



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 October 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

15 October 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 24 September 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 September 2025 – Appendix A.
8. To note Bank Reconciliation: COOP Current Account: September 2025 – Appendix B
9. To note Bank Reconciliation: NatWest Account: 31 August 2025 - Appendix C.
10. To note debtors - Appendix D.
11. To note Q2 income and expenditure - Appendix E.
12. To receive the Manager's Report - Appendix F.
13. Date of Next Meeting – **Wednesday 17 December 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.

APPENDIX A

Date: 03/10/2025

Billingshurst Community Centre 2025-26

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Time: 11:50

Co-Operative Bank

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Horsham DC	DD	153.00	NDR	Horsham DC
01/09/2025	Kestral Alarms Ltd	BACS	96.00		CCTV service
01/09/2025	Paynes	BACS	210.00		Boiler service
01/09/2025	Lancing Glass Wks Ltd	BACS	1,729.20		Fire door repair
01/09/2025	BPC	BACS	8,277.18		July salaries reimb
01/09/2025	BPC	BACS	1,013.40		Website & RBS
01/09/2025	Kreston Reeves	BACS	288.00		Payroll bureau
01/09/2025	Sussex Land Services	BACS	264.00		Gds maint. July
01/09/2025	Prosale Ltd	BACS	454.34		Auto doors repair
01/09/2025	Viking	CARD	19.74		2026 Diary
10/09/2025	DMPS	DD	2.44		Copier usage
10/09/2025	ICA	BACS	324.00		Electrical wks/inspections
10/09/2025	Nick Chapman	BACS	550.00		Repair of external stage doors
15/09/2025	COOP	BACS	55.40		Bank charges
15/09/2025	Wightman & Parrsh	DD	53.64		Cleaning mats.
16/09/2025	EON	DD	10.38		Gas
17/09/2025	Horsham District Council	DD	111.85		Bin emptying
17/09/2025	Greggs	CARD	1.75		Catering
17/09/2025	Lidl	CARD	32.40		Catering
17/09/2025	Sainsbury's	CARD	52.50		Catering exp
23/09/2025	Ballpoint	BACS	37.03		Office + catering supplies
24/09/2025	D J Fox	BACS	126.75		Reimb / Bookers
25/09/2025	Casual Staff	BACS	833.68		Sept wages etc
25/09/2025	Cancel / mistake	BACS	-60.12		Cancel / mistake
25/09/2025	Granwax	BACS	60.12		Floor cleaner
25/09/2025	ICA Electrical Contractors	BACS	785.52		Var electrical works
25/09/2025	Engie Power	DD	1,011.66		Electricity
Total Payments			<u>16,493.86</u>		

