

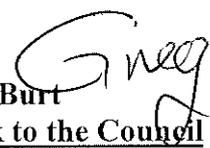


Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 25 February 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
Clerk to the Council

18 February 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 28 January 2026 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. January 2026 – Appendix A.
8. To note Bank Reconciliations:
 - a) COOP Current Account: 31 January 2026 – Appendix B.
 - b) NatWest Account: 31 December 2025 - Appendix C.
9. To note debtors - Appendix D.
10. To receive the Manager's Report - Appendix E.
11. Date of Next Meeting – **Wednesday 25 March 2026**

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.

List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Horsham District Council	DD	153.00		NDR
05/01/2026	Sainsburys	CARD	13.50		Xmas Paper
05/01/2026	Grenke Leasing	DD	110.00		Copier lease (Check this)
06/01/2026	Grenke Leasing	DD	175.61		Copier hire
09/01/2026	Mr GC Burt	BACS	-35.49		Mr GC Burt
09/01/2026	DJ Fox	BACS	7.34		Catering supplies
09/01/2026	G Burt	BACS	9.20		Coffee granules
09/01/2026	Kevin Joyce	BACS	85.00		Oven cleaning
09/01/2026	Lewis Caddy	BACS	510.00		Cleaning
09/01/2026	ICA Electrical	BACS	2,238.00		Lighting repairs
09/01/2026	Kreston Reeves	BACS	396.00		Casuals payroll bureau
15/01/2026	COOP	BACS	80.40		Bank Charges
19/01/2026	Snack at Jacks	BACS	134.85		Event catering
19/01/2026	Booker Ltd	BACS	196.48		Catering supplies
19/01/2026	Amazon	CARD	39.98		New thermos flask
20/01/2026	Mr G Burt	BACS	-18.78		Sweets Reimburse
20/01/2026	Casual Staff	BACS	848.33		Wages_Jan 26
20/01/2026	EON	DD	1,539.24		Gas
20/01/2026	Billingshurst Parish Council	BACS	6,589.06		Dec salaries recharge
20/01/2026	Rentokil	BACS	2,362.40		Hygiene services
20/01/2026	HMRC	BACS	49.40		Jan casual staff tax
20/01/2026	HDC	DD	70.10		Bin emptying
22/01/2026	Wightman & Parrish	DD	56.60		Cleaning supplies
22/01/2026	Lidl	CARD	17.07		Catrerer supplies
27/01/2026	Snack at Jacks	CAED	226.25		Event catering
28/01/2026	Engie Power	DD	1,518.37		Gas
28/01/2026	CANCEL PAYMENT	DD	-1,518.37		CANCEL PAYMENT
28/01/2026	ENGIE Powere	BACS	1,518.37		Electricity
30/01/2026	Cafe du Van	CARD	224.40		Event catering
Total Payments			17,596.31		

