



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 17 December 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

11 December 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 29 October 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 October 2025 – Appendix A.
8. To note Bank Reconciliation: COOP Current Account: 31 October 2025 – Appendix B
9. To note Bank Reconciliation: NatWest Account: 31 October 2025 - Appendix C.
10. To note debtors - Appendix D.
11. To consider the draft Centre Accounts for 2024-25 and recommend to Trustees accordingly - Appendix E.
12. To receive the Manager's Report - Appendix F.
13. Date of Next Meeting – **Wednesday 28 January 2025**

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

Council Office: Billingshurst Centre
Roman Way, Billingshurst, West Sussex RH14 9QW
Tel: 01403 782555 Email: council@billingshurst.gov.uk

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: 10/12/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 15:09

Co-Operative Bank

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	Horsham District Council	DD	153.00		NDR
03/10/2025	Grenke Leasing	DD	175.61		Copier hire
06/10/2025	Dan Fox	BACS	15.55		Catering reimb.
06/10/2025	Lewis Caddy	BACS	1,229.00		Centre cleaning - Sept & Oct
07/10/2025	Snack at Jacks	CARD	226.25		Event catering
09/10/2025	Horsham District Council	BACS	180.00		Premises Licence
09/10/2025	Nick Chapman	BACS	135.00		Interior door repair
09/10/2025	ADT	BACS	314.17		Alarm charges
09/10/2025	ADT	BACS	543.43		Alarm charges
09/10/2025	ADT	BACS	1,066.51		Alarm charges
09/10/2025	ADT	BACS	-60.00		Overpayment correction
10/10/2025	Snack at Jacks	CARD	195.20		Event catering
10/10/2025	ADT	BACS	290.40		Alarm charges
13/10/2025	Ballpoint	BACS	72.62		Stationery
15/10/2025	COOP	BACS	52.60		Bank charges
15/10/2025	Pro-Servicing	BACS	574.80		Folding doors service
15/10/2025	BPC	BACS	7,446.07		Aug salary recharge
15/10/2025	Wightman & Parrish	DD	84.90		Cleaning supplies
16/10/2025	Snack at Jacks	CARD	73.95		Event catering
16/10/2025	Horsham District Council	DD	83.50		Bin emptying
16/10/2025	EON	DD	207.19		Gas
17/10/2025	Hampshire Flag Co	CARD	139.43		Xmas Fayre banners
17/10/2025	HMRC	BACS	163.00		Tax for casual staff
21/10/2025	Snack at Jacks	CARD	196.00		Event catering
24/10/2025	Casual Staff	BACS	1,584.06		Casual wages - Oct '25
24/10/2025	BPC	BACS	6,589.06		Salary recharge Sept '25
24/10/2025	Snack at Jacks	CARD	271.50		Event catering
27/10/2025	Bookers	CARD	202.72		Catering stock
28/10/2025	Engie Power	DD	1,224.05		Electricity
31/10/2025	Everflow Water Limited	CANCEL	-245.42		Purchase Ledger Payment

