



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 28 January 2026 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*  
G.C. Burt  
Clerk to the Council

20 January 2026

## 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 17 December 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
  - a. November 2025 – Appendix A.
  - b. December 2025 - Appendix B.
8. To note Bank Reconciliations:
  - a) COOP Current Account: 30 November 2025 – Appendix C.
  - b) COOP Current Account: 24 December 2025 – Appendix D.
  - c) NatWest Account: 30 November 2025 - Appendix E.
9. To note debtors - Appendix F.
10. To consider proposed increase in hall hire etc for 2026-27 – Appendix G.
11. To receive the Manager's Report - Appendix H.
12. Date of Next Meeting – **Wednesday 28 February 2026**

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

**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: 20/01/2026

**Billingshurst Community Centre 2025-26**

Page 1

Time: 15:05

**Co-Operative Bank****List of Payments made between 01/11/2025 and 30/11/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Horsham District Council	DD	153.00		NDR
07/11/2025	Aqua Test	BACS	680.00		Legionella testing
07/11/2025	Squeege Clean	BACS	918.00		Cleaning - Oct
11/11/2025	Horsham District Council	CARD	40.00		Lott Licence Xmas Fayre Raffle
17/11/2025	Snack at Jacks	CARD	139.20		Event catering
17/11/2025	Coop	BACS	79.00		Bank charges
17/11/2025	Wightman & Parrish	DD	172.24		Cleaning products
18/11/2025	Snack at Jacks	CARD	193.50		Event catering
18/11/2025	Horsham District Council	DD	96.90		Bin emptying
19/11/2025	Various	BACS	1,480.40		Casual wages - Nov
19/11/2025	D J Fox	BACS	16.50		Petty cash reimbs
19/11/2025	BPC	BACS	6,589.06		Oct salaries perm.
19/11/2025	G Burt	BACS	2.50		Milk
19/11/2025	Sussex Land Serv	BACS	220.00		GM - August
19/11/2025	Sussex Land Serv	BACS	264.00		GM - Sept
19/11/2025	Rialtas	BACS	103.20		AC Software help
19/11/2025	S Meyer	BACS	18.86		Xmas grotto gifts
19/11/2025	HMRC	BACS	134.20		Casuals tax - Nov
20/11/2025	Sussex Land Services	BACS	44.00		GM - Aug DIFFERENCE
20/11/2025	Stubbs Tickets	CARD	38.40		Xmas Fayre raffle tickets
24/11/2025	Snack at Jacks	CARD	226.25		Event catering
24/11/2025	Snack at Jacks	CARD	99.50		Event catering
24/11/2025	Amazon	CARD	14.95		Plastic cups
24/11/2025	Lidl	CARD	85.88		Raffle prizes
25/11/2025	Petty Cash	TRANSFER	100.00		Topup Petty Cash
25/11/2025	B&M	CARD	12.00		Xmas decs.
25/11/2025	Austens HH	CARD	2.49		Xmas decs
25/11/2025	Iceland	CARD	21.00		Event catering
26/11/2025	Ballpoint Office Supplies	CARD	49.49		Ballpoint Off Suppl
26/11/2025	Cutprice Xmas Wholsale	CARD	111.13		Xmas grotto gifts
27/11/2025	EON	DD	1,350.16		Gas
28/11/2025	Snack at Jacks	CARD	130.50		Event catering
28/11/2025	Snack at Jacks	CARD	39.15		Event catering