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Co-Operative Bank

Cash Received between 01/01/2026 and 31/01/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/01/2026	HMRC		Q3 VAT Rebate	1,739.76
07/01/2026	MISC		Counter Sales	157.45
05/01/2026	Sales Recpts Page 3835		Sales Recpts Page 3835	49.66
06/01/2026	Sales Recpts Page 3836		Sales Recpts Page 3836	143.49
09/01/2026	Sales Recpts Page 3837		Sales Recpts Page 3837	89.08
09/01/2026	Sales Recpts Page 3838		Sales Recpts Page 3838	132.96
12/01/2026	Sales Recpts Page 3839		Sales Recpts Page 3839	127.32
13/01/2026	Sales Recpts Page 3840		Sales Recpts Page 3840	88.52
14/01/2026	Sales Recpts Page 3841		Sales Recpts Page 3841	19.00
14/01/2026	Sales Recpts Page 3842		Sales Recpts Page 3842	44.42
15/01/2026	Sales Recpts Page 3843		Sales Recpts Page 3843	3,845.33
16/01/2026	Sales Recpts Page 3844		Sales Recpts Page 3844	35.54
16/01/2026	Sales Recpts Page 3845		Sales Recpts Page 3845	44.42
16/01/2026	Sales Recpts Page 3846		Sales Recpts Page 3846	328.89
19/01/2026	Sales Recpts Page 3847		Sales Recpts Page 3847	116.98
19/01/2026	Sales Recpts Page 3848		Sales Recpts Page 3848	35.54
15/01/2026	Sales Recpts Page 3850		Sales Recpts Page 3850	31.68
20/01/2026	Sales Recpts Page 3851		Sales Recpts Page 3851	19.00
20/01/2026	Sales Recpts Page 3852		Sales Recpts Page 3852	38.38
21/01/2026	Sales Recpts Page 3853		Sales Recpts Page 3853	63.66
23/01/2026	Sales Recpts Page 3854		Sales Recpts Page 3854	63.36
23/01/2026	Sales Recpts Page 3855		Sales Recpts Page 3855	99.05
23/01/2026	Sales Recpts Page 3856		Sales Recpts Page 3856	320.39
05/01/2026	Sales Recpts Page 3858		Sales Recpts Page 3858	180.83
07/01/2026	Sales Recpts Page 3859		Sales Recpts Page 3859	63.66
07/01/2026	Sales Recpts Page 3860		Sales Recpts Page 3860	279.54
08/01/2026	Sales Recpts Page 3861		Sales Recpts Page 3861	159.93
09/01/2026	Sales Recpts Page 3862		Sales Recpts Page 3862	112.10
14/01/2026	Sales Recpts Page 3863		Sales Recpts Page 3863	44.42
28/01/2026	Sales Recpts Page 3864		Sales Recpts Page 3864	55.32
29/01/2026	Sales Recpts Page 3865		Sales Recpts Page 3865	381.96
30/01/2026	Sales Recpts Page 3866		Sales Recpts Page 3866	113.98
28/01/2026	Sales Recpts Page 3867		Sales Recpts Page 3867	133.26
30/01/2026	Sales Recpts Page 3868		Sales Recpts Page 3868	142.16

Continued on Page 2

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Co-Operative Bank

Cash Received between 01/01/2026 and 31/01/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/01/2026	Sales Recpts Page 3869		Sales Recpts Page 3869	168.96
27/01/2026	Sales Recpts Page 3870		Sales Recpts Page 3870	84.48
27/01/2026	Sales Recpts Page 3871		Sales Recpts Page 3871	0.40
19/01/2026	Sales Recpts Page 3872		Sales Recpts Page 3872	124.42
09/01/2026	SumUp		Counter Sales	18.44
09/01/2026	SumUp		Counter Sales	-18.44
09/01/2026	SumUp		Counter Sales	18.44
12/01/2026	SumUp		Counter Sales	2.46
12/01/2026	SumUp		Counter Sales	-2.46
12/01/2026	SumUp		Counter Sales	2.46
13/01/2026	SumUp		Counter Sales	3.98
13/01/2026	SumUp		Counter Sales	-3.98
13/01/2026	SumUp		Counter Sales	3.98
14/01/2026	SumUp		Counter Sales	2.46
14/01/2026	SumUp		Counter Sales	-2.46
14/01/2026	SumUp		Counter Sales	2.46
15/01/2026	SumUp		Counter Sales	2.46
15/01/2026	SumUp		Counter Sales	-2.46
15/01/2026	SumUp		Counter Sales	2.46
16/01/2026	SumUp		Counter Sales	34.00
16/01/2026	SumUp		Counter Sales	-34.00
16/01/2026	SumUp		Counter Sales	34.00
19/01/2026	SumUp		Counter Sales	8.31
19/01/2026	SumUp		Counter Sales	-8.31
19/01/2026	SumUp		Counter Sales	8.31
20/01/2026	SumUp	SUMUP	SumUp 20/1/2026	64.64
20/01/2026	SumUp		Counter Sales	3.05
20/01/2026	SumUp		SumUp	-64.64
20/01/2026	SumUp		Counter Sales	-3.05
20/01/2026	SumUp		Counter Sales	64.64
20/01/2026	SumUp		Counter Sales	3.05
22/01/2026	SumUp		Counter Sales	8.41
22/01/2026	SumUp		Counter Sales	-8.41
22/01/2026	SumUp		Counter Sales	8.41

Continued on Page 3

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Co-Operative Bank

Cash Received between 01/01/2026 and 31/01/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/01/2026	SumUp		Counter Sales	4.43
26/01/2026	SumUp		Counter Sales	-4.43
26/01/2026	SumUp		Counter Sales	4.43
27/01/2026	SumUp		Counter Sales	9.14
28/01/2026	SumUp		Counter Sales	2.90
29/01/2026	SumUp		Counter Sales	3.49
			Total Receipts	9,847.47