Total Payments 23,184.15

15:09

Co-Operative Bank

Cash Received between 01/10/2025 and 31/10/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
29/10/2025	Aaron Russell		Xmas Fayre stall	22.00
20/10/2025	Bethany J Monk		Xmas Fayre stall	37.00
20/10/2025	BPC		Grant	15,000.00
02/10/2025	Bubbuh Ltd		Xmas Fayre stall	37.00
20/10/2025	CA & L Hunt		Xmas Fayre stall	22.00
15/10/2025	Counter Sales		Counter sales	170.00
16/10/2025	Counter Sales		Counter sales	3.64
31/10/2025	Emily West		Xmas Fayre stall	37.00
14/10/2025	Food by Georgia		Xmas Fayre stall	37.00
24/10/2025	Harris A U Avie		Xmas Fayre stall	37.00
08/10/2025	HMRC		VAT rebate Q2	2,399.07
07/10/2025	J Leonard		Xmas Fayre stall	37.00
13/10/2025	J Scrase Dickins		Return table hire deposit	-100.00
14/10/2025	Justine Ellen		Xmas Fayre stall	37.00
27/10/2025	Lucy Garrett		Xmas Fair stall	22.00
20/10/2025	P J Short		Xmas Fayre stall	22.00
01/10/2025	Sales Recpts Page 3658		Sales Recpts Page 3658	35.54
01/10/2025	Sales Recpts Page 3659		Sales Recpts Page 3659	169.76
02/10/2025	Sales Recpts Page 3660		Sales Recpts Page 3660	84.88
03/10/2025	Sales Recpts Page 3661		Sales Recpts Page 3661	180.83
03/10/2025	Sales Recpts Page 3662		Sales Recpts Page 3662	250.51
16/10/2025	Sales Recpts Page 3663		Sales Recpts Page 3663	19.00
06/10/2025	Sales Recpts Page 3664		Sales Recpts Page 3664	97.38
06/10/2025	Sales Recpts Page 3665		Sales Recpts Page 3665	124.15
07/10/2025	Sales Recpts Page 3666		Sales Recpts Page 3666	166.20
08/10/2025	Sales Recpts Page 3667		Sales Recpts Page 3667	1,273.00
13/10/2025	Sales Recpts Page 3668		Sales Recpts Page 3668	42.24
10/10/2025	Sales Recpts Page 3669		Sales Recpts Page 3669	56.97
10/10/2025	Sales Recpts Page 3670		Sales Recpts Page 3670	19.00
15/10/2025	Sales Recpts Page 3671		Sales Recpts Page 3671	37.99
15/10/2025	Sales Recpts Page 3672		Sales Recpts Page 3672	38.00
14/10/2025	Sales Recpts Page 3673		Sales Recpts Page 3673	63.36
15/10/2025	Sales Recpts Page 3674		Sales Recpts Page 3674	231.01
16/10/2025	Sales Recpts Page 3675		Sales Recpts Page 3675	19.00

Continued on Page 2

15:09

Co-Operative Bank

Cash Received between 01/10/2025 and 31/10/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/10/2025	Sales Recpts Page 3676		Sales Recpts Page 3676	71.21
14/10/2025	Sales Recpts Page 3677		Sales Recpts Page 3677	44.42
14/10/2025	Sales Recpts Page 3678		Sales Recpts Page 3678	1,784.48
14/10/2025	Sales Recpts Page 3679		Sales Recpts Page 3679	212.20
15/10/2025	Sales Recpts Page 3680		Sales Recpts Page 3680	105.60
13/10/2025	Sales Recpts Page 3681		Sales Recpts Page 3681	88.88
15/10/2025	Sales Recpts Page 3682		Sales Recpts Page 3682	37.98
17/10/2025	Sales Recpts Page 3683		Sales Recpts Page 3683	97.38
17/10/2025	Sales Recpts Page 3684		Sales Recpts Page 3684	106.62
21/10/2025	Sales Recpts Page 3685		Sales Recpts Page 3685	168.96
21/10/2025	Sales Recpts Page 3686		Sales Recpts Page 3686	168.96
22/10/2025	Sales Recpts Page 3687		Sales Recpts Page 3687	116.98
22/10/2025	Sales Recpts Page 3688		Sales Recpts Page 3688	30.70
22/10/2025	Sales Recpts Page 3689		Sales Recpts Page 3689	84.00
23/10/2025	Sales Recpts Page 3690		Sales Recpts Page 3690	95.00
20/10/2025	Sales Recpts Page 3691		Sales Recpts Page 3691	23.02
24/10/2025	Sales Recpts Page 3692		Sales Recpts Page 3692	191.21
24/10/2025	Sales Recpts Page 3693		Sales Recpts Page 3693	627.20
24/10/2025	Sales Recpts Page 3694		Sales Recpts Page 3694	732.96
27/10/2025	Sales Recpts Page 3695		Sales Recpts Page 3695	19.00
27/10/2025	Sales Recpts Page 3696		Sales Recpts Page 3696	79.96
28/10/2025	Sales Recpts Page 3697		Sales Recpts Page 3697	56.97
29/10/2025	Sales Recpts Page 3698		Sales Recpts Page 3698	541.11
30/10/2025	Sales Recpts Page 3699		Sales Recpts Page 3699	35.54
30/10/2025	Sales Recpts Page 3700		Sales Recpts Page 3700	44.42
30/10/2025	Sales Recpts Page 3701		Sales Recpts Page 3701	2,172.82
31/10/2025	Sales Recpts Page 3702		Sales Recpts Page 3702	19.00
31/10/2025	Sales Recpts Page 3703		Sales Recpts Page 3703	84.48
31/10/2025	Sales Recpts Page 3704		Sales Recpts Page 3704	44.42
28/10/2025	Sales Recpts Page 3705		Sales Recpts Page 3705	346.75
30/10/2025	Sales Recpts Page 3706		Sales Recpts Page 3706	161.34
28/10/2025	Sales Recpts Page 3707		Sales Recpts Page 3707	38.38
31/10/2025	Sales Recpts Page 3708		Sales Recpts Page 3708	56.97
17/10/2025	Sales Recpts Page 3709		Sales Recpts Page 3709	628.18