Total Payments 13,625.46

Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/11/2025	B/Beck WI		Xmas Fayre pitch	22.00
10/11/2025	BEAT		Xmas Fayre pitch	22.00
03/11/2025	Billy Scouts n Guides		Xmas Fayre pitch	22.00
19/11/2025	Flip Food		Xmas Fayre stall	37.00
03/11/2025	M Cohen		Xmas Fayre pitch	37.00
19/11/2025	M Gahan		Xmas Fayre pitch	37.00
21/11/2025	M Hollingsworth		Xmas Fayre pitch	37.00
26/11/2025	M Smith		Xmas Fayre pitch	37.00
04/11/2025	R Moore		Xmas Fayre pitch	37.00
07/11/2025	R Smith		Xmas Fare pitch cancellation	-18.50
28/11/2025	Sales Recpts Page 3716		Sales Recpts Page 3716	113.80
28/11/2025	Sales Recpts Page 3717		Sales Recpts Page 3717	142.16
28/11/2025	Sales Recpts Page 3718		Sales Recpts Page 3718	142.16
28/11/2025	Sales Recpts Page 3719		Sales Recpts Page 3719	70.93
28/11/2025	Sales Recpts Page 3720		Sales Recpts Page 3720	53.25
28/11/2025	Sales Recpts Page 3721		Sales Recpts Page 3721	133.27
27/11/2025	Sales Recpts Page 3722		Sales Recpts Page 3722	190.00
28/11/2025	Sales Recpts Page 3723		Sales Recpts Page 3723	19.00
28/11/2025	Sales Recpts Page 3724		Sales Recpts Page 3724	56.97
21/11/2025	Sales Recpts Page 3725		Sales Recpts Page 3725	53.25
24/11/2025	Sales Recpts Page 3726		Sales Recpts Page 3726	19.00
24/11/2025	Sales Recpts Page 3727		Sales Recpts Page 3727	59.93
24/11/2025	Sales Recpts Page 3728		Sales Recpts Page 3728	84.88
24/11/2025	Sales Recpts Page 3729		Sales Recpts Page 3729	97.38
24/11/2025	Sales Recpts Page 3730		Sales Recpts Page 3730	211.20
24/11/2025	Sales Recpts Page 3731		Sales Recpts Page 3731	366.48
26/11/2025	Sales Recpts Page 3732		Sales Recpts Page 3732	76.00
26/11/2025	Sales Recpts Page 3733		Sales Recpts Page 3733	1,684.94
27/11/2025	Sales Recpts Page 3734		Sales Recpts Page 3734	132.96
18/11/2025	Sales Recpts Page 3735		Sales Recpts Page 3735	38.38
20/11/2025	Sales Recpts Page 3736		Sales Recpts Page 3736	15.84
20/11/2025	Sales Recpts Page 3737		Sales Recpts Page 3737	202.11
21/11/2025	Sales Recpts Page 3738		Sales Recpts Page 3738	71.10
21/11/2025	Sales Recpts Page 3739		Sales Recpts Page 3739	685.21