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Co-Operative Bank

Cash Received between 01/09/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
08/09/2025	A N Other		Table hire + deposit of £100	23.38
08/09/2025	A N Other		Table hire deposit	100.00
10/09/2025	Allan Gray		Xmas Fayre pitch hire	37.00
24/09/2025	Arundawn		Xmas Fayre pitch hire	22.00
19/09/2025	B Men's Shed		Xmas Fayre pitch hire	22.00
18/09/2025	Churches Together		Xmas Fayre pitch hire	22.00
24/09/2025	Counter Sales		Counter sales	80.00
05/09/2025	D Lambert / Osmund Ct		Xmas Fayre pitch	22.00
11/09/2025	D Ledger		Xmas Fayre pitch hire	37.00
25/09/2025	FOSRG		Xmas Fayre pitch hire	22.00
10/09/2025	H Holmes/ B Lions		Xmas Fayre pitch hire	22.00
26/09/2025	Juno's Studio		Xmas Fayre pitch hire	37.00
24/09/2025	L Cumber		Xmas Fayre pitch hire	37.00
22/09/2025	M Palliative Care		Xmas Fayre pitch hire	88.00
22/09/2025	M Skinner		Xmas Fayre pitch hire	37.00
08/09/2025	S Vaughan		Xmas Fayre pitch	37.00
01/09/2025	Sales Recpts Page 3625		Sales Recpts Page 3625	142.16
05/09/2025	Sales Recpts Page 3626		Sales Recpts Page 3626	84.88
08/09/2025	Sales Recpts Page 3627		Sales Recpts Page 3627	44.00
09/09/2025	Sales Recpts Page 3628		Sales Recpts Page 3628	84.60
09/09/2025	Sales Recpts Page 3629		Sales Recpts Page 3629	99.32
12/09/2025	Sales Recpts Page 3630		Sales Recpts Page 3630	168.96
15/09/2025	Sales Recpts Page 3631		Sales Recpts Page 3631	38.00
15/09/2025	Sales Recpts Page 3632		Sales Recpts Page 3632	0.42
15/09/2025	Sales Recpts Page 3633		Sales Recpts Page 3633	44.00
15/09/2025	Sales Recpts Page 3634		Sales Recpts Page 3634	94.95
16/09/2025	Sales Recpts Page 3635		Sales Recpts Page 3635	123.60
19/09/2025	Sales Recpts Page 3636		Sales Recpts Page 3636	19.00
22/09/2025	Sales Recpts Page 3637		Sales Recpts Page 3637	25.00
22/09/2025	Sales Recpts Page 3638		Sales Recpts Page 3638	316.75
22/09/2025	Sales Recpts Page 3639		Sales Recpts Page 3639	821.14
24/09/2025	Sales Recpts Page 3640		Sales Recpts Page 3640	37.99
26/09/2025	Sales Recpts Page 3641		Sales Recpts Page 3641	470.40
26/09/2025	Sales Recpts Page 3642		Sales Recpts Page 3642	62.20

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Co-Operative Bank

Cash Received between 01/09/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/09/2025	Sales Recpts Page 3643		Sales Recpts Page 3643	19.00
25/09/2025	Sales Recpts Page 3644		Sales Recpts Page 3644	38.38
24/09/2025	Sales Recpts Page 3645		Sales Recpts Page 3645	151.96
24/09/2025	Sales Recpts Page 3646		Sales Recpts Page 3646	0.04
03/09/2025	Sales Recpts Page 3647		Sales Recpts Page 3647	180.83
01/09/2025	Sales Recpts Page 3648		Sales Recpts Page 3648	150.69
24/09/2025	Sing 4 Pleasure		Teas	22.01
18/09/2025	Sum up		Counter sales	2.46
25/09/2025	Sum up		Counter sales	5.60
02/09/2025	SumUp		Counter sales	3.49
08/09/2025	SumUp		Counter sales	6.98
09/09/2025	SumUp		Counter sales	3.49
11/09/2025	SumUp		Counter sales	2.46
12/09/2025	SumUp		Counter sales	3.59
16/09/2025	SumUp		Counter sales	2.46
19/09/2025	SumUp		Counter Sales	4.42
22/09/2025	SumUp		Counter Sales	2.46
23/09/2025	SumUp		Counter sales	7.18
24/09/2025	SumUp		Counter sales	2.46
26/09/2025	SumUp		Counter sales	2.46
09/09/2025	Super Colossal Ltd		Xmas Fayre pitch hire	37.00
15/09/2025	T Skilleter		Xmas Fayre pitch hire	22.00
08/09/2025	The Sausage Roll Kitchen		Xmas Fayre pitch hire	37.00
Total Receipts				4,031.17

Date: 02/10/2025

Billingshurst Community Centre 2025-26

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Time: 13:29

Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		6,361.26
			<u>6,361.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			6,115.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,115.84
		Balance per Cash Book is :-	6,115.84
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 01/10/2025

Billingshurst Community Centre 2025-26

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Time: 15:26

Bank Reconciliation Statement as at 01/09/2025
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	01/09/2025		32,497.49
			<u>32,497.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,497.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,497.49
		Balance per Cash Book is :-	32,497.49
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

03/10/2025		Billingshurst Community Centre 2025-26					Page 1
12:05		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
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	1523	MESSYCHURC	MESSY CHURCH	84.99	17.00	101.99	0.30
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
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
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
Subtotal C/Fwd				5,380.13	782.92	6,163.05	3,531.37