Continued on Page 3

15:09

Co-Operative Bank

Cash Received between 01/10/2025 and 31/10/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/10/2025	Sales Recpts Page 3710		Sales Recpts Page 3710	17.77
22/10/2025	Sales Recpts Page 3711		Sales Recpts Page 3711	84.00
28/10/2025	Sales Recpts Page 3712		Sales Recpts Page 3712	205.31
02/10/2025	Sales Recpts Page 3713		Sales Recpts Page 3713	57.00
24/10/2025	Sales Recpts Page 3715		Sales Recpts Page 3715	28.16
15/10/2025	Sing 4 Pleasure		Teas	20.00
17/10/2025	Sophie-Leia		Xmas Fayre stall	37.00
02/10/2025	SumUp		Counter sales	4.92
07/10/2025	SumUp		Counter Sales	2.70
08/10/2025	SumUp		Countersales	7.03
10/10/2025	SumUp		Counter sales	3.39
17/10/2025	SumUp		Counter sales	3.69
20/10/2025	SumUp		Counter sales	2.46
24/10/2025	SumUp		Counter sales	18.04
27/10/2025	SumUp		Counter sales	43.55
31/10/2025	SumUp		Counter sales	3.34
30/10/2025	T Botting		Xmas Fayre stall	37.00
08/10/2025	Timefour		Xmas Fayre stall	37.00
10/10/2025	Vasey-Keeble		Xmas Fayre stall	37.00
01/10/2025	Village Larder		Xmas Fayre stall	37.00
Total Receipts				30,531.99

Date: 10/12/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 14:57

**Bank Reconciliation Statement as at 31/10/2025
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	31/10/2025		15,840.40
			<u>15,840.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,840.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,840.40
		Balance per Cash Book is :-	15,840.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 10/12/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 15:05

Bank Reconciliation Statement as at 31/10/2025
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	31/10/2025		32,555.44
			<u>32,555.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,555.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,555.44
		Balance per Cash Book is :-	32,555.44
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

31/10/2025

Billingshurst Community Centre 2025-26

Page 1

15:20

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
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
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
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
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
26/08/2025	Payment 120-1	HAP	HAPPY	0.00	0.00	0.00	-50.71
03/09/2025	Payment 124-1	BCT	BCT	0.00	0.00	0.00	-180.83
15/09/2025	Payment 122-1	WI	WI	0.00	0.00	0.00	-44.00
25/09/2025	1596	WHIZZ	WHIZZ	236.94	47.38	284.32	284.32
Subtotal C/Fwd				5,072.97	721.48	5,794.45	3,239.23

