



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 27 May 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

20 May 2026

AGENDA

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 April 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. April 2026 – Appendix A.
8. To note Bank Reconciliations:
 - a) COOP Current Account: 30 April 2026 – Appendix B.
 - b) NatWest Account: 30 April 2026 - Appendix C.
9. To note debtors - Appendix D.
10. To consider whether the 2025-26 Centre Accounts should be inspected by an Independent Examiner or should have a full audit. (I&E to y/e 31 March 2026 attached – Appendix E.)
11. To receive the Manager's Report - Appendix E.
12. Date of Next Meeting – **Wednesday 24 June 2026**

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

MEMBERS: CJ, PD, PB, SD, EB, JH, 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: 20/05/2026

Billingshurst Community Centre Current Year

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Time: 12:22

Co-Operative Bank

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	Horsham District Council	DD	211.20		Non-Domestic Rates
07/04/2026	Grenke Leasing Limited	DD	175.61		Photocopier
10/04/2026	Value Products Ltd	CARD	8.04		Safety Sign_Fire Doors
13/04/2026	Lidl	CARD	7.78		Milk_Squash
13/04/2026	Lidl	CARD	24.12		Cakes
13/04/2026	Booker	CARD	173.30		Showcase Event
13/04/2026	Amazon	CARD	31.92		Event Catering
15/04/2026	Wightman & Parrish	DD	96.77		Toiletries
15/04/2026	Horsham District Council	DD	80.60		Financial Dir Fees
16/04/2026	Snack at Jacks	CARD	65.25		Snack at Jacks
16/04/2026	Horsham District Council	DD	83.50		Rates
20/04/2026	Snack at Jacks	CARD	565.50		Conference Catering
20/04/2026	Mr G C Burt	BACS	3.90		Hooks
20/04/2026	Dan Fox	BACS	9.75		Milk
20/04/2026	Digital Managed Print Services	BACS	13.12		Printing
20/04/2026	Mr G C Burt	BACS	13.19		Goods
20/04/2026	Casual Staff	BACS	1,021.57		Wages_April 2026
20/04/2026	Casual Staff	BACS	335.20		Wages_April
20/04/2026	Kreston Reeves	BACS	252.00		Payroll Q1 2026 and Pen.Refund
20/04/2026	Squeegee Clean	BACS	833.00		Cleaning
20/04/2026	ADT Fire and Security	BACS	314.17		Transmission
20/04/2026	ADT Fire and Security	BACS	543.43		Intruder
20/04/2026	ADT Fire and Security	BACS	1,006.51		Fire
24/04/2026	Snack at Jacks	CARD	99.50		Catering Expense
24/04/2026	Banner World	CARD	74.40		Banner+Shipping for Event
28/04/2026	E.ON NEXT LTD	DD	1,225.65		GAS
29/04/2026	ENGIE	DD	1,395.54		ELECTRICITY
Total Payments			8,664.52		

