



Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 29 April 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

21 April 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 25 March 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. March 2026 – Appendix A.
8. To note Bank Reconciliations:
 - a) COOP Current Account: 31 March 2026 – Appendix B.
 - b) NatWest Account: 1 March 2025 - Appendix C.
9. To note debtors - Appendix D.
10. To receive the Manager's Report - Appendix E.
11. Date of Next Meeting – **Wednesday 27 May 2026**

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

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: 22/04/2026

Billingshurst Community Centre 2025-26

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Time: 14:24

Co-Operative Bank

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2026	Horsham District Council	DD	313.55		Non-domestic Rates
09/03/2026	Booker	CARD	151.98		Stock for Counter Sales
16/03/2026	Wightman & Parrish	DD	199.74		Cleaning Products
16/03/2026	Horsham District Council	BACS	78.60		FINANCIAL DIR FEES
16/03/2026	Casual Staff	BACS	8.65		Milk
16/03/2026	Casual Staff	BACS	16.95		Milk
16/03/2026	DMPS	BACS	10.37		Printing
16/03/2026	Quick Sign	BACS	31.20		Disabled Parking Sign
16/03/2026	Casual Staff	BACS	39.99		Key Lockbox (BCT)
16/03/2026	Granwax Ltd	BACS	60.12		Floor Cleaning Product
16/03/2026	Mulberry LA Services Ltd	BACS	108.00		VAT Review
16/03/2026	Action in Rural Sussex	BACS	155.00		Village Hall Advisory Service
16/03/2026	ICA Electrical Contractors	BACS	162.00		Remove Projectors
16/03/2026	Billingshurst Parish Council	BACS	196.09		Payroll - April-October 2025
16/03/2026	Lewis Caddy	BACS	697.00		Cleaning
16/03/2026	Billingshurst Parish Council	BACS	1,534.28		Telephones and IT-YE Mar 2026
16/03/2026	ICA Electrical Contractors	BACS	2,388.00		EM Lights and Recessed Lights
17/03/2026	Snack at Jacks	CARD	226.25		Business Lunch_25
17/03/2026	Horsham District Council	DD	83.50		Commercial Waste Collection
18/03/2026	EON-Next	DD	1,223.17		Gas Bill
23/03/2026	Snack at Jacks	CARD	78.30		Sandwich Lunch_18
23/03/2026	Casual Staff	BACS	1,522.76		Salary_March
24/03/2026	Snack at Jacks	CARD	225.75		Business Lunch_35
26/03/2026	ENGIE	DD	1,348.91		Electricity Bill
27/03/2026	MR GC Burt	BACS	8.97		Catering
27/03/2026	D J Fox	BACS	9.60		Catering
27/03/2026	Nick Chapman	BACS	175.00		Stanley Room_Improvements
27/03/2026	Transparency Cleaning Service	BACS	396.00		Guttering
27/03/2026	Nick Chapman	BACS	930.00		Council Chambers
27/03/2026	Sussex Land Services	BACS	264.00		Village Centre_Jan
27/03/2026	Sussex Land Services	BACS	264.00		Village Centre_Feb
27/03/2026	Sussex Land Services	BACS	306.00		Village Centre_Hedge
Total Payments			13,213.73		