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	5,072.97	721.48	5,794.45	3,239.23
01/10/2025	1610	SMB	SMB	158.30	31.65	189.95	189.95
01/10/2025	1613	TAICHI	TAICHI	70.72	14.16	84.88	0.88
02/10/2025	Payment 125-2	ROBINSON	ROBINSON	0.00	0.00	0.00	-0.03
06/10/2025	1620	BFC	BFC	1,056.03	16.68	1,072.71	79.34
07/10/2025	1624	BCT	BCT	301.38	60.28	361.66	361.66
08/10/2025	1629	WILSON	WILSON	197.67	39.53	237.20	237.20
14/10/2025	1643	WSCCSW	WSCC SONIA WREN	109.58	21.91	131.49	131.49
15/10/2025	1644	WSCCSW	WSCC SONIA WREN	256.70	51.34	308.04	308.04
20/10/2025	1647	CHORAL	CHORAL	147.52	29.52	177.04	177.04
20/10/2025	1648	WSCC JH	JACKIE HARRISON	201.70	40.34	242.04	242.04
22/10/2025	1649	BPC	BPC	222.78	44.56	267.34	267.34
22/10/2025	1650	BPC	BPC	314.55	62.91	377.46	377.46
22/10/2025	1651	BPC	BPC	33.68	6.73	40.41	40.41
22/10/2025	1656	NHSGR	NHS GR	649.94	129.98	779.92	779.92
24/10/2025	1658	SINGING	SINGING	31.66	6.33	37.99	37.99
27/10/2025	1661	WSCC JP	WSCC JULIE PERMAIN	207.70	41.54	249.24	249.24
27/10/2025	1662	CSAM	CSAM	132.73	26.55	159.28	159.28
27/10/2025	1663	CARERS	CARERS SUPPORT	432.38	86.47	518.85	518.85
27/10/2025	1664	CARERS	CARERS SUPPORT	29.42	5.88	35.30	35.30
27/10/2025	1665	WHIZZ	WHIZZ	118.47	23.69	142.16	142.16
27/10/2025	1666	HISTORY	HISTORY SOCIETY	59.25	11.85	71.10	71.10
27/10/2025	1668	WI	WI	37.02	7.40	44.42	44.42
28/10/2025	1671	WSCC JP	WSCC JULIE PERMAIN	617.90	123.58	741.48	741.48
30/10/2025	1672	BADMINTON	BADMINTON	79.15	15.85	95.00	95.00
03/11/2025	1674	WSCCKG	WSCCKG	335.40	67.08	402.48	402.48
03/11/2025	1675	HEINRICH	HEINRICH	503.98	100.79	604.77	604.77
03/11/2025	1676	WWATCHERS	WWATCHERS	176.00	35.20	211.20	211.20
03/11/2025	1677	ROCKCHOIR	ROCKCHOIR	158.32	31.68	190.00	190.00
03/11/2025	1678	WEA	WEA	148.08	29.60	177.68	177.68
03/11/2025	1679	HEARING	HEARING	653.35	130.65	784.00	784.00
03/11/2025	1680	LIFESTYLE	LIFESTYLE	17.68	3.54	21.22	21.22
03/11/2025	1681	GALLAGHER	GALLAGHER	159.15	31.83	190.98	190.98
03/11/2025	1682	WILSON	WILSON	153.46	30.69	184.15	184.15
03/11/2025	1683	TENNIS	TABLE TENNIS	110.80	22.16	132.96	132.96
03/11/2025	1684	SMB	SMB	126.64	25.32	151.96	151.96
03/11/2025	1685	TAICHI	TAICHI	70.72	14.16	84.88	84.88
04/11/2025	1686	LIL	LILY	63.30	12.66	75.96	75.96
04/11/2025	1687	CHORAL	CHORAL	110.64	22.14	132.78	132.78
04/11/2025	1688	GLF SCHOOL	GLF	305.40	61.08	366.48	366.48
04/11/2025	1689	IAM2	IAM2	532.90	106.58	639.48	639.48
04/11/2025	1690	PAGE	PAGE	31.64	6.34	37.98	37.98
04/11/2025	1691	PILATES	PILATES	82.76	16.56	99.32	99.32
04/11/2025	1692	SAFE	SAFE	88.86	17.76	106.62	106.62
04/11/2025	1693	SSLMC	SSLMC	290.00	58.00	348.00	348.00
05/11/2025	1694	NHS WSTT	NHS WSTT	111.06	22.21	133.27	133.27
05/11/2025	1695	WSCCKG	WSCCKG	346.50	69.30	415.80	415.80
			Subtotal C/Fwd	15,115.84	2,535.54	17,651.38	14,018.76