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Co-Operative Bank

Cash Received between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/04/2026	Sales Recpts Page 4000		Sales Recpts Page 4000	166.20
01/04/2026	Sales Recpts Page 4001		Sales Recpts Page 4001	169.76
01/04/2026	Sales Recpts Page 4002		Sales Recpts Page 4002	509.24
02/04/2026	Sales Recpts Page 4003		Sales Recpts Page 4003	15.35
02/04/2026	Sales Recpts Page 4004		Sales Recpts Page 4004	48.80
02/04/2026	Sales Recpts Page 4005		Sales Recpts Page 4005	84.88
02/04/2026	Sales Recpts Page 4006		Sales Recpts Page 4006	177.68
02/04/2026	Sales Recpts Page 4007		Sales Recpts Page 4007	190.00
02/04/2026	Sales Recpts Page 4008		Sales Recpts Page 4008	212.78
02/04/2026	Sales Recpts Page 4009		Sales Recpts Page 4009	627.20
07/04/2026	Sales Recpts Page 4010		Sales Recpts Page 4010	19.94
07/04/2026	Sales Recpts Page 4011		Sales Recpts Page 4011	106.08
07/04/2026	Sales Recpts Page 4012		Sales Recpts Page 4012	124.15
08/04/2026	Sales Recpts Page 4013		Sales Recpts Page 4013	71.08
08/04/2026	Sales Recpts Page 4014		Sales Recpts Page 4014	124.42
10/04/2026	Sales Recpts Page 4015		Sales Recpts Page 4015	40.30
10/04/2026	Sales Recpts Page 4016		Sales Recpts Page 4016	168.96
13/04/2026	Sales Recpts Page 4017		Sales Recpts Page 4017	37.32
13/04/2026	Sales Recpts Page 4018		Sales Recpts Page 4018	46.66
13/04/2026	Sales Recpts Page 4019		Sales Recpts Page 4019	46.66
13/04/2026	Sales Recpts Page 4020		Sales Recpts Page 4020	84.48
14/04/2026	Sales Recpts Page 4021		Sales Recpts Page 4021	104.00
15/04/2026	Sales Recpts Page 4022		Sales Recpts Page 4022	84.88
17/04/2026	Sales Recpts Page 4023		Sales Recpts Page 4023	19.94
17/04/2026	Sales Recpts Page 4024		Sales Recpts Page 4024	106.10
17/04/2026	Sales Recpts Page 4025		Sales Recpts Page 4025	122.80
20/04/2026	Sales Recpts Page 4026		Sales Recpts Page 4026	121.72
20/04/2026	Sales Recpts Page 4027		Sales Recpts Page 4027	168.96
20/04/2026	Sales Recpts Page 4028		Sales Recpts Page 4028	199.90
21/04/2026	Sales Recpts Page 4029		Sales Recpts Page 4029	95.04
22/04/2026	Sales Recpts Page 4030		Sales Recpts Page 4030	131.49
23/04/2026	Sales Recpts Page 4031		Sales Recpts Page 4031	184.15
23/04/2026	Sales Recpts Page 4032		Sales Recpts Page 4032	4,250.91
27/04/2026	Sales Recpts Page 4033		Sales Recpts Page 4033	19.94

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Co-Operative Bank

Cash Received between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/04/2026	Sales Recpts Page 4034		Sales Recpts Page 4034	79.78
22/04/2026	Sales Recpts Page 4035		Sales Recpts Page 4035	1,243.33
22/04/2026	Sales Recpts Page 4036		Sales Recpts Page 4036	71.10
01/04/2026	Sales Recpts Page 4037		Sales Recpts Page 4037	150.32
13/04/2026	Sales Recpts Page 4038		Sales Recpts Page 4038	42.70
28/04/2026	Sales Recpts Page 4039		Sales Recpts Page 4039	66.84
28/04/2026	Sales Recpts Page 4040		Sales Recpts Page 4040	177.04
28/04/2026	Sales Recpts Page 4041		Sales Recpts Page 4041	190.44
29/04/2026	Sales Recpts Page 4042		Sales Recpts Page 4042	9.30
29/04/2026	Sales Recpts Page 4043		Sales Recpts Page 4043	212.22
29/04/2026	Sales Recpts Page 4044		Sales Recpts Page 4044	791.48
30/04/2026	Sales Recpts Page 4045		Sales Recpts Page 4045	106.08
30/04/2026	Sales Recpts Page 4046		Sales Recpts Page 4046	139.60
30/04/2026	Sales Recpts Page 4047		Sales Recpts Page 4047	190.00
30/04/2026	Sales Recpts Page 4048		Sales Recpts Page 4048	349.84
30/04/2026	Sales Recpts Page 4049		Sales Recpts Page 4049	741.48
13/04/2026	SumUp		Counter Sales	20.01
15/04/2026	SumUp		Counter Sales	6.27
16/04/2026	SumUp		Counter Sales	7.74
17/04/2026	SumUp		Counter Sales	5.29
20/04/2026	SumUp		Counter Sales	5.29
21/04/2026	SumUp		Counter Sales	9.22
22/04/2026	SumUp		Counter Sales	2.84
23/04/2026	SumUp		Counter Sales	3.09
24/04/2026	SumUp		Counter Sales	6.58
28/04/2026	SumUp		Counter Sales	14.94
29/04/2026	SumUp		Counter Sales	2.46
30/04/2026	SumUp		Counter Sales	2.46
Total Receipts				13,329.51