APPENDIX B

Date: 13/02/2026

Billingshurst Community Centre 2025-26

Page 1

Time: 12:12

**Bank Reconciliation Statement as at 31/01/2026
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	30/01/2026		5,740.83
			<hr/> 5,740.83
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,740.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,740.83
		Balance per Cash Book is :-	5,740.83
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 13/02/2026

Billingshurst Community Centre 2025-26

Page 1

Time: 12:19

Bank Reconciliation Statement as at 31/01/2026
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	31/12/2025		32,607.15
			<u>32,607.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,607.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,607.15
		Balance per Cash Book is :-	32,607.15
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

16/02/2026

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
	Payment 131-1	HILDRETH	HILDRETH	0.00	0.00	0.00	-0.40
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
Subtotal C/Fwd				4,641.67	733.79	5,375.46	1,663.63

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	4,641.67	733.79	5,375.46	1,663.63
12/11/2025	1720	STG	ST GABRIELS	28.48	5.70	34.18	34.18
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	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
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	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
16/12/2025	1802	WILSON	WILSON	109.25	21.85	131.10	131.10
17/12/2025	1805	WEA	WEA	111.06	22.20	133.26	133.26
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
12/01/2026	1816	HEARING	HEARING	392.01	78.39	470.40	470.40
12/01/2026	1817	SMB	SMB	94.98	18.99	113.97	113.97
14/01/2026	1831	BPC	BPC	142.04	28.42	170.46	170.46
14/01/2026	1832	BPC	BPC	79.47	15.90	95.37	95.37
14/01/2026	1833	BPC	BPC	222.78	44.56	267.34	267.34
14/01/2026	1834	BPC	BPC	682.28	136.46	818.74	818.74
14/01/2026	1840	WI	WI	37.02	7.40	44.42	44.42
14/01/2026	1844	WSCC ACC	WSCC ACCOUNTS	120.58	24.11	144.69	144.69
14/01/2026	Payment 129-1	WI 2	WI BECKS	0.00	0.00	0.00	-44.42
21/01/2026	1850	CARERS	CARERS SUPPORT	79.29	15.86	95.15	95.15
21/01/2026	1851	SCOUTS	SCOUTS	48.31	9.67	57.98	57.98
21/01/2026	1852	SINGING	SINGING	31.66	6.33	37.99	37.99
26/01/2026	1854	HISTORY	HISTORY SOCIETY	29.62	5.92	35.54	35.54
26/01/2026	1855	LAWNMOWER	LAWNMOWER	74.07	14.81	88.88	88.88
27/01/2026	1856	STEYNING	STEYNING	241.09	48.22	289.31	289.31
27/01/2026	1857	HILDRETH	HILDRETH	70.40	14.08	84.48	84.48
27/01/2026	1858	WOW	WOW	33.32	6.66	39.98	39.98
27/01/2026	1859	WILSON	WILSON	197.66	39.53	237.19	237.19
27/01/2026	1860	WSCC ACC	WSCC ACCOUNTS	256.70	51.34	308.04	308.04
27/01/2026	1861	VORSTER	VORSTER	53.04	10.62	63.66	63.66
27/01/2026	1862	GLF SCHOOL	GLF	305.40	61.08	366.48	366.48
27/01/2026	1863	PAGE	PAGE	46.11	9.21	55.32	55.32
28/01/2026	1864	PILATES	PILATES	82.76	16.56	99.32	99.32
28/01/2026	1865	TENNIS	TABLE TENNIS	110.80	22.16	132.96	132.96
28/01/2026	1866	SMB	SMB	142.48	28.48	170.96	170.96
28/01/2026	1867	CHORAL	CHORAL	147.52	29.52	177.04	177.04
28/01/2026	1868	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
28/01/2026	1869	HEARING	HEARING	522.68	104.52	627.20	627.20
28/01/2026	1871	WEA	WEA	111.06	22.20	133.26	133.26
28/01/2026	1872	BADMINTON	BADMINTON	63.32	12.68	76.00	76.00
			Subtotal C/Fwd	10,659.47	1,937.33	12,596.80	8,659.49