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	5,380.13	782.92	6,163.05	3,531.37
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	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	1578	HEINRICH	HEINRICH	340.40	68.08	408.48	408.48
31/08/2025	1581	BFC	BFC	1,254.65	18.35	1,273.00	1,273.00
31/08/2025	1583	BPC	BPC	19.18	3.84	23.02	23.02
03/09/2025	Payment 124-1	BCT	BCT	0.00	0.00	0.00	-180.83
12/09/2025	1584	HDC ET	HDC ET	500.00	0.00	500.00	500.00
15/09/2025	Payment 122-1	WI	WI	0.00	0.00	0.00	-44.00
25/09/2025	1589	BADMINTON	BADMINTON	31.66	6.34	38.00	38.00
25/09/2025	1591	SINGING	SINGING	31.66	6.33	37.99	37.99
25/09/2025	1592	WBV	WBV	168.42	33.69	202.11	202.11
25/09/2025	1593	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
25/09/2025	1595	WI 2	WI BECKS	29.62	5.92	35.54	35.54
25/09/2025	1596	WHIZZ	WHIZZ	236.94	47.38	284.32	284.32
25/09/2025	1597	HEARING	HEARING	522.68	104.52	627.20	627.20
25/09/2025	1599	GLF SCHOOL	GLF	610.80	122.16	732.96	732.96
25/09/2025	1600	PROBUS	PROBUS	29.62	5.92	35.54	35.54
25/09/2025	1601	ROCKCHOIR	ROCKCHOIR	79.16	15.84	95.00	95.00
26/09/2025	1602	JEFFREY C	JEFFREYC	59.16	11.83	70.99	70.99
26/09/2025	1603	ROBINSON	ROBINSON	47.48	9.49	56.97	56.97
26/09/2025	1604	LIFE	LIFE	288.96	57.79	346.75	346.75
26/09/2025	1605	MIDHURST	MIDHURST	97.48	19.50	116.98	116.98
TOTAL INVOICES				10,815.62	1,537.44	12,353.06	9,445.84

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Billingshurst CCC						
Lettings - Commercial	0	7,548	0	(7,548)		
Lettings - Local Commercial	0	11,165	0	(11,165)		
Party	0	465	0	(465)		
Lettings - Local Non Comm.	0	18,990	0	(18,990)		
Kitchen	0	155	0	(155)		
Cancellation Fee	0	392	0	(392)		
Licences	0	183	0	(183)		
Tenants-BPC/BCT/Police/H.Watch	0	5,003	0	(5,003)		
Storage	0	467	0	(467)		
Technology	0	225	0	(225)		
Photocopies(inc)	0	49	0	(49)		
Counter Sales	0	1,007	0	(1,007)		
Catering (Inc)	0	3,653	0	(3,653)		
Utilities (inc)	0	1,732	0	(1,732)		
Staff Costs	0	(5,455)	0	5,455		
Event income	0	1,071	0	(1,071)		
Miscellaneous Income	0	119	0	(119)		
Interest	0	581	0	(581)		
Grant (Other)	0	500	0	(500)		
Garage Rent	0	1,114	0	(1,114)		
Fire/smoke detectors (inc)	0	(1,453)	0	1,453		
Centre Toilets/Doors/Extension	0	(5,286)	0	5,286		
Billingshurst CCC :- Income	0	42,225	0	(42,225)		
Subscriptions	0	100	0	(100)		(100)
Billingshurst CCC :- Direct Expenditure	0	100	0	(100)	0	(100)
Catering (Exp)	0	3,018	0	(3,018)		(3,018)
Pay - Permanent Staff	0	13,754	0	(13,754)		(13,754)
Pay - Casual Staff	0	7,541	0	(7,541)		(7,541)
Staff Training	0	595	0	(595)		(595)
Rates	0	765	0	(765)		(765)
Water Rates	0	(26)	0	26		26
Refuse Collection	0	552	0	(552)		(552)
Electricity	0	4,707	0	(4,707)		(4,707)
Gas	0	2,133	0	(2,133)		(2,133)
Stationery & Photocopying	0	397	0	(397)		(397)
IT/Computer Consumables	0	1,317	0	(1,317)		(1,317)
Maintenance & Improvements	0	6,942	0	(6,942)		(6,942)
Ad Hoc Repairs	0	98	0	(98)		(98)
Cleaning	0	3,519	0	(3,519)		(3,519)