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/04/2026		8,703.20
			<u>8,703.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,703.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,703.20
		Balance per Cash Book is :-	8,703.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/04/2026		32,716.64
			<u>32,716.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,716.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,716.64
		Balance per Cash Book is :-	32,716.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX D

30/04/2026

Billingshurst Community Centre Current Year

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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	ELLEEE	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	212.65
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	0.01
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	1951	SMB	SMB	142.48	28.48	170.96	170.96
09/03/2026	1962	WOW	WOW	133.28	26.64	159.92	159.92
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	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	1989	WSCC ACC	WSCC ACCOUNTS	198.70	39.74	238.44	238.44
18/03/2026	1992	ROBINSON	ROBINSON	49.86	9.97	59.83	59.83
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	2008	HEARING	HEARING	522.68	104.52	627.20	627.20
31/03/2026	2017	SMB	SMB	178.10	35.60	213.70	213.70
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
01/04/2026	2022	HEINRICH	HEINRICH	450.88	90.19	541.07	541.07
01/04/2026	2023	WILSON	WILSON	517.94	103.59	621.53	621.53
01/04/2026	2027	BPC	BPC	171.37	34.28	205.65	205.65
01/04/2026	2028	BPC	BPC	233.92	46.78	280.70	280.70
01/04/2026	2030	BCT	BCT	158.23	31.65	189.88	189.88
08/04/2026	2043	NHSSC	NHSSC	224.70	44.94	269.64	269.64
12/04/2026	Payment 133-1	WSALC1	WSALC1	0.00	0.00	0.00	-0.01
13/04/2026	2049	WHIZZ	WHIZZ	124.40	24.88	149.28	149.28
13/04/2026	2050	HISTORY	HISTORY SOCIETY	62.22	12.44	74.66	74.66
14/04/2026	2052	WSCC ACC	WSCC ACCOUNTS	203.70	40.74	244.44	244.44
14/04/2026	2053	SOUTHDOWN	SOUTHDOWN	19.18	3.84	23.02	23.02
23/04/2026	2056	SINGING	SINGING	33.24	6.65	39.89	39.89
28/04/2026	2060	WOW	WOW	69.98	14.00	83.98	83.98
28/04/2026	2061	HILDRETH	HILDRETH	55.44	11.10	66.54	66.54
28/04/2026	2063	CARERS	CARERS SUPPORT	93.29	18.66	111.95	111.95
28/04/2026	2064	CARERS	CARERS SUPPORT	30.14	6.03	36.17	36.17
28/04/2026	2065	CARERS	CARERS SUPPORT	82.20	16.44	98.64	98.64
			Subtotal C/Fwd	10,549.45	1,746.97	12,296.42	6,677.69

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	10,549.45	1,746.97	12,296.42	6,677.69
29/04/2026	2067	PILATES	PILATES	86.92	17.40	104.32	104.32
29/04/2026	2068	HEARING	HEARING	2,469.60	493.92	2,963.52	2,963.52
29/04/2026	2069	SMB	SMB	149.60	29.92	179.52	179.52
29/04/2026	2070	LIFESTYLE	LIFESTYLE	18.57	3.71	22.28	22.28
29/04/2026	2071	CHORAL	CHORAL	116.16	23.22	139.38	139.38
29/04/2026	2072	WWATCHERS	WWATCHERS	184.80	36.95	221.75	221.75
29/04/2026	2073	STEYNING	STEYNING	253.14	50.63	303.77	303.77
30/04/2026	2074	BADMINTON	BADMINTON	49.86	9.96	59.82	59.82
30/04/2026	2075	KIMBER	KIMBER	16.62	3.32	19.94	19.94
			TOTAL INVOICES	13,894.72	2,416.00	16,310.72	10,691.99

APPENDIX E.