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	10,659.47	1,937.33	12,596.80	8,659.49
28/01/2026	1873	KIMBER	KIMBER	15.83	3.17	19.00	19.00
28/01/2026	Payment 130-1	PAGE	PAGE	0.00	0.00	0.00	-55.32
02/02/2026	1874	CARERS	CARERS SUPPORT	44.43	8.89	53.32	53.32
02/02/2026	1875	GALLAGHER	GALLAGHER	176.83	35.37	212.20	212.20
02/02/2026	1876	HEINRICH	HEINRICH	424.36	84.88	509.24	509.24
02/02/2026	1877	LIFESTYLE	LIFESTYLE	70.72	14.16	84.88	84.88
02/02/2026	1878	MOVE IT	MOVE IT	66.30	13.26	79.56	79.56
02/02/2026	1879	ROCKCHOIR	ROCKCHOIR	79.16	15.84	95.00	95.00
03/02/2026	1880	TREESMITHS	TREESMITHS	143.58	28.71	172.29	172.29
03/02/2026	1881	LAU	LAURA	47.48	9.49	56.97	56.97
03/02/2026	1882	MARTUCCI	MARTUCCI	26.40	5.28	31.68	31.68
03/02/2026	1883	SURGERY	SURGERY	184.96	36.99	221.95	221.95
03/02/2026	1884	TAICHI	TAICHI	70.72	14.16	84.88	84.88
03/02/2026	1885	WOOLVEN	TRIS WOOLVEN	141.48	28.28	169.76	169.76
03/02/2026	1886	WSCC ACC	WSCC ACCOUNTS	16.33	3.27	19.60	19.60
04/02/2026	1887	WSCC ACC	WSCC ACCOUNTS	488.30	97.66	585.96	585.96
04/02/2026	1888	BCT	BCT	25.58	5.12	30.70	30.70
04/02/2026	1889	BCT	BCT	150.69	30.14	180.83	180.83
04/02/2026	1890	BFC	BFC	1,029.28	10.00	1,039.28	1,039.28
04/02/2026	1891	BFC	BFC	192.94	0.00	192.94	192.94
04/02/2026	1892	BFC	BFC	77.78	15.57	93.35	93.35
04/02/2026	1893	BFC	BFC	166.20	33.24	199.44	199.44
04/02/2026	1894	BFC	BFC	88.73	0.00	88.73	88.73
04/02/2026	1895	BFC	BFC	73.90	14.78	88.68	88.68
04/02/2026	1896	BPC	BPC	97.62	19.53	117.15	117.15
04/02/2026	1897	BPC	BPC	53.19	10.63	63.82	63.82
04/02/2026	1898	BPC	BPC	172.14	34.42	206.56	206.56
04/02/2026	1899	BPC	BPC	222.78	44.56	267.34	267.34
04/02/2026	1900	BPC	BPC	21.12	4.23	25.35	25.35
05/02/2026	1901	KIMBER	KIMBER	15.83	3.17	19.00	19.00
10/02/2026	1902	WSCC ACC	WSCC ACCOUNTS	385.70	77.14	462.84	462.84
10/02/2026	1903	STITCHED	STITCHED	31.98	6.40	38.38	38.38
10/02/2026	1904	BEL	BELLWAY	104.72	20.95	125.67	125.67
10/02/2026	1905	WI 2	WI BECKS	37.02	7.40	44.42	44.42
11/02/2026	1906	WSCC ACC	WSCC ACCOUNTS	16.33	3.27	19.60	19.60
11/02/2026	1907	SSLMC	SSLMC	301.80	60.36	362.16	362.16
11/02/2026	1908	HDC - SA	HDC - SARAH ATTFIELD	59.25	11.85	71.10	71.10
11/02/2026	1909	NHS_HATS	NHS_HATS	158.70	31.74	190.44	190.44
12/02/2026	1910	KIMBER	KIMBER	15.83	3.17	19.00	19.00
			TOTAL INVOICES	16,155.46	2,784.41	18,939.87	14,947.24

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

25 FEBRUARY 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during February 2026. It highlights progress across people, strategy, operations and finance, and continues to demonstrate the Centre's role as a trusted, well-managed and community-focused facility.