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## Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/11/2025	Sales Recpts Page 3740		Sales Recpts Page 3740	348.00
18/11/2025	Sales Recpts Page 3741		Sales Recpts Page 3741	35.54
17/11/2025	Sales Recpts Page 3742		Sales Recpts Page 3742	177.04
17/11/2025	Sales Recpts Page 3743		Sales Recpts Page 3743	103.40
17/11/2025	Sales Recpts Page 3744		Sales Recpts Page 3744	19.00
17/11/2025	Sales Recpts Page 3745		Sales Recpts Page 3745	116.98
17/11/2025	Sales Recpts Page 3746		Sales Recpts Page 3746	95.00
03/11/2025	Sales Recpts Page 3747		Sales Recpts Page 3747	44.42
03/11/2025	Sales Recpts Page 3748		Sales Recpts Page 3748	132.96
03/11/2025	Sales Recpts Page 3749		Sales Recpts Page 3749	180.83
03/11/2025	Sales Recpts Page 3750		Sales Recpts Page 3750	71.09
17/11/2025	Sales Recpts Page 3751		Sales Recpts Page 3751	44.42
17/11/2025	Sales Recpts Page 3752		Sales Recpts Page 3752	159.92
17/11/2025	Sales Recpts Page 3753		Sales Recpts Page 3753	131.49
17/11/2025	Sales Recpts Page 3754		Sales Recpts Page 3754	151.96
17/11/2025	Sales Recpts Page 3755		Sales Recpts Page 3755	37.99
04/11/2025	Sales Recpts Page 3756		Sales Recpts Page 3756	37.98
07/11/2025	Sales Recpts Page 3757		Sales Recpts Page 3757	65.54
07/11/2025	Sales Recpts Page 3758		Sales Recpts Page 3758	106.62
07/11/2025	Sales Recpts Page 3759		Sales Recpts Page 3759	554.15
10/11/2025	Sales Recpts Page 3760		Sales Recpts Page 3760	19.00
10/11/2025	Sales Recpts Page 3761		Sales Recpts Page 3761	21.22
10/11/2025	Sales Recpts Page 3762		Sales Recpts Page 3762	99.32
11/11/2025	Sales Recpts Page 3763		Sales Recpts Page 3763	30.70
05/11/2025	Sales Recpts Page 3764		Sales Recpts Page 3764	131.49
06/11/2025	Sales Recpts Page 3765		Sales Recpts Page 3765	308.04
05/11/2025	Sales Recpts Page 3766		Sales Recpts Page 3766	212.20
04/11/2025	Sales Recpts Page 3767		Sales Recpts Page 3767	75.96
14/11/2025	Sales Recpts Page 3768		Sales Recpts Page 3768	284.32
11/11/2025	Sales Recpts Page 3769		Sales Recpts Page 3769	242.04
03/11/2025	Sales Recpts Page 3770		Sales Recpts Page 3770	190.98
18/11/2025	Sales Recpts Page 3771		Sales Recpts Page 3771	249.24
19/11/2025	Sales Recpts Page 3772		Sales Recpts Page 3772	741.48
25/11/2025	Sales Recpts Page 3773		Sales Recpts Page 3773	402.48

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## Co-Operative Bank

Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/11/2025	Sales Recpts Page 3774		Sales Recpts Page 3774	994.68
17/11/2025	Sing 4 Pleasure		Teas etc	20.00
12/11/2025	Sum Up		Counter sales	66.36
04/11/2025	SumUp		Counter sales	5.66
05/11/2025	SumUp		Counter sales	36.37
07/11/2025	SumUp		Counter sales	9.49
10/11/2025	SumUp		Counter sales	21.38
11/11/2025	SumUp		Counter sales	8.31
13/11/2025	SumUp		Counter sales	40.08
14/11/2025	SumUp		Counter sales	24.48
17/11/2025	SumUp		Counter sales	9.00
19/11/2025	SumUp		Counter sales	3.54
20/11/2025	SumUp		Counter sales	3.88
25/11/2025	SumUp		Counter sales	3.24
27/11/2025	SumUp		Counter sales	2.46
28/11/2025	SumUp		Counter sales	18.09
11/11/2025	Z Johnson		Xmas Fayre pitch	37.00
				<b>Total Receipts</b> <u>11,916.52</u>