27/04/2026

Billingshurst Community Centre 2025-26

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Billingshurst CCC						
1000 Lettings - Commercial	17,812	16,188	(1,624)			110.0%
1005 Lettings - Local Commercial	24,380	23,092	(1,288)			105.6%
1006 Party	1,001	951	(50)			105.3%
1010 Lettings - Local Non Comm.	43,827	41,673	(2,154)			105.2%
1011 Kitchen	474	439	(35)			108.1%
1012 Cancellation Fee	762	669	(93)			113.9%
1013 Refund	10	10	0			100.0%
1014 Licences	330	312	(18)			105.8%
1015 Tenants-BPC/BCT/Police/H.Watch	10,162	10,011	(151)			101.5%
1017 Storage	892	892	0			100.0%
1020 Technology	458	458	(0)			100.0%
1021 Photocopies(inc)	64	64	0			99.3%
1024 Counter Sales	3,297	3,101	(196)			106.3%
1025 Catering (Inc)	8,044	7,520	(524)			107.0%
1027 Utilities (inc)	3,695	3,695	(0)			100.0%
1034 Event income	2,405	2,374	(31)			101.3%
1035 Miscellaneous Income	19	119	100			16.4%
1036 Interest	736	712	(24)			103.4%
1045 Grant (Other)	15,501	15,501	0			100.0%
1048 Garage Rent	2,673	2,673	(0)			100.0%
Billingshurst CCC :- Income	<u>136,544</u>	<u>130,454</u>	<u>(6,090)</u>			<u>104.7%</u>
4066 Subscriptions	255	100	(155)		(155)	255.0%
Billingshurst CCC :- Direct Expenditure	<u>255</u>	<u>100</u>	<u>(155)</u>	0	(155)	255.0%
4000 Catering (Exp)	6,933	6,820	(113)		(113)	101.7%
4010 Marketing & Publicity	116	116	(0)		(0)	100.2%
4013 Event costs	318	318	0		0	100.0%
4015 Pay - Permanent Staff	69,567	42,127	(27,440)		(27,440)	165.1%
4020 Pay - Casual Staff	17,268	15,745	(1,523)		(1,523)	109.7%
4025 Staff Training	595	595	0		0	100.0%
4030 Rates	1,972	1,580	(392)		(392)	124.8%
4035 Water Rates	763	774	11		11	98.6%
4040 Refuse Collection	1,142	886	(256)		(256)	128.9%
4045 Insurance	5,516	0	(5,516)		(5,516)	0.0%
4050 Electricity	10,644	9,520	(1,124)		(1,124)	111.8%
4055 Gas	7,541	7,397	(144)		(144)	101.9%
4060 Stationery & Photocopying	983	975	(8)		(8)	100.9%
4063 Office Equipment	274	0	(274)		(274)	0.0%
4065 Postage	0	274	274		274	0.0%
4075 IT/Computer Consumables	2,595	1,316	(1,279)		(1,279)	197.2%

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4080 Maintenance & Improvements	19,513	14,980	(4,533)		(4,533)	130.3%
4085 Ad Hoc Repairs	98	98	1		1	99.5%
4090 Cleaning	10,963	10,127	(836)		(836)	108.3%
4095 Grounds Maintenance	2,956	2,035	(921)		(921)	145.3%
4103 Centre toilets, doors and hall	5,303	0	(5,303)		(5,303)	0.0%
4105 Professional Fees	2,682	2,062	(620)		(620)	130.0%
4106 Licences	1,443	1,443	0		0	100.0%
4107 Accountancy and Audit Fees	86	86	0		0	100.0%
4110 Sundry Expenses	74	74	(0)		(0)	100.2%
4115 Bank Charges	656	656	(0)		(0)	100.0%
4117 Customer Refund	287	287	0		0	99.9%
4125 Service Agreement	2,000	2,000	0		0	100.0%
Billingshurst CCC :- Indirect Expenditure	172,288	122,291	(49,997)	0	(49,997)	140.9%
Net Income over Expenditure	(35,999)	8,063	44,062			
Grand Totals:- Income	136,544	130,454	(6,090)			104.7%
Expenditure	172,543	122,391	(50,152)	0	(50,152)	141.0%
Net Income over Expenditure	(35,999)	8,063	44,062			
Movement to/(from) Gen Reserve	(35,999)	8,063	44,062			

APPENDIX F

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

27 MAY 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during May 2026. This period has been characterised by continued investment in community engagement, improvements to safety and operational resilience, ongoing development of Centre facilities and technology and continued progress against strategic and sustainability objectives.

People / Community

Advertising of forthcoming events continues across our Social Media channels and we have also taken advantage of the free advertisement included within the forthcoming Billingshurst Show programme. This includes a QR code directing residents to the new Centre website, helping to improve awareness and accessibility of information relating to the Centre and its activities.