APPENDIX E

REGISTERED CHARITY NUMBER: 227480

**Report of the Trustee and
Unaudited Financial Statements
for the Year Ended 31 March 2025
for
Billingshurst Centre
Trading as
Billingshurst Community & Conference
Centre**

Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
C/O Mulberry & Co
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD

Contents of the Financial Statements
for the Year Ended 31 March 2025

	Page
Report of the Trustee	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 11
Detailed Statement of Financial Activities	12

Report of the Trustee
for the Year Ended 31 March 2025

The Trustee presents their report with the financial statements of the charity for the year ended 31 March 2025. The Trustee has adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To provide a property for the purpose of a Village Hall for the use and benefit of the inhabitants of Billingshurst. The facilities within the property provide for a range of sport, social, business and other activities that benefit, directly or indirectly, local people.

Public benefit

The trustee confirms that it has referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The Trustee has made the Billingshurst Centre available for hire by inhabitants of the parish for community groups, clubs, societies and individual hire.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The charity has continued to meet its aims and objectives by letting its facilities to the local community.

FINANCIAL REVIEW

Financial position

The nature, scope and type of activities of the charity have not changed year on year and income and expenditure remains consistent with prior years and in line with expectation.

Reserves policy

The charity has a policy to hold six months' worth of income as a general reserve and in the event it becomes necessary to earmark further reserves for future capital spending.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Billingshurst Community & Conference Centre was established in 1906 and is registered with the Charities Commission for England & Wales under number 227480. The centre changed, with approval from the Charities Commission, its title from Billingshurst Village Hall to the Billingshurst Centre.

The charity is governed by the conveyance dated 1959.

Decision making

The management of the centre is undertaken by Billingshurst Parish Council as sole managing trustee. The day to day management of the centre is delegated to the clerk to the council under the direction of the trustee's committee who meet monthly and report to the council as trustee.

Risk management

The Trustee has a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

227480

Report of the Trustee
for the Year Ended 31 March 2025

Principal address

Billingshurst Centre
Roman Way
Billingshurst
West Sussex
RH14 9QW

Trustee

Billingshurst Parish Council is the Sole Managing Trustee and as such the Parish Council as a corporate body and Trustee is responsible for the running and management of the Billingshurst Centre, with the parish councillors acting as representatives of the Council.

Independent Examiner

Mark Mulberry
Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
C/O Mulberry & Co
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD

Approved by order of the board of Trustees on and signed on its behalf by:

.....
BPC - Chair - Trustee

**Independent Examiner's Report to the Trustee of
Billingshurst Centre**

Independent examiner's report to the Trustee of Billingshurst Centre

I report to the charity Trustee on my examination of the accounts of Billingshurst Centre (the Trust) for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity Trustee of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

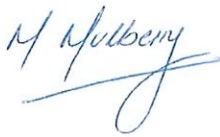
I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Mulberry

Mulberry & Co
Chartered Certified Accountants
& Chartered Tax Advisers
C/O Mulberry & Co
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD

Date:

**Statement of Financial Activities
for the Year Ended 31 March 2025**

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		16,000	-	16,000	145,148
Charitable activities					
Charitable Activities		113,752	-	113,752	166,380
Investment income	2	753	-	753	854
Other income		-	-	-	2,354
Total		<u>130,505</u>	<u>-</u>	<u>130,505</u>	<u>314,736</u>
EXPENDITURE ON					
Charitable activities	3				
Charitable Activities		<u>207,325</u>	<u>-</u>	<u>207,325</u>	<u>350,866</u>
NET INCOME/(EXPENDITURE)		(76,820)	-	(76,820)	(36,130)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>1,407,387</u>	<u>3,268</u>	<u>1,410,655</u>	<u>1,446,785</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>1,330,567</u></u>	<u><u>3,268</u></u>	<u><u>1,333,835</u></u>	<u><u>1,410,655</u></u>