## List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2025	Booker	BACS	260.10		Catering Supplies
01/12/2025	Horsham District Council	DD	153.00		NDR
02/12/2025	Sarah Meyer	BACS	8.10		Xmas Paper
02/12/2025	D J Fox	BACS	12.50		Milk
02/12/2025	Sign Quick	BACS	14.40		Xmas Banner
02/12/2025	Lewis Caddy	BACS	705.50		Cleaning
02/12/2025	Aquatest Services	BACS	870.00		Legionella Testing/Rmd Work
02/12/2025	The Divine Water Co.	BACS	71.06		Sanitation
02/12/2025	BPC	BACS	2,400.00		Management Fee
02/12/2025	MR GC Burt	BACS	35.49		Xmas Fayre
04/12/2025	Prize Winnings	CARD	75.00		Xmas Raffle Prizes
05/12/2025	Xmas Catering	CARD	28.73		Raffle Prizes
08/12/2025	Cutprice Wholesaler	BACS	-11.70		Grotto Gift Refund
11/12/2025	Snack at Jacks	CARD	73.95		Event Catering
15/12/2025	Time Systems	CARD	270.00		Clocking Machine
15/12/2025	Wightman & Parrish	DD	320.40		Cleaning Supplies
15/12/2025	Coop Bank	BACS	78.40		Bank Fees
16/12/2025	E.ON Next	DD	1,683.04		Gas Bill
17/12/2025	Horsham District Council	DD	83.50		Bin Collection
19/12/2025	Casual Staff	BACS	1,958.41		Casual Wages and Tax_Dec
19/12/2025	Digital Managed Print	BACS	1.06		Printing
19/12/2025	DMP	BACS	2.44		Printing
19/12/2025	Sarah Meyer	BACS	3.99		Event Catering
19/12/2025	MR GC Burt	BACS	7.33		Event Catering
19/12/2025	DMP	BACS	9.26		Printing
19/12/2025	D J Fox	BACS	12.44		IT and Milk
19/12/2025	DMP	BACS	46.14		Printing
19/12/2025	ICA Electrical	BACS	523.20		Electrical Works
19/12/2025	BPC	BACS	8,016.70		Salary Recharge_Nov
19/12/2025	Sainsbury's	CARD	2.75		Milk (No receipt)
19/12/2025	Sussex Land Services	BACS	264.00		GM_Oct
19/12/2025	Sussex Land Service	BACS	264.00		GM_Nov
22/12/2025	Everflow	DD	400.06		Water Bill
22/12/2025	Everflow	DD	400.06		Water Bill
24/12/2025	Engie	DD	1,474.12		Electricity

Total Payments 20,517.43

## Cash Received between 01/12/2025 and 31/12/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
05/12/2025	BANGIN BEEF		Xmas Fayre Pitch	37.00
02/12/2025	CHRIS MUNDY		Xmas Fayre Pitch	37.00
09/12/2025	Community Minibus		Xmas Fayre Pitch	22.00
19/12/2025	Dawn Lambert		Xmas Fayre_Refund	-22.00
04/12/2025	Julie Wilson		Julie Wilson	37.00
22/12/2025	Misc		Photocopying	10.00
22/12/2025	Misc		Counter Sales	210.00
22/12/2025	Misc		Xmas Fayre Cafe Cash	271.30
22/12/2025	Misc		Xmas Fayre Raffle Cash	611.10
01/12/2025	Sales Recpts Page 3775		Sales Recpts Page 3775	132.78
01/12/2025	Sales Recpts Page 3776		Sales Recpts Page 3776	159.28
01/12/2025	Sales Recpts Page 3777		Sales Recpts Page 3777	604.77
02/12/2025	Sales Recpts Page 3778		Sales Recpts Page 3778	169.76
02/12/2025	Sales Recpts Page 3779		Sales Recpts Page 3779	254.64
04/12/2025	Sales Recpts Page 3780		Sales Recpts Page 3780	99.05
05/12/2025	Sales Recpts Page 3781		Sales Recpts Page 3781	58.82
05/12/2025	Sales Recpts Page 3782		Sales Recpts Page 3782	88.85
05/12/2025	Sales Recpts Page 3783		Sales Recpts Page 3783	784.00
08/12/2025	Sales Recpts Page 3784		Sales Recpts Page 3784	99.32
08/12/2025	Sales Recpts Page 3785		Sales Recpts Page 3785	719.48
09/12/2025	Sales Recpts Page 3786		Sales Recpts Page 3786	44.42
09/12/2025	Sales Recpts Page 3787		Sales Recpts Page 3787	639.48
11/12/2025	Sales Recpts Page 3788		Sales Recpts Page 3788	64.54
15/12/2025	Sales Recpts Page 3789		Sales Recpts Page 3789	38.38
15/12/2025	Sales Recpts Page 3790		Sales Recpts Page 3790	84.88
16/12/2025	Sales Recpts Page 3791		Sales Recpts Page 3791	19.00
16/12/2025	Sales Recpts Page 3792		Sales Recpts Page 3792	30.70
16/12/2025	Sales Recpts Page 3793		Sales Recpts Page 3793	99.05
16/12/2025	Sales Recpts Page 3794		Sales Recpts Page 3794	378.33
16/12/2025	Sales Recpts Page 3795		Sales Recpts Page 3795	387.20
18/12/2025	Sales Recpts Page 3796		Sales Recpts Page 3796	142.50
18/12/2025	Sales Recpts Page 3797		Sales Recpts Page 3797	184.15
18/12/2025	Sales Recpts Page 3798		Sales Recpts Page 3798	237.20
19/12/2025	Sales Recpts Page 3799		Sales Recpts Page 3799	242.10