I am pleased to confirm that the recent *breakfast ballot* held on election day was a resounding success and I would like to extend my thanks to everyone involved in supporting and delivering the event. Feedback received from attendees was extremely positive and the event further demonstrated the Centre's important role within the wider community.

We have also continued to support our partners at Billingshurst Lions through the loan of tables and flip-charts for a number of charitable events, alongside the ongoing promotion of their activities via the Centre's foyer screens and noticeboards.

Sadly, due to only two bookings, we took the decision to cancel our table top sale planned for the late May bank holiday. We will reschedule this in the winter when the weather maybe more supportive of indoor events!

Projects / Strategy

The new Centre website, www.billingshurstcentre.com, is now live. The site includes a live-linked Google Calendar integrated directly with our bookings system, significantly improving visibility of room availability and forthcoming events for both customers and staff.

The launch of the new website represents a significant step forward in modernising the Centre's digital presence and improving communication with residents, user groups and prospective hirers. We would welcome any feedback from members of the Committee in relation to the new site and its functionality.

With regards to Martyn's Law, April saw updates to The Terrorism (Protection of Premises) Act 2025 with new guidance being issued that will add to the existing open draft policy being formulated. The SIA, who will be the organisation overseeing the regulation, is now hosting a series of webinars which the Assistant Clerk is attending. These sessions should prove useful in helping us better understand anticipated requirements and future compliance obligations.

We are also continuing to review options for the supply and installation of new backstage showers, together with the replacement of a kitchen water urn. Alongside this, we are exploring opportunities to partially finance the purchase of a new Bluetooth speaker and wireless microphone system for larger events through the trade-in of redundant legacy technology equipment. We have also completed the installation of a new 100" SMART TV screen, replacing legacy presentation technology within the Centre. The upgraded system provides a more modern and flexible solution for meetings, conference and community

events, whilst also creating potential opportunities for additional revenue streams through enhanced event packages, digital presentations and future commercial hire opportunities.

Processes / Maintenance

With a view to strengthening protections for lone workers at the Centre, we have introduced the provision of personal alarms for all reception staff. This forms part of our wider commitment to staff welfare and operational safety.

During the month we also undertook a full test of the reception panic alarm system and can now confirm that this operates as a silent alarm with immediate notification being sent directly to the police. Appropriate notice was provided to Sussex Police in advance of the test being undertaken. ADT have subsequently confirmed the correct procedure for carrying out future tests without the need to notify the police beforehand.

A number of outdated smoke detectors were replaced during the month as part of our ongoing fire safety review programme. In addition, two fire doors serving the Council Chamber and Main Hall were inspected and tested. I am pleased to report that both doors passed inspection, although a small amount of additional signage is required in each case to ensure full compliance.

We also held our annual review meeting with Rentokil-Initial during this period. A number of recommendations were made in relation to potential cost savings and opportunities to further improve sustainability across the Centre's operational services.

Ageing wooden planters on the patio have been replaced with second hand glass fibre planters at total cost of £30!

Finance

A Financial Dashboard covering the period January – April 2026 has now been produced and is available to Centre Committee Members for review upon request.

Whilst this report does not include specific financial figures relating to that dashboard, the overall position remains encouraging. Current trends continue to indicate positive booking activity and stable operational performance, alongside continued opportunities to strengthen client engagement and improve longer-term sustainability.

The dashboard also provides greater visibility around booking patterns, customer activity and operational expenditure, which will help support future planning, budgeting and strategic decision-making.

The NatWest Bonus Saver Account has now been closed and funds transferred to the COOP account. This means we are now able to clear most outstanding invoices.

Future

Looking ahead, focus will continue on improving operational resilience, upgrading legacy infrastructure and supporting the Centre's longer-term strategic objectives.

Work will continue in relation to Martyn's Law preparedness and associated policy development as further Government guidance becomes available. In parallel, we will continue exploring opportunities to modernise event technology and improve customer experience through targeted investment in audio-visual equipment and facility upgrades. The continued promotion of Centre activities through both digital platforms and community partnerships will also remain an important priority as we seek to further strengthen community engagement and maximise utilisation of the Centre's facilities.

The Committee is invited to note this report.