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Co-Operative Bank

Cash Received between 01/03/2026 and 31/03/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
24/03/2026	Counter Sales		Christmas Fayre	37.00
25/03/2026	Counter Sales		Counter Sales_PO Cash Deposit	100.00
31/03/2026	Counter Sales		Sing for Pleasure - Tea x2	40.00
02/03/2026	Sales Recpts Page 3928		Sales Recpts Page 3928	56.97
02/03/2026	Sales Recpts Page 3929		Sales Recpts Page 3929	56.97
02/03/2026	Sales Recpts Page 3930		Sales Recpts Page 3930	125.67
03/03/2026	Sales Recpts Page 3931		Sales Recpts Page 3931	79.56
04/03/2026	Sales Recpts Page 3932		Sales Recpts Page 3932	19.00
04/03/2026	Sales Recpts Page 3933		Sales Recpts Page 3933	35.54
04/03/2026	Sales Recpts Page 3934		Sales Recpts Page 3934	113.94
05/03/2026	Sales Recpts Page 3935		Sales Recpts Page 3935	35.54
05/03/2026	Sales Recpts Page 3936		Sales Recpts Page 3936	237.19
06/03/2026	Sales Recpts Page 3937		Sales Recpts Page 3937	133.26
06/03/2026	Sales Recpts Page 3938		Sales Recpts Page 3938	190.42
09/03/2026	Sales Recpts Page 3939		Sales Recpts Page 3939	19.00
09/03/2026	Sales Recpts Page 3940		Sales Recpts Page 3940	84.88
09/03/2026	Sales Recpts Page 3941		Sales Recpts Page 3941	127.32
09/03/2026	Sales Recpts Page 3942		Sales Recpts Page 3942	132.96
09/03/2026	Sales Recpts Page 3943		Sales Recpts Page 3943	1,627.10
13/03/2026	Sales Recpts Page 3944		Sales Recpts Page 3944	45.00
09/03/2026	Sales Recpts Page 3945		Sales Recpts Page 3945	93.35
16/03/2026	Sales Recpts Page 3946		Sales Recpts Page 3946	19.00
16/03/2026	Sales Recpts Page 3947		Sales Recpts Page 3947	44.42
17/03/2026	Sales Recpts Page 3948		Sales Recpts Page 3948	99.05
20/03/2026	Sales Recpts Page 3949		Sales Recpts Page 3949	57.00
24/03/2026	Sales Recpts Page 3950		Sales Recpts Page 3950	35.54
26/03/2026	Sales Recpts Page 3951		Sales Recpts Page 3951	19.00
30/03/2026	Sales Recpts Page 3952		Sales Recpts Page 3952	19.00
30/03/2026	Sales Recpts Page 3953		Sales Recpts Page 3953	132.78
31/03/2026	Sales Recpts Page 3954		Sales Recpts Page 3954	76.00
31/03/2026	Sales Recpts Page 3955		Sales Recpts Page 3955	94.98
31/03/2026	Sales Recpts Page 3956		Sales Recpts Page 3956	142.16
31/03/2026	Sales Recpts Page 3957		Sales Recpts Page 3957	297.08
19/03/2026	Sales Recpts Page 3958		Sales Recpts Page 3958	36.96

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Co-Operative Bank

Cash Received between 01/03/2026 and 31/03/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/03/2026	Sales Recpts Page 3959		Sales Recpts Page 3959	79.96
02/03/2026	Sales Recpts Page 3960		Sales Recpts Page 3960	95.04
02/03/2026	Sales Recpts Page 3961		Sales Recpts Page 3961	509.24
03/03/2026	Sales Recpts Page 3962		Sales Recpts Page 3962	180.83
04/03/2026	Sales Recpts Page 3963		Sales Recpts Page 3963	462.84
05/03/2026	Sales Recpts Page 3964		Sales Recpts Page 3964	1,825.57
05/03/2026	Sales Recpts Page 3965		Sales Recpts Page 3965	35.54
05/03/2026	Sales Recpts Page 3966		Sales Recpts Page 3966	19.60
09/03/2026	Sales Recpts Page 3967		Sales Recpts Page 3967	70.54
09/03/2026	Sales Recpts Page 3968		Sales Recpts Page 3968	343.15
12/03/2026	Sales Recpts Page 3969		Sales Recpts Page 3969	38.38
12/03/2026	Sales Recpts Page 3970		Sales Recpts Page 3970	44.42
16/03/2026	Sales Recpts Page 3971		Sales Recpts Page 3971	155.49
18/03/2026	Sales Recpts Page 3972		Sales Recpts Page 3972	741.48
23/03/2026	Sales Recpts Page 3973		Sales Recpts Page 3973	655.36
23/03/2026	Sales Recpts Page 3974		Sales Recpts Page 3974	71.10
24/03/2026	Sales Recpts Page 3975		Sales Recpts Page 3975	142.16
27/03/2026	Sales Recpts Page 3976		Sales Recpts Page 3976	133.26
27/03/2026	Sales Recpts Page 3977		Sales Recpts Page 3977	366.48
31/03/2026	Sales Recpts Page 3978		Sales Recpts Page 3978	131.49
31/03/2026	Sales Recpts Page 3979		Sales Recpts Page 3979	75.98
31/03/2026	Sales Recpts Page 3980		Sales Recpts Page 3980	600.12
09/03/2026	Sales Recpts Page 3981		Sales Recpts Page 3981	99.32
12/03/2026	Sales Recpts Page 3982		Sales Recpts Page 3982	0.01
19/03/2026	Sales Recpts Page 3983		Sales Recpts Page 3983	212.65
31/03/2026	Sales Recpts Page 3984		Sales Recpts Page 3984	189.87
13/03/2026	Sales Recpts Page 3985		Sales Recpts Page 3985	-93.35
12/03/2026	Sales Recpts Page 3986		Sales Recpts Page 3986	53.31
11/03/2026	Sales Recpts Page 3987		Sales Recpts Page 3987	190.98
12/03/2026	Sales Recpts Page 3988		Sales Recpts Page 3988	84.48
12/03/2026	Sales Recpts Page 3989		Sales Recpts Page 3989	426.48
13/03/2026	Sales Recpts Page 3990		Sales Recpts Page 3990	94.10
11/03/2026	Sales Recpts Page 3991		Sales Recpts Page 3991	63.66
10/03/2026	Sales Recpts Page 3992		Sales Recpts Page 3992	84.88