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Cash Received between 01/12/2025 and 31/12/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
22/12/2025	Sales Recpts Page 3800		Sales Recpts Page 3800	37.99
22/12/2025	Sales Recpts Page 3801		Sales Recpts Page 3801	38.00
22/12/2025	Sales Recpts Page 3802		Sales Recpts Page 3802	57.00
22/12/2025	Sales Recpts Page 3803		Sales Recpts Page 3803	84.48
22/12/2025	Sales Recpts Page 3804		Sales Recpts Page 3804	151.96
22/12/2025	Sales Recpts Page 3805		Sales Recpts Page 3805	177.04
22/12/2025	Sales Recpts Page 3806		Sales Recpts Page 3806	189.95
02/12/2025	Sales Recpts Page 3807		Sales Recpts Page 3807	1,698.39
05/12/2025	Sales Recpts Page 3808		Sales Recpts Page 3808	2,034.91
02/12/2025	Sales Recpts Page 3809		Sales Recpts Page 3809	84.88
04/12/2025	Sales Recpts Page 3810		Sales Recpts Page 3810	338.92
12/12/2025	Sales Recpts Page 3811		Sales Recpts Page 3811	310.94
03/12/2025	Sales Recpts Page 3812		Sales Recpts Page 3812	44.42
05/12/2025	Sales Recpts Page 3813		Sales Recpts Page 3813	26.66
08/12/2025	Sales Recpts Page 3814		Sales Recpts Page 3814	159.92
15/12/2025	Sales Recpts Page 3815		Sales Recpts Page 3815	142.16
16/12/2025	Sales Recpts Page 3816		Sales Recpts Page 3816	42.44
18/12/2025	Sales Recpts Page 3817		Sales Recpts Page 3817	666.48
18/12/2025	Sales Recpts Page 3818		Sales Recpts Page 3818	502.08
18/12/2025	Sales Recpts Page 3819		Sales Recpts Page 3819	593.04
19/12/2025	Sales Recpts Page 3820		Sales Recpts Page 3820	57.00
19/12/2025	Sales Recpts Page 3821		Sales Recpts Page 3821	168.96
22/12/2025	Sales Recpts Page 3822		Sales Recpts Page 3822	37.99
22/12/2025	Sales Recpts Page 3823		Sales Recpts Page 3823	67.71
22/12/2025	Sales Recpts Page 3824		Sales Recpts Page 3824	578.88
18/12/2025	Sales Recpts Page 3825		Sales Recpts Page 3825	71.10
18/12/2025	Sales Recpts Page 3826		Sales Recpts Page 3826	1,555.00
19/12/2025	Sales Recpts Page 3827		Sales Recpts Page 3827	779.92
19/12/2025	Sales Recpts Page 3828		Sales Recpts Page 3828	0.01
22/12/2025	Sales Recpts Page 3829		Sales Recpts Page 3829	125.78
22/12/2025	Sales Recpts Page 3830		Sales Recpts Page 3830	0.22
03/12/2025	Sales Recpts Page 3831		Sales Recpts Page 3831	180.83
22/12/2025	Sing4p		Counter Sale Teas	20.00
22/12/2025	Singing4P		Counter Sales_Tea	20.00