The notes form part of these financial statements

Billingshurst Centre
Trading as Billingshurst Community & Conference
Centre

Balance Sheet
31 March 2025

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	7	1,287,239	-	1,287,239	1,303,329
CURRENT ASSETS					
Debtors	8	14,226	-	14,226	20,747
Cash at bank and in hand		<u>45,786</u>	<u>3,268</u>	<u>49,054</u>	<u>133,087</u>
		60,012	3,268	63,280	153,834
CREDITORS					
Amounts falling due within one year	9	(16,684)	-	(16,684)	(46,508)
NET CURRENT ASSETS		<u>43,328</u>	<u>3,268</u>	<u>46,596</u>	<u>107,326</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,330,567</u>	<u>3,268</u>	<u>1,333,835</u>	<u>1,410,655</u>
NET ASSETS		<u>1,330,567</u>	<u>3,268</u>	<u>1,333,835</u>	<u>1,410,655</u>
FUNDS	10				
Unrestricted funds				1,330,567	1,407,387
Restricted funds				<u>3,268</u>	<u>3,268</u>
TOTAL FUNDS				<u>1,333,835</u>	<u>1,410,655</u>

The financial statements were approved by the Board of Trustee and authorised for issue on and were signed on its behalf by:

.....
BPC - Vice Chair - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include items at fair value. The financial statements are presented in sterling which is the functional currency of the charity rounded to the nearest whole pound.

Changes in accounting policies

There have been no changes to accounting policies in the year under review. Unless otherwise stated all accounting policies listed below have been applied consistently.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from hall lettings is recognised when it is receivable, where income is received in relation to future periods it is included in the accounts as deferred income.

Grants are accounted for under the performance model. Grant income is recognised as follows:

- A grant that does not impose specified future performance-related conditions on the recipient is recognised in income when the grant proceeds are received or receivable.
- A grant that imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met; and
- Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 5 years on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31.3.25	31.3.24
	£	£
Interest receivable - trading	<u>753</u>	<u>854</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Charitable Activities	<u>207,325</u>

4. TRUSTEE' REMUNERATION AND BENEFITS

There were no Trustee's remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustee' expenses

There were no Trustee's expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

5. STAFF COSTS

	31.3.25	31.3.24
	£	£
Wages and salaries	65,129	62,309
Social security costs	3,151	2,826
Other pension costs	<u>8,877</u>	<u>8,781</u>
	<u>77,157</u>	<u>73,916</u>

The average monthly number of employees during the year was as follows:

	31.3.25	31.3.24
	<u>5</u>	<u>5</u>
Direct Charitable		

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	145,148	-	145,148
Charitable activities			
Charitable Activities	166,380	-	166,380
Investment income	854	-	854
Other income	<u>2,354</u>	<u>-</u>	<u>2,354</u>
Total	<u>314,736</u>	<u>-</u>	<u>314,736</u>
EXPENDITURE ON			
Charitable activities			
Charitable Activities	<u>350,866</u>	<u>-</u>	<u>350,866</u>
NET INCOME/(EXPENDITURE)	(36,130)	-	(36,130)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>1,443,517</u>	<u>3,268</u>	<u>1,446,785</u>
TOTAL FUNDS CARRIED FORWARD	<u>1,407,387</u>	<u>3,268</u>	<u>1,410,655</u>