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Co-Operative Bank

Cash Received between 01/03/2026 and 31/03/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/03/2026	Sales Recpts Page 3993		Sales Recpts Page 3993	1,414.87
13/03/2026	Sales Recpts Page 3994		Sales Recpts Page 3994	142.16
13/03/2026	Sales Recpts Page 3995		Sales Recpts Page 3995	142.20
16/03/2026	Sales Recpts Page 3996		Sales Recpts Page 3996	116.98
16/03/2026	Sales Recpts Page 3997		Sales Recpts Page 3997	44.42
12/03/2026	Sales Recpts Page 3998		Sales Recpts Page 3998	8.89
02/03/2026	SumUp		Counter Sales	8.65
03/03/2026	SumUp		Counter Sales	2.16
04/03/2026	SumUp		Counter Sales	2.46
05/03/2026	SumUp		Counter Sales	4.92
06/03/2026	SumUp		Counter Sales	9.83
09/03/2026	SumUp		Counter Sales	10.38
10/03/2026	SumUp		Counter Sales	4.92
13/03/2026	SumUp		Counter Sales	2.46
16/03/2026	SumUp		Counter Sales	3.43
17/03/2026	SumUp		Counter Sales	2.83
19/03/2026	SumUp		Counter Sales	7.96
20/03/2026	SumUp		Counter Sales	7.85
23/03/2026	SumUp		Counter Sales	2.46
24/03/2026	SumUp		Counter Sales	14.63
25/03/2026	SumUp		Counter Sales	2.46
26/03/2026	SumUp		Counter Sales	5.66
27/03/2026	SumUp		Counter Sales	2.83
Total Receipts				14,613.47

APPENDIX B

Date: 22/04/2026

Billingshurst Community Centre 2025-26

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Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		4,038.21
			<u>4,038.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,038.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,038.21
		Balance per Cash Book is :-	4,038.21
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 01/03/2026
for Cashbook 3 - Natwest 1042

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	01/03/2026		32,656.39
			<u>32,656.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,656.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,656.39
		Balance per Cash Book is :-	32,656.39
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX ID

22/04/2026

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	1523	MESSYCHURC	MESSY CHURCH	84.99	17.00	101.99	0.30
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
24/11/2025	1736	ELL	ELLEE	47.48	9.49	56.97	56.97
Subtotal C/Fwd				4,623.47	730.14	5,353.61	1,641.78