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Co-Operative Bank

Cash Received between 01/12/2025 and 31/12/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/12/2025	SumUp		Counter Sales	4.92
02/12/2025	SumUp		Counter Sales	9.14
03/12/2025	SumUp		Counter Sales	3.74
05/12/2025	SumUp		Counter Sales	5.70
08/12/2025	SumUp		Xmas Fayre Grotto	244.55
10/12/2025	SumUp		Counter Sales	3.69
12/12/2025	SumUp		Counter Sales	5.85
17/12/2025	SumUp		Counter Sales	7.91
19/12/2025	SumUp		Counter Sales	4.92
				<b>Total Receipts</b> <u>18,311.56</u>

APPENDIX C

Date:09/01/2026

Billingshurst Community Centre 2025-26

Page 1

Time: 14:50

Bank Reconciliation Statement as at 28/11/2025  
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	28/11/2025		14,131.46
			14,131.46
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
			14,131.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			14,131.46
		Balance per Cash Book is :-	14,131.46
		Difference is :-	0.00

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX D

Date: 19/01/2026

**Billingshurst Community Centre 2025-26**

Page 1

Time: 14:42

**Bank Reconciliation Statement as at 24/12/2025  
for Cashbook 4 - Co-Operative Bank**

User: MANAGER

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	24/12/2025		11,925.59
			11,925.59
<b>Unpresented Payments (Minus)</b>		<u>Amount</u>	
		0.00	0.00
			0.00
			11,925.59
<b>Unpresented Receipts (Plus)</b>			
		0.00	0.00
			0.00
			11,925.59
	<b>Balance per Cash Book is :-</b>		<b>11,925.59</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Signatory 1:**

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

**Signatory 2:**

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

**APPENDIX E**

Date:09/01/2026

**Billingshurst Community Centre 2025-26**

Page 1

Time: 14:53

**Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 3 - Natwest 1042**

User: MANAGER

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/11/2025		32,579.17
			<u>32,579.17</u>
<b>Unpresented Payments (Minus)</b>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>32,579.17</u>
<b>Unpresented Receipts (Plus)</b>			
		0.00	0.00
			<u>0.00</u>
			<u>32,579.17</u>
	<b>Balance per Cash Book is :-</b>		<b>32,579.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Signatory 1:**

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

**Signatory 2:**

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

## APPENDIX F

20/01/2026		Billingshurst Community Centre 2025-26					Page 1
15:14		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	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
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
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
11/11/2025	1711	NACRO	NACRO	53.17	10.63	63.80	63.80
12/11/2025	1715	BPC	BPC	66.43	13.29	79.72	0.91
12/11/2025	1720	STG	ST GABRIELS	28.48	5.70	34.18	34.18
Subtotal C/Fwd				4,670.15	739.49	5,409.64	1,698.21