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 April 2024 and 31 March 2025	<u>1,609,058</u>	<u>89,919</u>	<u>1,698,977</u>
DEPRECIATION			
At 1 April 2024	305,729	89,919	395,648
Charge for year	<u>16,090</u>	<u>-</u>	<u>16,090</u>
At 31 March 2025	<u>321,819</u>	<u>89,919</u>	<u>411,738</u>
NET BOOK VALUE			
At 31 March 2025	<u>1,287,239</u>	<u>-</u>	<u>1,287,239</u>
At 31 March 2024	<u>1,303,329</u>	<u>-</u>	<u>1,303,329</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade debtors	6,143	13,162
VAT	5,025	6,775
Prepayments	<u>3,058</u>	<u>810</u>
	<u>14,226</u>	<u>20,747</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade creditors	281	37,690
Taxation and social security	6,858	6,858
Other creditors	<u>9,545</u>	<u>1,960</u>
	<u>16,684</u>	<u>46,508</u>

10. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	1,407,387	(76,820)	1,330,567
Restricted funds			
Restricted Funds	3,268	-	3,268
	<u>1,410,655</u>	<u>(76,820)</u>	<u>1,333,835</u>
TOTAL FUNDS			

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	130,505	(207,325)	(76,820)
	<u>130,505</u>	<u>(207,325)</u>	<u>(76,820)</u>
TOTAL FUNDS			

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	1,443,517	(36,130)	1,407,387
Restricted funds			
Restricted Funds	3,268	-	3,268
TOTAL FUNDS	<u>1,446,785</u>	<u>(36,130)</u>	<u>1,410,655</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	314,736	(350,866)	(36,130)
TOTAL FUNDS	<u>314,736</u>	<u>(350,866)</u>	<u>(36,130)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	1,443,517	(112,950)	1,330,567
Restricted funds			
Restricted Funds	3,268	-	3,268
TOTAL FUNDS	<u>1,446,785</u>	<u>(112,950)</u>	<u>1,333,835</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	445,241	(558,191)	(112,950)
TOTAL FUNDS	<u>445,241</u>	<u>(558,191)</u>	<u>(112,950)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. RELATED PARTY DISCLOSURES

The charity has provided an office to Billingshurst Parish Council (The sole managing trustee) rent free.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	16,000	145,148
Investment income		
Interest receivable - trading	753	854
Charitable activities		
Hall Letting - commercial	39,735	52,532
Hall Letting - non commercial	48,247	50,131
Catering	13,185	10,484
Other letting income	<u>12,585</u>	<u>53,233</u>
	113,752	166,380
Other income		
Gain on sale of tangible fixed assets	<u>-</u>	<u>2,354</u>
Total incoming resources	130,505	314,736
EXPENDITURE		
Charitable activities		
Wages	65,129	62,309
Social security	3,151	2,826
Pensions	8,877	8,781
Rates and water	819	646
Insurance	5,072	4,903
Light and heat	20,310	14,073
Postage and stationery	1,798	1,075
Advertising	1,255	50
Sundries	2,133	2,979
Catering	7,934	10,147
Refuse collection	1,052	880
Staff training	-	755
Computer consumables	4,228	1,407
Repairs& maintenance	47,620	203,461
Cleaning	10,154	9,981
Garden maintenance	4,585	2,691
Licenses	1,274	1,220
Other professional fees	3,837	5,191
Bad debts	606	-
Independent examination	1,400	1,400
Freehold property	<u>16,091</u>	<u>16,091</u>
	<u>207,325</u>	<u>350,866</u>
Total resources expended	<u>207,325</u>	<u>350,866</u>
Net expenditure	<u>(76,820)</u>	<u>(36,130)</u>

This page does not form part of the statutory financial statements

APPENDIX F

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

WEDNESDAY 17 DECEMBER 2025

MANAGER'S REPORT

FOR INFORMATION

The focus this month has been on partnership development, operational improvement and strategic engagement – all contributing to the continued growth and sustainability of the Billingshurst Community & Conference Centre (BCCC).

1. People / Community

I am pleased to report that the BCCC has begun a new partnership with **Horsham Matters: Mobile Hub**, with the first trial session scheduled to take place in the Centre car park on **28 November**. If successful, the BCCC will become one of their regular venues, hosting the Mobile Hub once a month from **January 2026**.

This initiative aligns well with our community engagement priorities and complements existing activities such as the **Friday Coffee Mornings**, providing further opportunities for local residents to access support services and connect with others in a welcoming environment. I anticipate that this partnership will attract new users to the Centre and add value for existing groups already benefitting from our facilities.