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	4,623.47	730.14	5,353.61	1,641.78
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
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
14/01/2026	Payment 129-1	WI 2	WI BECKS	0.00	0.00	0.00	-44.42
26/01/2026	1855	LAWNMOWER	LAWNMOWER	74.07	14.81	88.88	88.88
27/01/2026	1863	PAGE	PAGE	46.11	9.21	55.32	55.32
28/01/2026	Payment 130-1	PAGE	PAGE	0.00	0.00	0.00	-55.32
03/02/2026	1883	SURGERY	SURGERY	184.96	36.99	221.95	221.95
04/02/2026	1895	BFC	BFC	73.90	14.78	88.68	88.68
10/02/2026	1904	BEL	BELLWAY	104.72	20.95	125.67	125.67
11/02/2026	1909	NHS_HATS	NHS_HATS	158.70	31.74	190.44	190.44
23/02/2026	CN5	BEL	BELLWAY	-104.72	-20.94	-125.66	-125.66
23/02/2026	CN6	BEL	BELLWAY	-0.01	0.00	-0.01	-0.01
24/02/2026	1926	WI	WI	44.42	8.89	53.31	53.31
04/03/2026	1940	HEALTH	HEALTHWATCH	79.89	15.98	95.87	95.87
04/03/2026	1941	HEARING	HEARING	522.68	104.52	627.20	627.20
04/03/2026	1942	HEINRICH	HEINRICH	424.36	84.88	509.24	509.24
04/03/2026	1945	MOVE IT	MOVE IT	88.40	17.68	106.08	106.08
04/03/2026	1949	ROCKCHOIR	ROCKCHOIR	158.32	31.68	190.00	190.00
04/03/2026	1951	SMB	SMB	142.48	28.48	170.96	170.96
09/03/2026	1958	WILSON	WILSON	153.46	30.69	184.15	184.15
09/03/2026	1961	WWATCHERS	WWATCHERS	140.80	28.16	168.96	168.96
09/03/2026	1962	WOW	WOW	133.28	26.64	159.92	159.92
09/03/2026	1963	MARTUCCI	MARTUCCI	105.60	21.12	126.72	31.68
09/03/2026	1964	MARTUCCI	MARTUCCI	26.40	5.28	31.68	31.68
09/03/2026	CN8	BFC	BFC	-88.68	0.00	-88.68	-88.68
09/03/2026	Payment 132-1	PILATES	PILATES	0.00	0.00	0.00	-99.32
10/03/2026	1967	BPC	BPC	89.52	17.92	107.44	107.44
10/03/2026	1968	BPC	BPC	7.40	1.48	8.88	8.88
10/03/2026	1969	BPC	BPC	222.78	44.56	267.34	267.34
10/03/2026	1970	BFC	BFC	980.40	10.00	990.40	10.00
12/03/2026	Payment 136-1	WI	WI	0.00	0.00	0.00	-8.89
16/03/2026	1985	MARTUCCI	MARTUCCI	26.40	5.28	31.68	31.68
16/03/2026	1987	HISTORY	HISTORY SOCIETY	59.25	11.85	71.10	71.10
16/03/2026	1989	WSCC ACC	WSCC ACCOUNTS	198.70	39.74	238.44	238.44
16/03/2026	1990	HEALTH	HEALTHWATCH	45.38	9.07	54.45	54.45
18/03/2026	1992	ROBINSON	ROBINSON	49.86	9.97	59.83	59.83
18/03/2026	1993	BASC	BASC	177.32	35.46	212.78	212.78
18/03/2026	1995	WSCC ACC	WSCC ACCOUNTS	93.35	18.67	112.02	112.02
19/03/2026	Payment 134-1	SURGERY	SURGERY	0.00	0.00	0.00	-212.65
30/03/2026	2001	WSCC ACC	WSCC ACCOUNTS	453.84	90.77	544.61	544.61
31/03/2026	2002	WSCC ACC	WSCC ACCOUNTS	109.58	21.91	131.49	131.49
31/03/2026	2004	CHORAL	CHORAL	147.52	29.52	177.04	177.04
31/03/2026	2005	CSAM	CSAM	659.57	131.91	791.48	791.48
			Subtotal C/Fwd	10,568.96	1,750.88	12,319.84	6,930.91

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	10,568.96	1,750.88	12,319.84	6,930.91
31/03/2026	2006	CSWS	CSWS	102.32	20.48	122.80	122.80
31/03/2026	2008	HEARING	HEARING	522.68	104.52	627.20	627.20
31/03/2026	2009	HILDRETH	HILDRETH	70.40	14.08	84.48	84.48
31/03/2026	2010	LIFESTYLE	LIFESTYLE	70.72	14.16	84.88	84.88
31/03/2026	2011	MOVE IT	MOVE IT	88.40	17.68	106.08	106.08
31/03/2026	2012	PILATES	PILATES	103.45	20.70	124.15	124.15
31/03/2026	2013	PROBUS	PROBUS	12.79	2.56	15.35	15.35
31/03/2026	2014	ROCKCHOIR	ROCKCHOIR	158.32	31.68	190.00	190.00
31/03/2026	2015	SAFE	SAFE	148.08	29.60	177.68	177.68
31/03/2026	2016	SCOUTS	SCOUTS	35.58	7.12	42.70	42.70
31/03/2026	2017	SMB	SMB	178.10	35.60	213.70	213.70
31/03/2026	2018	TENNIS	TABLE TENNIS	138.50	27.70	166.20	166.20
31/03/2026	2019	TAICHI	TAICHI	70.72	14.16	84.88	84.88
31/03/2026	2020	VORSTER	VORSTER	88.40	17.70	106.10	106.10
31/03/2026	2021	WOW	WOW	166.60	33.30	199.90	199.90
31/03/2026	2039	BADMINTON	BADMINTON	47.49	9.51	57.00	57.00
31/03/2026	Payment 135-1	BCT	BCT	0.00	0.00	0.00	-189.87
12/04/2026	Payment 133-1	WSALC1	WSALC1	0.00	0.00	0.00	-0.01
			TOTAL INVOICES	12,571.51	2,151.43	14,722.94	9,144.13