20/01/2026

## 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
			Subtotal B/Fwd	4,670.15	739.49	5,409.64	1,698.21
24/11/2025	1736	ELL	ELLEE	47.48	9.49	56.97	56.97
25/11/2025	1742	WILSON	WILSON	413.47	82.69	496.16	496.16
28/11/2025	1762	HEINRICH	HEINRICH	424.40	84.88	509.28	509.28
28/11/2025	1765	FARELY	FARLEY	282.27	56.45	338.72	338.72
28/11/2025	1768	SCOUTS	SCOUTS	93.41	18.69	112.10	112.10
28/11/2025	1775	BPC	BPC	78.43	15.69	94.12	94.12
28/11/2025	1776	BPC	BPC	222.78	44.56	267.34	267.34
30/11/2025	1761	HEARING	HEARING	522.68	104.52	627.20	627.20
03/12/2025	Payment 128-1	BCT	BCT	0.00	0.00	0.00	-180.83
10/12/2025	1778	LOR	LORAINE	44.42	8.89	53.31	53.31
15/12/2025	1785	WOW	WOW	66.64	13.32	79.96	79.96
15/12/2025	1786	WSALC1	WSALC1	119.58	23.91	143.49	143.49
15/12/2025	1789	CHA	CHANGE	274.07	54.82	328.89	328.89
15/12/2025	1791	WHIZZ	WHIZZ	118.47	23.69	142.16	142.16
15/12/2025	1792	VINCN	VIN CN	114.40	22.88	137.28	137.28
15/12/2025	1793	HISTORY	HISTORY SOCIETY	59.25	11.85	71.10	71.10
15/12/2025	1794	WI	WI	44.42	8.89	53.31	53.31
15/12/2025	1795	PROBUS	PROBUS	74.07	14.81	88.88	88.88
16/12/2025	1796	ADOPTIONL	ADOPTION LEWES	232.95	46.59	279.54	279.54
16/12/2025	1797	SEASONS	SEASONS	103.68	20.74	124.42	124.42
16/12/2025	1802	WILSON	WILSON	109.25	21.85	131.10	131.10
16/12/2025	1804	CHORAL	CHORAL	73.76	14.76	88.52	88.52
17/12/2025	1805	WEA	WEA	111.06	22.20	133.26	133.26
17/12/2025	1806	CARERS	CARERS SUPPORT	74.63	14.45	89.08	89.08
19/12/2025	Payment 126-1	NHSGR	NHS GR	0.00	0.00	0.00	-0.01
22/12/2025	Payment 127-1	PEGASUS	PEGASUS	0.00	0.00	0.00	-0.22
31/12/2025	1810	PILATES	PILATES	41.38	8.28	49.66	49.66
31/12/2025	1811	FOSTER	FOSTER	133.27	26.66	159.93	159.93
31/12/2025	1812	HEINRICH	HEINRICH	318.30	63.66	381.96	381.96
31/12/2025	1813	HILDRETH	HILDRETH	70.40	14.08	84.48	84.48
31/12/2025	1814	LIFESTYLE	LIFESTYLE	53.04	10.62	63.66	63.66
31/12/2025	1815	TENNIS	TABLE TENNIS	110.80	22.16	132.96	132.96
TOTAL INVOICES				9,102.91	1,625.57	10,728.48	6,835.99

## APPENDIX G

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE CENTRE COMMITTEE

**28 JANUARY 2026**

#### **INCREASE IN HIRE CHARGES**

#### **REPORT BY CLERK TO THE COUNCIL**

#### **FOR DECISION**

Each year the Committee considers charges for hirers and other users of the Centre in the forthcoming financial year.

Previous increases have been as follows:

2017-18	0%
2018-19	3%
2019-20	1%
2020-21	1%
2021-22	1%
2022-23	3%
2023-24	5%
2024-25	3%
2025-26	3%

The Centre Manager has commented that:

The Centre reviews hire rates each spring to ensure we can continue to provide a high-quality, welcoming facility for the community while meeting rising running costs.

In 2025-26, a number of pressures are affecting our budget: utility costs have risen significantly, employer National Insurance has increased, and inflation (CPIH) is running at around 3.8%. Over the last few years we have tried to keep increases modest, and our current room rates remain at the lower end compared with community halls of a similar size and specification in the surrounding area. However, the Centre is increasingly reliant on its commercial activity to underwrite the cost of social and community programmes, and we have also received clear feedback about the need to upgrade our chairs and audio-visual equipment.

To protect the Centre's long-term viability, fund essential improvements, and reflect current cost pressures, I am recommending an average hire charge increase of 5% for 2026/27, applied to both casual hirers and tenants. This is slightly above the current CPIH rate and directly reflects higher energy and staffing costs together with planned investment in furniture and AV so that users experience better comfort and more reliable facilities. We will continue to benchmark our prices against comparable halls locally to ensure our offer remains competitive and we will retain concessionary rates for qualifying community and voluntary groups to support access during the ongoing cost of living challenges. Alongside this, the Parish Council and Centre will actively pursue external funding, including new national and local schemes aimed at helping community facilities manage high energy costs and invest in energy efficiency, so that future price pressures on hirers can be reduced wherever possible.

