aimed at both existing and new hirers. This new feedback channel is already generating valuable insight into hirer satisfaction and identifying areas for improvement. I will present the initial findings of this feedback at the meeting.

##### 2. New Business Development

The feedback I have received has been shared internally, resulting in several suggestions for increasing occupancy – particularly during periods outside of term-time. Examples include **table-top sales, pickleball sessions and careers fairs**. These ideas will be explored in greater detail to assess their viability and potential to contribute to the community and long-term occupancy targets at the BCCC.

##### 3. Progressing Existing Projects & Maintenance Tasks

Taking advantage of the quieter summer period, I was able to take steps to complete, or at least progress, some of the more disruptive maintenance tasks:

- **Full-fibre broadband installation**
- **Painting of the stage doors**
- **Repair of the internal Parish Council office door**
- **Servicing of the new gas boiler**
- **Repair and replacement of the broken mechanisms within the Council Chamber fire doors**
- **Commencement of the annual PAT testing programme**

These tasks have improved the overall condition and safety of the building while minimising disruption to hirers.

#### Health & Safety

In addition to the routine **weekly fire alarm checks**, I am now overseeing the following:

- **Monthly Fire Extinguisher checks**
- **Monthly Emergency Lighting checks**

These additional checks strengthen compliance with fire safety standards and are being formally logged going forward.

### **Supplier Evaluation**

I have started gathering detailed information to evaluate the services received from some of our suppliers to ensure they continue to provide good value and meet the Centre's needs.

### **AOB**

I have added energy saving reminders (e.g. please turn off the lights) to all hirers and residents throughout the centre. These have received some positive feedback and I plan to continue updating the signage so that the message remains top-of-mind for all users.

Another local artist, named Toopeart, has agreed to display her botanical artwork alongside existing artist, Lindsay Shaw, whose landscapes have been brightening up the Foyer at the BCCC over the summer months.

The Committee is invited to note this report.