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE CENTRE COMMITTEE 29 APRIL 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during April 2026. This period has been characterised by continued engagement with our community partners, the successful delivery of a number of key projects, ongoing improvements to facilities and technology, and further progress against our longer-term strategic objectives.

People / Community

This month has seen continued liaison with our key partners, Billingshurst Family Church and Horsham Matters, particularly in relation to the operation of the food bank and the wider support offered to residents of Billingshurst. These relationships remain central to the Centre's role as a community hub and we continue to explore ways in which we can best support these initiatives.

I have also been speaking with a number of our regular customers regarding the forthcoming local elections, including initial discussions around the possibility of hosting a breakfast ballot. These conversations have been constructive and we will continue to assess feasibility and demand as plans develop.

In addition, we have been engaging with prospective new user groups interested in delivering Karate, Self Defence and Kickboxing sessions at the Centre. As an initial step, it has been agreed that we will gauge local interest via a Facebook poll before progressing further. This will help ensure that any new provision is aligned with community demand.

Projects / Strategy

A significant milestone has been reached this month with the arrival of over 200 newly reupholstered red chairs. Combined with our existing stock of 80 chairs, this represents a substantial improvement in both the quality and consistency of our seating provision. The timing was particularly fortuitous, with the chairs arriving just ahead of our annual NHS Conference.

To help preserve this investment, the windows in the Main Hall have subsequently been treated with a specialist UV filter, which will reduce sun damage and extend the lifespan of the upholstery.

Good progress has also been made with the development of the new Centre website. A soft launch has already taken place, allowing us to begin using the platform while final refinements are completed. These include updating schedules to reflect recent changes, integrating our Google Calendar to improve booking visibility, removing outdated event advertisements and ensuring the site is fully optimised across a range of devices.

Once these updates have been finalised, Centre staff will receive training to enable them to manage and update content independently going forward.

Processes / Maintenance

I would like to extend my thanks to all those involved in securing the necessary s106 funding, with particular recognition to Horsham District Council, Billingshurst Parish Council and District Councillors for their support.

A number of additional improvements have been completed this month. A new 55” Smart TV has been installed in the Stanley Room, enhancing the functionality and appeal of the space. Preparatory works have also been undertaken in the Council Chambers ahead of the installation of a new 98” Smart TV, which is expected by the end of the month.

Unfortunately, the ceiling-mounted projector in the Main Hall was found to be malfunctioning during this period. While we were able to implement a last-minute alternative solution for the NHS Conference, this incident highlights the ongoing need to replace legacy technology that is approaching the end of its operational life.

Although we received positive feedback regarding our responsiveness and the effectiveness of the backup arrangements, we were partially reliant on the customer providing their own equipment, specifically a Bluetooth speaker. This reinforces the importance of continuing to invest in reliable, modern audio-visual infrastructure across the Centre.

Finance

We are still seeing a 13%+ increase in confirmed bookings revenue (Q1 2026 vs Q1 2025)

Q1 2025 = £32.2k

Q2 2026 = £36.4k

Although there is no change to our Top 5 clients (Q1 2026 vs FY 2025), we are seeing some changes to the order of our Top 20 clients and it’s worth exploring this in more detail as part of our client account development exercise.

Future

In line with the Sustainability and Cost Control objectives set out in our three-year Business Plan, Phillip Day has arranged an initial meeting with Solar Design and Estimation specialist Mike Shields (UPOWA). This forms part of our efforts to better understand the potential for solar energy generation and battery storage at the Centre.

I am scheduled to meet with Mike on Wednesday 22nd April and expect this discussion to provide valuable insight into system design, delivery, operational considerations and maintenance requirements. In addition, I hope to gain a clearer understanding of the potential energy savings and the anticipated timescales for return on investment.

The Committee is invited to note this report.