### **Factors in 2025 affecting community halls**

Rising utilities and energy volatility continue to be a major pressure for community buildings, with many reporting that energy can absorb a very high share of running costs.

Employer NI has risen from 13.8% to 15% and the threshold at which contributions start has dropped, increasing payroll costs for charities and small organisations even where the higher Employment Allowance offers some relief.

CPI/CPIH inflation is still above the 2% target, with CPIH around 3.5–3.8% in late 2025, so holding fees flat would, in real terms, reduce income for halls at a time of increased cost pressure.

Policy and funding initiatives, such as Great British Energy support for local public and community facilities, place a growing emphasis on investing in energy efficiency and rooftop solar; community centres that can co-fund or match-fund projects are better placed to benefit.

The Committee is invited to determine the increase in hire charges for the forthcoming year.

**APPENDIX H**

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**

**CENTRE COMMITTEE**

**28 January 2026**

**MANAGER'S REPORT**

This report provides an overview of activity at the Billingshurst Community & Conference Centre during January 2026. It highlights recent community engagement, operational developments and strategic progress across key areas of the Centre's work and demonstrates its role as a vital hub for wellbeing events and civic participation.

**1. People / Community**

During January, we successfully introduced three new classes: Yoga, Zumba and *Move it, or lose it*, all of which align well with Horsham District Council's Active Wellbeing Strategy. These sessions have been well received and support our ongoing commitment to improving health, wellbeing, and accessibility within the local community. I will continue to monitor participation levels and explore further opportunities to align our programme with local strategic priorities.

**2. Projects / Strategy**

We hosted a public consultation event for the Highwood Group in relation to their proposed Newbridge Park Development. This event attracted significant interest from the local community and demonstrated the Centre's value as a trusted and accessible venue for civic engagement.

Building on this success, we are now in discussion with another developer regarding the potential to host a similar consultation evening in the near future.

**3. Processes**

Following the Christmas festivities, a thorough clean of the backstage toilets, dressing rooms, and kitchen oven has been completed, ensuring the Centre has returned to a high standard of cleanliness and compliance.

The annual maintenance of our emergency lighting is scheduled, alongside a repair to one of the radiator valves in the main hall, which should improve comfort for users.

The old clocking-in machine has now been retired, and we have made the decision to digitise the process. This change is expected to reduce administrative burden, improve accuracy and enhance the reliability of data associated with our Casual Workers.

Following the water risk assessment completed in December 2025, we have also introduced a site-specific flushing regime for little-used outlets across the Centre, ensuring we continue to meet our health and safety obligations.

#### **4. Future Focus**

The developer of our website and booking system has confirmed receipt of all requested changes. We are currently awaiting confirmation of a launch date for the new website, which will incorporate Google Calendar functionality. This upgrade is expected to improve user experience, visibility of availability and booking efficiency for both staff and customers.

#### **5. Finance**

The Clerk has shared the full scope of the banking reconciliation process with me for the first time and I plan to take this on with support from January 2026, improving resilience and continuity within our financial processes.

A review of confirmed bookings throughout 2025 has enabled us to identify a range of Key Client Accounts. This information has been shared with the wider team, and I plan to use it to support business development. For example:

- Developing stronger relationships with repeat hirers through proactive communication and improved account management
- Exploring tailored packages or preferential booking arrangements for key clients to encourage repeat and longer-term use
- Identifying opportunities to upsell additional services such as catering or extended hire times
- Targeting under-utilised time slots by matching them with the needs of existing key clients
- Informing future marketing and outreach activity, ensuring we focus on sectors and organisations already demonstrating consistent engagement with the Centre

These actions should help us to strengthen income streams while continuing to support the Centre's community-focused objectives.

The Committee is invited to note this report.