People / Community

This month, all members of the BCCC team, including our casual workers, undertook *Sexual Harassment Training* delivered by Worknest. This training reinforces our commitment to providing a safe, respectful and professional environment for colleagues, hirers and visitors alike. Ensuring that all team members – regardless of employment status – receive consistent training is an important step in strengthening our culture and governance framework.

Projects / Strategy

I was able to test the new website for the first time this month. The web design team have done a fantastic job of interpreting our requirements within the necessary budget constraints and they are currently working through a final series of refinements.

Once these are complete, I will liaise with our financial software provider regarding the embedding of a Google Calendar to display live booking availability to website users in real time. This functionality is expected to improve transparency, enhance user experience and increase conversion rates (website visitors to customers). Over the longer term, I anticipate that this will help us to broaden our customer base and further strengthen utilisation of the Centre.

Based on progress to date, my current expectation is that the new website will go live by the end of March 2026.

Processes / Maintenance

This month, I demonstrated the operation of the fire doors in the Council Chambers, along with the procedures we maintain in relation to the red 'tamper tags' installed on these doors. A number of customers expressed their gratitude for this clarification, noting that it alleviated concerns they had previously held about using the room. This reinforces the importance of clear communication around safety measures and compliance processes.

Although official implementation of the new clocking-in system begins on 13th February, we have been trialling its use throughout this month. The process appears to be operating as expected and early indications suggest it will provide improved accuracy and administrative efficiency once fully embedded.

Our heating engineers returned to complete corrective works in the Main Hall following last year's boiler installation. They reversed the direction of one of the radiator valves at the front of the hall (stage-right), and I am pleased to report that we have not received any further complaints regarding the banging noise that had begun to disturb some customers.

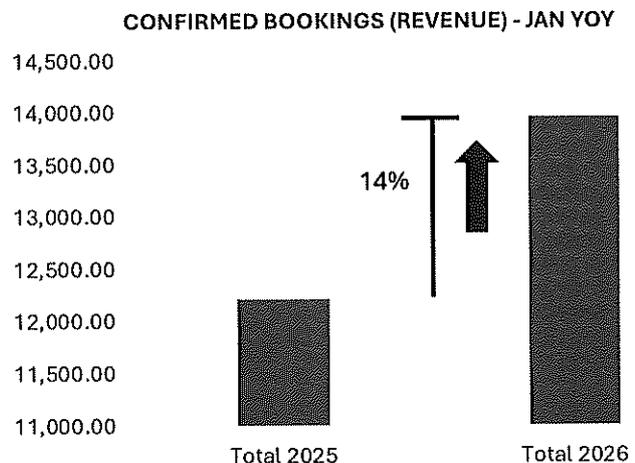
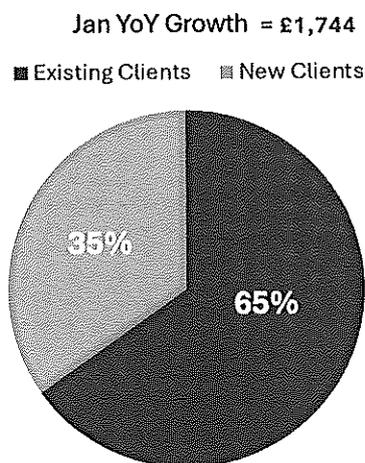
Our electrical engineers also completed their annual inspection of the emergency lighting system. They identified the need to replace four units and to install an additional emergency light outside the disabled toilet. I am advised that the latter is required in response to updated regulations. I am currently awaiting a quotation before proceeding. These works will support our continued transition toward more sustainable LED lighting solutions throughout the Centre.

Finance

2026 is off to a strong start.

In addition to the new active wellbeing classes referenced in last month's report, we have seen a wide range of bookings from both new and existing clients.

A review of confirmed bookings for January (year-on-year) shows a 14% increase in revenue compared to January 2025. This uplift is attributable both to increased spend from existing customers (65% of the growth) and to new customers who did not previously use the Centre in January 2025.



In other financial matters, the Clerk is currently arranging for our accountant to undertake a VAT review. This review will provide reassurance that our VAT treatment remains appropriate and compliant, while also identifying any opportunities to strengthen financial processes or recover efficiencies where applicable.

The Committee is invited to note this report.