December Update – Community Events

The Centre hosted its **Christmas Fayre**, which was well attended by councillors, staff, stallholders and the wider community. Ad hoc feedback both during and after the event has been positive, with early indications suggesting that the event continues to be a worthwhile investment as well as an enjoyable occasion for all involved.

2. Projects / Strategy

In November, I was invited to present to **SLC Consultants**, who are working on behalf of **Horsham District Council (HDC)** to inform the Council's **Active Wellbeing Investment Strategies**. The BCCC volunteered to contribute as part of the consultation process and my presentation addressed a series of **Key Lines of Enquiry** provided by SLC.

These included:

- An overview of current services and activities delivered at the BCCC – both directly and through third-party hirers.

- Our willingness and capacity to collaborate with other community groups and service providers to expand the offer of **health, wellbeing and social connection activities**.
- The types of support we may require to do so effectively.
- The accessibility of our facilities to a range of user groups, including people with disabilities and older residents and our strategies for promoting inclusivity.
- The current condition of the Centre, challenges in maintaining and enhancing our offer and details of recent and planned investments.
- Reflections on what the Council might prioritise when developing its future strategies – and how the BCCC could play a greater role within that framework.

The presentation was well received and I believe it helped reinforce the Centre's reputation as a proactive, community-minded venue willing to engage constructively in the district's wider wellbeing objectives.

December Update – Strategic Development and Digitisation

We have made significant progress with the development of the **new BCCC website**. The necessary instructions should be with our supplier by the end of December, with an anticipated launch date early 2026. The upgrade will enable online viewing of available bookings, representing a positive step forward. However, we have had to pause implementing online booking requests for the time being, as the additional cost of the cloud-based financial management software (Rialtas), is currently prohibitively expensive.

3. Processes

Following recent difficulties with the authorisation of payments, the pool of Councillors able to approve BCCC-related transactions was expanded in November. The addition of five further Councillors to the payment approval system is expected to reduce delays, ensuring all payments – including wages – can be processed promptly and with less administrative burden.

This improvement will strengthen operational resilience and reduce the risk of future payment failures, supporting smoother financial and staffing processes.

December Update – Maintenance & Operational Improvements

December saw necessary maintenance to the backstage area. Our supplier, Aquatest, carried out vital remedial plumbing work and provided us with a risk assessment outlining how to maintain the newly updated system going forward. Our electricians, ICA, were also onsite helping to repair both emergency and external lighting issues highlighted by our monthly checks.

4. Future Focus

An initial consultation has been arranged between Cllr Phillip Day and representatives from the Brighton & Hove Energy Services Co-operative (BHESCO). The purpose of this meeting

is to explore opportunities for the BCCC to improve energy efficiency, reduce carbon impact and enhance the building's long-term sustainability.

There's a lot still to consider, but this partnership could play a role in shaping future investment decisions, ensuring that the Centre continues to evolve responsibly and cost-effectively in line with environmental best practice.

5. Finance

In November we successfully implemented a new Payroll System for our casual workers. Early indications are positive and the platform could deliver several benefits, including:

Cloud-based access – enabling reports to be viewed at any time.

Dashboard view – providing instant visibility of HMRC PAYE liabilities and pension details.

Secure data handling – via protected portals, removing the need to send payroll information by email.

User-friendly interface – familiar and intuitive to operate.

Employee portals – potentially allowing each worker to access and store their own payroll documentation.

Branding and notifications – improving presentation and ensuring timely submission of data.

While this represents a clear step forward in modernising our financial processes, it is important to note that the Centre remains increasingly reliant on commercial enterprise to underwrite operational costs and fund community-focused activities. Hirer feedback continues to indicate growing frustration with our outdated assets e.g. A/V equipment and Chairs, which is starting to impact customer experience and expectations. Addressing this issue will be vital to maintaining competitiveness and supporting both our commercial and community objectives in the year ahead.

The Committee is invited to note this report.