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grounds Maintenance	0	935	0	(935)		(935)
Centre toilets, doors and hall	0	(585)	0	585		585
Professional Fees	0	332	0	(332)		(332)
Sundry Expenses	0	74	0	(74)		(74)
Bank Charges	0	365	0	(365)		(365)
Billingshurst CCC :- Indirect Expenditure	0	46,433	0	(46,433)	0	(46,433)
Net Income over Expenditure	0	(4,307)	0	4,307		
Grand Totals:- Income	0	42,225	0	(42,225)		
Expenditure	0	46,533	0	(46,533)	0	(46,533)
Net Income over Expenditure	0	(4,307)	0	4,307		
Movement to/(from) Gen Reserve	0	(4,307)	0	4,307		

APPENDIX F

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

29 OCTOBER 2025

MANAGER'S REPORT

The focus this month has been on consolidating recent progress in key operational areas while preparing for several strategic developments expected to benefit both the Billingshurst Community & Conference Centre (BCCC) and its wider community.

1. Financial Management

Progress with invoicing, remittance and bank reconciliation remains largely up to date. We continue to chase a small number of outstanding payments to ensure accounts remain accurate and current. The Clerk and I are also continuing discussions regarding the potential move from our current desktop accounting platform to the cloud-based RialtasWeb system. This change, if adopted, will streamline administrative processes, improve operational flexibility and support long-term efficiency across the Centre.

2. New Website

Work has advanced on the roadmap for completion of the new Billingshurst Community & Conference Centre website. The benefits of the updated platform are expected to include:

- **Enhanced security** through encrypted data exchange (HTTPS) to reduce vulnerability to cyber-attacks and improve our search engine ranking.
- **Modernised design** with a more engaging layout, refreshed imagery, and up-to-date content aligned with data protection standards.
- **Improved functionality**, enabling users to view available bookings in real time and submit new booking requests online, reducing administrative workload and increasing accessibility.
- **Better community engagement**, positioning the BCCC as a one-stop hub for event planning, partnership promotion and showcasing our facilities.

Work will continue across November and December with the aim of having the new site fully operational early 2026.

3. Fire Safety and Training

Following completion of the Fire Marshal Training, we now have seven newly qualified Fire Marshals across the Parish Council, Family Church and the BCCC. Follow-up actions are underway to ensure full compliance with the Regulatory Reform (Fire Safety) Order 2005, including updates to evacuation plans and staff awareness materials.

Routine checks continue to ensure safety systems remain robust and fully compliant:

- Weekly fire alarm testing
- Monthly emergency lighting and fire extinguisher checks

4. Maintenance and Building Operations

This month has seen a number of important maintenance and service activities completed or initiated, including:

- Renewal of our Fire, Security and CCTV contracts to ensure continued system reliability and support.
- Repairs to internal fire doors and servicing of the dividing wall within the Council Chamber.
- An internal deep clean of the kitchen facilities, carried out by the BCCC team, which has received positive feedback from regular hirers.

We continue to review all supplier contracts to ensure best value and alignment with the Centre's sustainability goals.

5. Customer Experience Service

Since the recent presentation to the Centre Committee, we have received a further nine feedback forms from our hirers. These have been largely positive, with continued appreciation for the Centre's cleanliness and attentive staff. The only consistent negative theme amongst the new feedback has been multiple requests for updated A/V equipment, which suggests that improvements in this area could significantly enhance user experience and encourage repeat bookings. Should this feedback continue, it will help shape priorities for future investment and service development as part of our ongoing commitment to maintaining high standards of customer care.

6. Volume of Bookings

Bookings show strong recovery following the quieter summer period with an estimated 80%+ increase: Sep 15th-Oct 14th vs Aug 15th-Sep 14th.

The Committee is invited to note this report.